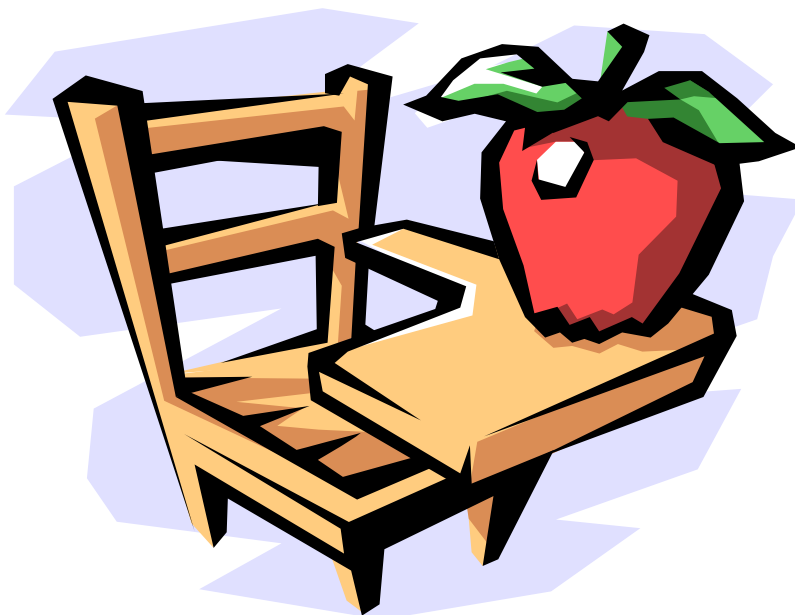


**MERAMEC VALLEY R-III SCHOOL
DISTRICT
SUBSTITUTE TEACHER HANDBOOK
2018-2019**



“Together we make a difference in doing what’s best for kids!”

TABLE OF CONTENTS

	Page
1. <i>Conditions of Employment</i>	4
A. Application	
B. Certification	
C. Health requirements	
D. Payment	
E. Pay schedule	
F. Status of employment	
2. <i>General Procedures and Responsibilities</i>	6
G. Confidentiality	
H. General teaching responsibilities	
I. Helpful hints	
J. Job description	
K. Reporting for duty	
L. Special education	
M. Substitute assignments	
N. Substitute duties	
O. Suggestions from teachers	
P. Trouble spots	
3. <i>District Information</i>	10
Q. Directions to buildings	
R. Dress code	
S. Drug free workplace	
T. Evaluation form	
U. Internet	
V. Mileage reimbursement	
W. School calendar	
X. Start and dismissal times	
Y. Substitute certificate	
Z. Tobacco free district	
4. <i>Procedure to Remove Substitute Teacher from Building/Automated Calling System</i>	14
5. <i>Confidentiality/Anti-Discrimination/Harassment</i>	16
7. <i>Forms that need to be returned to Central Office</i>	18
8. <i>District Policies</i>	19

Welcome to Meramec Valley R-III! The substitute teachers of the Meramec Valley R-III School District contribute much to the daily operation of the District.

This handbook has been prepared to provide you with policy and procedural information pertaining to your role as a substitute teacher. Inquiries regarding substitute teaching may be directed to Central Office (636-271-1400), Assistant Superintendent.

Meramec Valley R-III School District
Dr. John Mulford – Superintendent of Schools

Board of Education

Matt Trower	President
Sean Brinker	Vice President
Mary Clasby-Agee	Secretary
Dave Strong	Treasurer
Mike Klenke	Member
Ed Groom	Member
Tim Richardson	Member

Policy AC - PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

(See complete policy on page 19)

Meramec Valley R-III School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in the admission, access to, treatment, and employment in its programs and activities.

As per Board of Education policy adopted on May 15, 2013, applicants for admission and employment, students, parents of students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Meramec Valley R-III School District are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission, access to treatment, and employment in its program and activities.

Any person having inquiries concerning Meramec Valley R-III School District's compliance with nondiscrimination laws is directed to contact The Assistant Superintendent of Personnel, 126 North Payne, Pacific, MO 63069, (636-271-1400). These non-discrimination laws include Title II of the Americans with Disabilities Act, the Age Discrimination Act, Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 5-4 of the Rehabilitation Act. The Assistant Superintendent is the person who has been designated to coordinate the District's efforts to comply with Title II of the Americans with Disabilities Act, the Age Discrimination Act, Title VI of the Civil Rights Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the District's compliance with Title II of the Americans with Disabilities Act, the Age Discrimination Act, Title VI of the Civil Rights Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act.

All Board Policies can be referenced at the following web site: www.mvr3.k12.mo.us

Conditions of Employment

A. Application

Meramec Valley R-III uses the AppliTrack system from Frontline Technologies to manage employment applications online.

All applicants must submit the required application and additional materials online at www.applitrack.com/mvr3/onlineapp. In order to be considered for any position, the entire application must be completed, including uploading required documents.

Applicants who have been approved for employment by the Board of Education will be added to the substitute teacher list following orientation.

B. Certification

Only those persons properly certificated by the Missouri Department of Elementary and Secondary Education may be employed as substitute teachers. Types of certificates:

1. **4-year Certificate** – the minimum requirement for substitute certificate is 60 semester hours from a college or university (unlimited days)
2. Life, IPC, CCP, Provisional certificate (unlimited days)
3. Retired teachers may teach 550 hours as substitutes without being penalized by the Retirement Board. It is the responsibility of the teacher to keep an accurate record of days worked.

C. Health Requirements

Must be fit for duty which is listed on the substitute teacher job description.

D. Payment

The pay of substitute teachers for the 2018-2019 school year is \$80.00 per day, substitutes holding a BSED will receive \$85 per day, retired teachers from Meramec Valley R-III will receive \$90 per day, one-half this amount for a half-day (4 hours). Substitute teachers are not eligible for any other benefits. Substitute teachers are paid twice monthly by direct deposit. Federal and State law requires withholding of taxes, as well as Social Security. This amount is determined by your W-4 forms.

Pay periods are: The 1st is the 6th-20th
The 15th is 21st-5th

Long-Term Assignments – Substitute teacher must be certified in the subject area of the teacher that will be out. Long-term salary is based on BS Step 1 on the Teacher Salary Schedule. The teacher must sub for the same teacher 30 consecutive days. Pay will be at regular substitute daily rate through day 30 and pay retroactive difference after 30 consecutive workdays have been completed.

Be advised that the Affordable Care Act (Obamacare) requires MVR-III School District to provide health insurance to staff working an average of 30 or more hours per week. Because of the new Federal regulations, the district is having all substitute staff utilize the time clock system. Board policy GCBC-AP(1) provides detailed information about the standard measurement, administrative and stability periods for our district. If you have any questions, please call the Assistant Superintendent of Personnel, at 636-271-1400.

E. Pay Schedule (DATES)

Pay will be calculated based on time clock information.

Per District Policy, all employees will utilize direct deposit of payroll earnings. Direct deposit documents are dated the 1st and the 15th of each month and may be obtained online through Doculivery.

RECORDING OF HOURS WORKED

Timekeeping Compliance Guidelines

Acknowledgement of Receipt of Timekeeping Compliance Guidelines form must be signed each fiscal year.

Failure to Comply

If a substitute willfully records time for another employee, he or she is subject to immediate termination. If a substitute intentionally alters information already recorded in the district time clock software without prior approval from the central office, he or she is subject to immediate termination.

Clocking In/Out throughout the Day

Employees will clock in for their shift and out at the end of their shift. **Employees should NOT clock in 5 minutes before start of shift or 5 minutes later than end of shift UNLESS pre-approved by substitute coordinator.**

Meal Breaks

Substitute staff will not be required to clock out/in for meal break. These employees will clock in for their shift and out at the end of their shift, but not for meal break. The system will reduce daily time clocked for substitute staff by thirty minutes for daily meal.

Time Clock Weekly Reconciliation Procedures – Every Monday

Substitute coordinator is responsible for making sure all guidelines are followed.

- If the employee misses an entry into the timekeeping system the employee will notify substitute coordinator as soon as possible.
- Substitute coordinator will edit hours **every Monday on/or before 10am.**
- Substitute coordinator final approval posting to payroll **every Monday on/or before midnight.**

F. Status of Employment

Substitute teachers are employed as part-time staff on an on call, as needed basis to fill in for MVRIII teachers who are absent. The performance of substitute teachers will be reviewed periodically by administrators.

When accepting a job in the automated absence system, please refrain from cancelling that job to take a different job on the same day. Cancellations will be tracked, and when numerous cancellations are found, it could result in having your name moved down on the substitute list to be called. If cancellations outnumber the jobs taken, it could result in being suspended in **the automated absence system** until a meeting with the Assistant Superintendent of Personnel is held.

General Procedures and Responsibilities

G. Confidentiality – Policy AC

All school records and reports should be handled with care. Many records are of a confidential nature. They are maintained in order to provide information on child growth and development for the professional staff. It is essential that, as a substitute teacher, you are careful not to divulge any confidential information. You should never discuss information learned about students with others. Please keep in mind FERPA (Family Educational Rights and Privacy Act) and the consequences of disclosing confidential information.

H. General Teaching Responsibilities

The primary objective of the substitute teacher's work is to provide for the continuity of the instructional program as planned by the MVR/III teacher. It is our hope that an effective learning climate will be maintained as well as good supervision. All substitute teachers are required to assume duties as the building principal may direct. Substitutes are expected to remain in the building for the entire assignment, even if the first or last period of the day is a planning period. Substitutes may purchase a lunch from the school cafeteria for \$2.80 or bring their own lunch. Lunch is a duty free period, but the substitute should remain in the building.

I. Helpful Hints

Find the seating chart and use it to call pupils by name.

Keep the class keys on your person.

Students should not be in the teacher's supply cabinet, storeroom or desk.

Allow sufficient time to distribute and collect materials in an orderly manner.

Look for potential trouble spots.

Find who your classroom leaders are and use them.

Give clear instructions.

Be consistent.

Be firm.

Walk around the room and monitor students.

For younger ages get on the same level as them. If they are in centers sit on the floor but also make sure you have a visual of the whole class.

Avoid long periods of pupil idleness.

Threatening students to behave is NEVER allowed.

Use common sense.

Keep your voice calm, confident and distinct.

Deal making is not a useful strategy.

Punishing the group for what an individual has done is not an effective strategy.

Keep your hands off children during discipline.

Know when to seek help from the principal.

When sending a student to the office, always send a note.

Keep pupil movement within the room to a minimum.

Continue your instruction throughout the school day.

Be aware the bell is a signal for the teacher, not the students.

Leave the classroom in good order.

IT IS IMPORTANT TO FOLLOW THE PLANS LEFT BY THE TEACHER.

J. Job Description

All MVR-III job descriptions can be found at www.mvr3.k12.mo.us

- ❖ Move freely from building to building to serve the needs of the District and its students.
- ❖ Relate to students of all ages through effective communication.
- ❖ Attempt to follow the directions of the absent teacher and bridge the gap between the teacher's lesson plans and where the class is progressing.

K. Reporting for Duty

Arrive at your assigned school at the appropriate time (30 minutes prior to starting time). As soon as you arrive, report directly to the school office to obtain instructions. You should inquire about daily schedules, announcements, lesson plans, drill procedures, use of intercom, and procedure for money handling and keys. You should be provided seating charts and materials needed for the day.

L. Special Education

The district has a full continuum of services for children with special needs. You may be asked to substitute in a classroom for self-contained students, for a resource teacher, in a class-within-a-class setting or a combination of settings. Teachers will provide you with the information necessary to ensure appropriate services and instruction for students. All instruction included under the "Confidentiality" section of this handbook apply. Any questions or concerns regarding students should be addressed with the school administrator.

M. Substitutes Assignments

All assignments for substitute teachers are made through an automated substitute program/Central Office. Teachers are not allowed to secure the services of any substitute teacher. If you find you are not a "good match" for a specific level, subject, building, please share that information with Central Office. This will not negatively impact your opportunities to substitute in the district.

N. Duties

- Report to the building principal or secretary upon arrival.
- Review with the principal/secretary all plans and schedules to be followed.
- Review special needs of students and emergency procedures.
- Maintain as fully as possible the established routines and procedures of the school.
- Teach students using the lesson plans as outlined and described by the absent teacher.
- Consult with building principal before initiating any teaching or other procedure not specified in the lesson plans.
- Assume responsibility for overseeing the students' behavior in class, recess periods.
- At the conclusion of the day, report in writing the day's activities.
- Follow all policies, rules and procedures to which building teachers are subject.
- Return the classroom to an orderly condition.
- Check out at the end of the day with the office.

N1. Qualifications

- Have 60 hours college credit
- Present excellent professional references

Provide proof of CLEAN CRIMINAL, CHILD ABUSE AND NEGLECT RECORD
Provide college transcript
Undergo interview and orientation
Show respect for children and a desire to assist students with their educational needs
Demonstrate patience and training to deal with discipline incidents

N2. Your Role

Keep order in the classroom.
Carry on the instructional program.
Introduce yourself and set the ground rules.
Get the morning routine done (pencil sharpening, lunch count, etc.).
Get as much helpful information from the office as possible.
Meet the class at the door, ensure that they enter orderly.
Put a short exercise on the board before the class arrives.
Start your instructional program.

N3. Understanding

As a substitute traveling from school to school, you will observe many school-related situations and different styles of teaching and management. Instead of expressing comparisons among classrooms, teachers and schools, you should make every effort to carry on the program of the absent teacher and fit in with the existing schedule. In addition, please do not share stories/occurrences that happened at one building to another building where you may subsequently serve as a substitute teacher.

O. Suggestions

Although substitute teaching situations may vary widely, there are several general guidelines which will contribute to a successful experience.

1. Follow the regular teaching plans closely as directed by the absent teacher.
2. Maintain accurate records of attendance, reports, lunch money.
3. Follow the seating arrangement and other routine procedures.
4. Check the safety and fire drill procedures for your room.
5. If a drill occurs, take the class grade book or class roster with you in order to check attendance.
6. Arrive on time for your assignment.
7. Be prompt in following the daily schedule in releasing students for activities, lunch and dismissal.
8. Never leave students unattended, if an emergency should arise, send a student messenger, obtain the services of a nearby teacher, and use the intercom to seek assistance.
9. You have the primary responsibility for classroom management.
10. Be positive and give encouragement, state your expectations from the beginning.
11. Follow the established classroom management system.
12. If a student becomes insubordinate or unmanageable, seek direct assistance from the building principal.
13. Avoid threats, especially group threats.
14. If a student in your room becomes ill or is injured, notify the building principal and nurse immediately.
15. Under no circumstance should a substitute teacher administer medication or permit students to take medication.

16. Leave a brief written report at the end of the school day for the absent teacher, including lessons covered.
17. Papers and homework collected from students should be organized, labeled, and in a secure location.
18. Before leaving the room, place instructional materials and equipment in the proper place, lock the door if keys are available.
19. Check out through the school principal or school secretary, returning any materials.
20. Maintain high standards of ethics in your relationships with students, parents and teachers.
21. Be respectful of student opinions but discourage students from discussing personal problems.
22. Avoid making negative comments about the lesson or the methods of the absent teacher.
23. Never discuss your personal life in the classroom.
24. Whenever you encounter serious problems or concerns, discuss these directly with the building principal.
25. Discuss “use of restroom” classroom procedures with the administrator.

P. Ten Substitute Trouble Spots

Use of inappropriate language/profanity

Touching children while disciplining

Personal use of cell phone should not occur during instructional or supervisory duties

Disclosing too much personal information

Leaving an assignment early

Late cancellations

Poor classroom management skills

Failure to follow procedures

Failure to ask questions

Denying children the chance to use the restroom, when reasonable

District Information

Q. Detailed Directions To Buildings: (from Central Office)

Coleman Elementary

Coleman is located 1.6 miles west of Gray Summit on Old Highway 66.

Meramec Valley Community School

MVCS is located in Pacific at 413 W. Union Street, one block north of the post office.

Nike Elementary

Nike is located approximately 7 miles south of Pacific. Take Highway O & F until you come upon the Catawissa/Dittmer sign, turn left. Turn left on NN, then turn right on AP. The school is located approximately one mile down AP on the left.

Robertsville Elementary

Robertsville is located approximately 10 miles south of Pacific. Take Highway O & F south of Pacific. Turn left on Highway N at Robertsville. The school is located on the left.

Truman Elementary

Truman is located south off Osage Street on Indian Warpath Drive, just south of the Pacific High School.

Zitzman Elementary

Zitzman is located south off Osage Street behind the Meramec Valley Middle School on Indian Pride Drive.

Meramec Valley Middle School

The Middle School is located at 195 N. Indian Pride Dr., just off Osage Street (Old Highway 66).

Riverbend School

Riverbend School is located at 2085 Highway N. From Payne Street turn right onto Congress St., Congress will then turn into Highway N; the school is approximately 1 mile on the right.

Pacific High School

The high school is located at the western end of Pacific. Turn left off Osage Street onto Indian Warpath Drive.

Meramec Valley Early Childhood Center

The preschool is located in Pacific at 2001 W. Osage Street, next to Bank Star.

R. Dress Code

Staff should dress appropriately for a professional educator. It is felt that professional adults know how to dress neatly and appropriately for the working day. Keep in mind that students will react to the model you present. More formal dress will usually help establish a mood of respect and discipline among the students. Shorts and mini-skirts would be inappropriate, for example.

S. Drug Free Workplace

Meramec Valley R-III School District seeks to provide a safe drug-free workplace for all its employees. Therefore, the manufacture, distribution, possession of, use of, or presence under the influence of alcohol, of controlled substances or of substances represented as such, is prohibited on school premises or at school activities. Infractions will be turned over to the local police department.

T. Internet Access and Computer Use

All individuals that will be hired for a substitute position will sign a Technology Acceptable Use Policy for Network/Internet Access. It will be at the discretion of each building administrator how substitute staff will access computers or network.

Long term substitutes and other individuals may be given user IDs and passwords upon request from Central Office or building administrators. Fill out the AUP and APP forms in this handbook and return to Central Office.

U. Mileage Information

If you substitute for a teacher who travels between district buildings, you are eligible for mileage reimbursement. Reimbursement is not authorized between home and school. You will receive mileage at the current reimbursement rate as approved by the Internal Revenue Service. District approved reimbursements are due the 20th of each month.

V.

Meramec Valley R-III School District

2018-2019 School Calendar

Note: Sec = Grades 6-12 Elem = Grades K-5
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August 7-8-9, 2018 (T-Th)	New Teacher Professional Development
August 13-14, 2018 (M-T)	All Teacher Professional Development
August 15, 2018 (W)	First Day of School
September 3, 2018 (M)	Labor Day Holiday/NO SCHOOL
September 5, 2018 (W)	Early Dismissal (Secondary-12:00/Elementary-1:10) Professional Development
October 3, 2018 (W)	Early Dismissal (Secondary-12:00/Elementary-1:10) Professional Development
October 12, 2018 (F)	End of First Quarter
October 19, 2018 (F)	Conference Break/NO SCHOOL
November 7, 2018 (W)	Early Dismissal (Secondary-12:00/Elementary-1:10) Professional Development
November 21-23, 2018 (W-F)	Thanksgiving Break/NO SCHOOL
December 20, 2018 (Th)	Early Dismissal (Secondary-12:00/Elementary-1:10) Professional Development End of First Semester - Tentative
At the close of the school day on December 20, 2018, until school resumes on January 3, 2019 (Th)	December 21(F) (possible make-up day) Winter Break/NO SCHOOL
January 2, 2019 (W)	Professional Development/NO SCHOOL
January 3, 2019 (Th)	Beginning of Second Semester – Tentative
January 21, 2019 (M)	Dr. Martin Luther King Jr. Birthday/NO SCHOOL
February 6, 2019 (W)	Early Dismissal (Secondary-12:00/Elementary-1:10) Professional Development
February 18, 2019 (M)	Presidents' Day/NO SCHOOL
March 6, 2019 (W)	Early Dismissal (Secondary-12:00/Elementary-1:10) Professional Development
March 8, 2019 (F)	End of 3 rd Quarter - Tentative
March 15, 2019 (F)	Conference Break/NO SCHOOL
April 3, 2019 (W)	Early Dismissal (Secondary-12:00/Elementary-1:10) Professional Development
At the close of the school day on April 17, 2019, until school resumes on April 23, 2019 (T)	April 18 (Th) (possible make-up day) Spring Break/NO SCHOOL
May 1, 2019 (W)	Early Dismissal (Secondary-12:00/Elementary-1:10) Professional Development
May 22, 2019 (W)	Last day of School/HALF-DAY (Dismissal - Secondary-12:00/Elementary-1:10)
May 27, 2019 (M)	Memorial Day/NO SCHOOL

This calendar includes six (6) inclement weather days.

December 21st and April 18th may be used as make-up days for school missed due to inclement weather. Further revisions to the school calendar will be decided in the best academic interest of students by the Superintendent/ Board of Education.

Approved February 21, 2018

W. Starting and Dismissal Times

Coleman Elementary	8:45 a.m.	3:35 p.m.
Nike Elementary	8:45 a.m.	3:35 p.m.
Robertsville Elementary	8:45 a.m.	3:35 p.m.
Truman Elementary	8:45 a.m.	3:35 p.m.
Zitzman Elementary	8:45 a.m.	3:35 p.m.
M.V. Middle School	7:30 a.m.	2:20 p.m.
Riverbend School	7:30 a.m.	2:20 p.m.
Pacific High School	7:30 a.m.	2:20 p.m.
Early Childhood Center	6:00 a.m.	6:00 p.m.
M.V. Community School		
Title I Preschool/ECSE	8:45 a.m.	3:30 p.m.
Administrative Central Office	8:00 a.m.	4:30 p.m.

X. Substitute Certificate

Substitute teachers now must apply online to the Missouri Department of Elementary and Secondary Education for a substitute certificate. Instructions are available at DESE's web site or at Central Office. You will be able to print your substitute certificate. Please give a copy of the certificate to Central Office.

Substitute Teacher Certificates are valid for 4 years. The substitute teacher is responsible for renewing their certificate and paying the \$50 fee.

The Missouri Department of Elementary and Secondary Education will require a criminal background check (fingerprints).

Y. Tobacco Free District

Tobacco means all use of tobacco products, including cigars, cigarettes, pipes and smokeless tobacco items. *Please refer to revised Tobacco Free Policy AH implemented at the beginning of the 2013-2014 school year*

Procedure to Remove Substitute Teacher from Building/Automated Calling System

If a building administrator is experiencing trouble with a substitute and no longer wishes to use the substitute for that particular site, the following procedure must be followed:

1. Document the issue explaining why the building administrator would like to remove the substitute from that site.
2. Building administrator must first inform this substitute that he/she will no longer need their services at that site and explain the reasons why.
3. Send the documentation to Cheryl McDaniel, CO Absence Management Manager, with the date and time the substitute was notified.
4. Cheryl McDaniel will share with the Assistant Superintendent and will remove the substitute from the building site in Absence Management.

STUDENT RECORDS

(Refer to Policy JO)

The following information must be held in complete confidence at all times:

Student Records (FERPA)

- Grade Cards
- Discipline records
- Health Information
- IEPs
- Detention lists
- Addresses and phone numbers
- Grade Level
- Pictures

Categorical Information may not be shared...to prevent violations of:

The Individuals with Disabilities Act

- FERPA Plus

HIPPA-Medical Information

- Discrimination on the basis of disability

Federal Privacy-Social Security Numbers

- Violates federal law
- Identify theft

Free and Reduced Lunch Data

- Loss of federal funds
- Decrease in participation

Important to know how to handle:

Information from Other Agencies

“All information received by...any school district pursuant to this section shall remain subject to the same confidentiality requirements as are imposed on the department that originally collected the information...”
§210.865, RSMo.

Information from the Juvenile Officer or Children’s Division

“Any information pursuant to this section shall be received in confidence and used for the limited purposes of assuring that good order and discipline is maintained the school, or for intervention and counseling purposes for the benefit of the child.” §167.122, .123, RSMo.

Safe Schools Act

“Any information received by school district officials pursuant to this section shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the school.”
§167.115, RSMo.

Information that may be shared when requested:

- Directory Information

Policy AC - PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

Examples of Discrimination:

- Excluding students with disabilities from honors and awards
- Only considering men for a custodian position because the job requires lifting
- Separate tutoring requirement for all students of a particular race that did not score proficient on the MAP
- Only asking students of a particular race if they are “homeless” or “migrant”

More Examples:

- Non-renewing a bus driver because of age
- Favoring students because they go to church with you
- Refusing a promotion to someone because she is pregnant
- Excluding a student from a school activity because she is pregnant

Harassment: a form of discrimination

1. Unwelcome;
AND
2. Offensive to the reasonable person

2 Kinds of Harassment:

- Quid Pro Quo: Supervisor or person in control conditioning action on sex, date, etc.
- Hostile Environment: Words or actions so pervasively offensive that they alter the working conditions.

Examples of Harassment:

- Conditioning grades or performance reviews on physical actions towards the supervisor
- Racial slurs or jokes
- Allowing students to pick on a student because the student has a disability
- Giving choice work assignments or better evaluations to persons if they date you
- Discussing how biracial children should not have been born

More Examples

- Inappropriate touching of students
- Discussions of sexual activity, sexual innuendo
- Suggestive pictures, calendars
- E-mailing offensive messages
- **A single joke is not harassment.** Problem: How do we know it is the first?
- **All offensive conduct from the opposite sex is not necessarily sexual harassment.**
- **Sexual harassment can occur between members of the same sex.**

REMEMBER---Students Cannot Consent! Never OK to ...

- Date a student
- Talk about dating a student in the future
- Kiss or show physical affection of the relationship nature towards a student
- Write love notes to a student
- Use obscene language around a student

- Discuss sexual relationships with a student outside of an approved class curriculum

Don't let it happen to you. Don't let it happen to other people.

Required by Board Policy to report.

Could be a crime if you do not report sexual harassment of student.

**Forms that need to be returned to Central Office prior to
1st substitute teaching assignment.**

- Technology Usage (Staff)
- District Website (Staff Authorization)
- Confidentiality
- Training Video - MUSIC Sexual Misconduct: Staff-to-Student
- Tax/Payroll Forms
- Receipt of Substitute Handbook Form
- Timekeeping Guidelines Form

USE OF TOBACCO PRODUCTS AND IMITATION TOBACCO PRODUCTS

To promote the health and safety of all students and staff, the district prohibits all employees, students, patrons and contractors, as well as any group or organization contracting district facilities for public or private use, from smoking or using tobacco or tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, properties, campuses, vehicles, on district grounds and at any district-sponsored event or activity while off campus. District employees are also prohibited from smoking and using tobacco products, electronic cigarettes or imitation tobacco or cigarette products off district property if the employee is performing duties in the presence of students, families or patrons.

For the purpose of this policy, smoking will mean possession of burning tobacco in the form of a cigarette, cigar, pipe or other smoking equipment. Tobacco products include both smoking and smokeless tobacco items.

This prohibition does not apply to any private residence or any portion of a non-district facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services.

Consequences

Any violation of this policy by staff shall be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations shall be considered insubordination and shall be dealt with accordingly, based on policies and procedures for the suspension and dismissal of staff.

Violations of this policy by students will be addressed according to the student discipline policy.

Citizens who are observed smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products on district property shall be asked to refrain. If an individual fails to comply with the request, his or her violation of policy will be referred to the building principal or other supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action, which may include a directive to leave the activity. Repeated violations will result in a recommendation to the superintendent to prohibit the individual from entering school district property for a specified period of time.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Effective: 07/01/2013

Meramec Valley R-III

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Date
Adopted: 5/15/2013
Last
Revised: 5/21/2014

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

Meramec Valley R-III School District prohibits any and all forms of unlawful harassment and discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in the admission and access to, treatment of, and employment in its programs, services and activities.

Meramec Valley R-III School District also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

Meramec Valley R-III School District is an equal opportunity employer, and it is the policy of the district to provide equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention and promotion, and to maintain a work environment for its employees that is free from unlawful discrimination, harassment and retaliation.

It is the policy of Meramec Valley R-III School District to provide and maintain a learning environment that is free from discrimination and harassment in accordance with this policy.

It shall be a violation of district policy for students or district personnel to unlawfully harass, discriminate or retaliate against any other students or school personnel on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law.

All employees, students, parents and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial

assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Definitions

Compliance Coordinator – The individual responsible for implementing this policy, including the acting compliance coordinator when he or she is performing duties of the compliance coordinator.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

District Personnel – For the purposes of this policy, district personnel includes School Board members, employees, agents, volunteers, contractors and other persons subject to the supervision and control of the Meramec Valley R-III School District.

Good-Faith Report or Complaint – For the purposes of this policy, a good-faith report or complaint means that the person reporting or complaining has an honest belief that he or she has been subjected to unlawful discrimination, harassment or retaliation or that someone else has been subjected to unlawful discrimination, harassment or retaliation. For the purposes of this policy, a person participates or assists in an investigation in “good faith” when he or she provides information to the best of his or her knowledge and belief to those persons empowered by the district to carry out an investigation.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance coordinator.

Harassment – For the purposes of this policy, harassment includes both person-to-person and electronic communication. Harassment may consist of:

1. *Electronic Transmissions* – Threats or insults transmitted via a written format (internet, text message, e-mail, personal digital assistant (PDA), or wireless handheld device) or a graphic format (video, camera, cell phone).
2. *Nonverbal Conduct* – Stalking, gestures or suggestive body movements, display of sexual pictures or drawings, and exclusion from a peer group.
3. *Physical Conduct* – Uncomfortable proximity, grabbing/touching, physical violence, theft or damaging property.
4. *Verbal Conduct* – Threats, taunts, name calling and put-downs, insults, whistles or rude noises, comments about a person’s body, sexual remarks/requests, extortion.
5. *Written Communications* – Includes, but is not limited to, notes, letters, pictures and drawings.

Such conduct that interferes with the educational process is considered harassment whether it takes place on or off district property, at any district-sponsored function or in a district vehicle.

Sexual Harassment – For the purposes of this policy, sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, sexual flirtations, offensive talk of a sexual nature, graphic or suggestive comments about an individual’s body or sexuality, sexually degrading words, uninvited touching or teasing, physical aggression or hostility, and/or any other verbal or physical conduct or communication of a sexual nature when:

1. Such conduct is directed against an individual causing him or her to believe that he or she must submit to the unwelcome conduct in order to participate in or benefit from a district program or activity;
2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment with the district;

3. Such conduct has the purpose or effect of substantially and unreasonably interfering with a student's educational performance or creating an intimidating, threatening or abusive educational environment;
4. Such conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; or
5. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute sexual harassment include:

1. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
2. Talking about one's sexual activity in front of others.
3. Touching, patting, grabbing or pinching another person's intimate parts.
4. Spreading rumors about another person's sexual activities.
5. Displaying sexually suggestive objects.
6. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
7. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
8. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
9. Comments about an individual's body, sexual activity or sexual attractiveness.
10. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
11. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature

Harassment Based on Race or Color – For the purposes of this policy, harassment of an individual based on his or her race or color consists of verbal or physical conduct relating to an individual's race or color when:

1. Such conduct is directed against an individual causing him or her to believe that he or she must submit to the conduct in order to participate in or benefit from a district program or activity;
2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment with the district;
3. Such conduct has the purpose or effect of substantially and unreasonably interfering with a student's educational performance or creating an intimidating, threatening or abusive educational environment;
4. Such conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; or
5. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute harassment because of race or color include:

1. Name-calling.
2. Racial slurs.
3. Directing threatening or intimidating conduct at another because of his or her race or color.
4. Pejorative or racially demeaning jokes.
5. Displaying racially demeaning objects or cartoons.

Harassment Based on National Origin or Ancestry – For purposes of this policy, harassment of an individual based on his or her national origin or ancestry consists of verbal or physical conduct relating to an individual’s ethnicity or country of origin or the country of origin of the individual’s parents, family members, or ancestors when:

1. Such conduct is directed against an individual causing him or her to believe that he or she must submit to the conduct in order to participate in or benefit from a district program or activity;
2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment with the district;
3. Such conduct has the purpose or effect of substantially and unreasonably interfering with a student’s educational performance or creating an intimidating, threatening or abusive educational environment;
4. Such conduct is so severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity; or
5. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute harassment based on national origin or ancestry include:

1. Name calling.
2. Ethnic slurs.
3. Directing threatening or intimidating conduct at another because of his or her national origin, ancestry or ethnicity.
4. Pejorative or demeaning jokes relating to one’s national origin, ancestry or ethnicity.
5. Displaying written or graphical material containing derogatory, demeaning or degrading ethnic stereotypes.

Harassment Based on Disability – For purposes of this policy, harassment based on an individual’s disability consists of verbal or physical conduct relating to an individual’s physical or mental impairment when:

1. Such conduct is directed against an individual causing him or her to believe that he or she must submit to the conduct in order to participate in or benefit from a district program or activity;
2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment with the district;
3. Such conduct has the purpose or effect of substantially and unreasonably interfering with a student’s educational performance or creating an intimidating, threatening, or abusive educational environment;

4. Such conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; or
5. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute harassment because of disability include:

1. Name calling.
2. Jokes based on an individual's physical or mental disability.
3. Directing threatening or intimidating conduct at another because of his or her physical or mental disability.
4. Pejorative or demeaning jokes relating to one's disability.
5. Written or graphical material that is derogatory, demeaning or degrading to individuals based on their disabilities.

Compliance Coordinator

The Board designates the following individual to act as the district's compliance coordinator:

Assistant Superintendent

126 North Payne Street

Pacific, MO 63069

Phone: 636-271-1400/Fax: 636-271-1406

In the event the compliance coordinator is unavailable or is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to the acting compliance coordinator:

Superintendent

126 North Payne Street

Pacific, MO 63069

Phone: 636-271-1400/Fax: 636-271-1406

The compliance coordinator or acting compliance coordinator will:

1. Coordinate district compliance with this policy and the law.

2. Receive all grievances regarding discrimination, harassment and retaliation in the Meramec Valley R-III School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate with the district's law enforcement unit to determine whether any reported crimes on district property or involving district students or personnel constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Meramec Valley R-III School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance coordinator or acting compliance coordinator. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance coordinator. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance coordinator any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance coordinator or acting compliance coordinator. If a person

refuses or is unable to submit a written complaint, the compliance coordinator will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance coordinator otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Grievance Process

Student Complaints/Reports of Unlawful Discrimination, Harassment and Retaliation

Students who believe they have been subjected to unlawful discrimination, harassment or retaliation based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law by any student, employee of the district, or any other person under the supervision and control of the district, should immediately bring their concerns or complaints to the attention of a teacher, the principal, the superintendent or the compliance coordinator. The district encourages students to use the district's Grievance Form (which is available in the principal's office) to report incidents or complaints of unlawful discrimination, harassment or retaliation, but oral reports shall be considered as well as written complaints. Students will be provided with a reasonable opportunity to identify witnesses having personal knowledge of any incident of unlawful discrimination, harassment or retaliation and to provide any other relevant evidence of unlawful discrimination, harassment or retaliation. The district will respond to male and female students' complaints of discrimination, harassment or retaliation promptly and appropriately, with the same degree of seriousness.

In each school building, the principal is the person responsible for receiving oral or written reports and complaints of unlawful discrimination, harassment or retaliation. Any district employee, Board member, district volunteer or other person subject to the supervision and control of the district who receives a report or complaint of unlawful discrimination and harassment should immediately notify the principal of such report or complaint. Upon receipt of any such report or complaint of unlawful discrimination, harassment or retaliation involving a student, the principal shall immediately notify the compliance coordinator. If the report or complaint was given orally, the principal shall personally reduce it to written form within 24 hours and forward it to the compliance coordinator. If the report or complaint involves allegations that the principal engaged in any unlawful discrimination, harassment or retaliation, the report or complaint should be made or filed directly with compliance coordinator.

Investigating Student Reports/Complaints

Upon receipt of a report or complaint alleging unlawful discrimination, harassment or retaliation, the coordinator will conduct a prompt, impartial investigation. The compliance coordinator may designate a third party or other district officials to assist in the investigation. The investigation may consist of personal interviews with the reporting party/complainant, the individual(s) against whom the complaint is filed, and others who have any knowledge of the alleged incident(s) or circumstances giving rise to the complaint.

In determining whether a violation has occurred, the district will consider all relevant factors, including the nature of the behavior, the frequency of the conduct, the severity of the conduct, the ages of the parties involved, the relationship between the alleged harasser(s) and the victim(s), and the context in which the alleged incidents occurred.

The district shall complete its investigation within 14 days of the compliance coordinator's receipt of the report/complaint. Within five business days after the district's completion of its investigation, the district shall notify the complainant/reporting party in

writing of the results of its investigation in accordance with state and federal laws regarding date or records privacy, and consistent with the privacy rights of the alleged harasser(s).

Responding to Student Reports/Complaints

If the district's investigation substantiates the validity of the report/complaint of unlawful discrimination, harassment or retaliation, the district will take prompt, appropriate action(s), commensurate with the severity of the conduct, to remediate the violation and prevent and deter similar violations/conduct from occurring in the future. Appropriate actions may include, but are not limited to, counseling, parent-teacher conferences, warning, suspension, exclusion and expulsion. In the event that the evidence suggests that the conduct at issue may also constitute a crime, the Board will also direct the compliance coordinator to report the results of the investigation to the appropriate law enforcement agency.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

The district will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible. Investigations will be conducted with full recognition of the rights of all parties involved. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Any district student who makes a good-faith report or complaint of unlawful discrimination or harassment or who, in good faith, participates or assists in any investigation into any such report or complaint, shall not be subjected to retaliation for doing so.

Employee Complaints/Reports of Unlawful Discrimination, Harassment and Retaliation

District employees who believe that they are being subjected to unlawful discrimination, harassment or retaliation based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law by any employee of the district or any other person under the supervision and control of the district, should immediately report their complaints/concerns to their immediate supervisors. Employees may report concerns to other administrators within the district, but it is essential that reports be made to someone with the authority and obligation to act upon the concern.

Any supervisor/administrator who receives any report or complaint of unlawful discrimination, harassment or retaliation must notify the compliance coordinator within 24 hours or within a reasonable time thereafter. Oral complaints of unlawful discrimination, harassment or retaliation will be put in writing by either the complainant or the person who receives the complaint and should be signed by the complainant. The complainant's refusal to sign a complaint shall not be a reason upon which the district may refuse to investigate any such complaint.

Investigating Employee Reports/Complaints

Upon receipt of an employee's report or complaint of unlawful discrimination, harassment or retaliation, the compliance coordinator will conduct a prompt, impartial investigation of the complaint. The compliance coordinator may designate a third party or other district officials to investigate the complaint or to assist in the investigation of the complaint. In the event that the complaint or report includes allegations that the compliance coordinator has engaged in any unlawful discrimination, harassment or retaliation, the superintendent shall designate a third party or other district officials to investigate the complaint or assist in the investigation of the complaint. The investigation may consist of personal interviews with the reporting party/complainant, the individual(s) against whom the complaint is filed, and others who have any knowledge of the alleged incident(s) or circumstances giving rise to the complaint.

In determining whether a violation has occurred, the district will consider all relevant factors, including the nature of the behavior, the frequency of the conduct, the severity of the conduct, the ages of the parties involved, the relationship between the alleged harasser(s) and the victim(s), and the context in which the alleged incidents occurred.

The employee will be given a reasonable opportunity to identify witnesses having personal knowledge of any incident of unlawful discrimination, harassment or retaliation and provide any other relevant evidence of unlawful discrimination, harassment or retaliation relating to his or her complaint. The district will respond to male and female employees' complaints of discrimination, harassment or retaliation promptly, appropriately and with the same degree of seriousness.

The district will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible. Investigations will be conducted with full recognition of the rights of all parties involved. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

The district shall complete its investigation within 14 days after the compliance coordinator's receipt of the report/complaint. Within five business days after the district's completion of its investigation, the district shall notify the complainant/reporting party in writing of the results of its investigation in accordance with state and federal laws regarding date or records privacy, and consistent with the privacy rights of the alleged harasser(s).

Responding to Employee Reports/Complaints

If the investigation substantiates the validity of the complaint of unlawful discrimination, harassment or retaliation, the district will take appropriate disciplinary action against the offender(s) commensurate with the severity of the conduct, up to and including termination of employment. If the offender is a student, disciplinary action will be taken in accordance with the Board's established policies. If the offender is not an employee of the district but is within the supervision and control of the district, the district will take appropriate action within the scope of its authority to eliminate and redress the situation.

In the event that the evidence suggests that the conduct at issue may also constitute a crime, the Board will also direct the compliance coordinator to report the results of the investigation to the appropriate law enforcement agency.

If the allegations are not substantiated, the matter will be designated as unresolved, and the investigation file will be maintained by the assistant superintendent of personnel and student services in a file separate and apart from any student or personnel file.

Any district employee who makes a good-faith report or complaint of unlawful discrimination, harassment or retaliation or who, in good faith, participates or assists in any investigation into any such report or complaint, shall not be subjected to retaliation for doing so.

Parent/Guardian or Citizen Complaints of Unlawful Discrimination, Harassment and Retaliation

If a parent/ guardian of a district student or other citizen believes that any district employee or other person under the control and supervision of the district is unlawfully discriminating against, harassing or retaliating against any district student or district employee on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, the parent/guardian/citizen should immediately bring the concern or complaint to the attention of the principal, the superintendent or the compliance coordinator.

Meramec Valley R-III School District encourages the reporting party or complainant to use the district's Grievance Form (which is available from the principal of each building or from the district's office), but oral reports shall be considered complaints as well. Use of formal reporting forms is encouraged but not mandated. Nothing shall prevent any person from reporting unlawful discrimination, harassment or retaliation directly to the superintendent.

The parent/guardian/citizen will be given a reasonable opportunity to identify witnesses having personal knowledge of any incident of unlawful discrimination, harassment or retaliation and to provide any other relevant evidence of unlawful discrimination, harassment or retaliation relating to his or her complaint.

The district will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible. Investigations will be conducted with full recognition of the rights of all parties involved. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Investigating Parent/Guardian or Citizen Reports/Complaints

The district will conduct a thorough and impartial investigation into all such reports or complaints of unlawful discrimination, harassment or retaliation, and evaluate any evidence submitted by the complainant/reporting party in support of his or her complaint. The district shall complete its investigation within 14 days after its receipt of the report/complaint. The district may designate a third party or other district officials to assist in the investigation. Within five business days after the district's completion of its

investigation, the district shall notify the complainant/reporting party in writing of the results of its investigation in accordance with state and federal laws regarding date or records privacy, and consistent with the privacy rights of the alleged harasser(s).

Responding to Parent/Guardian or Citizen Reports/Complaints

If the investigation substantiates the validity of the complaint of unlawful discrimination, harassment or retaliation, the district will take appropriate action within the scope of its authority to eliminate and redress the discrimination, harassment or retaliation. If the offender is a student, disciplinary action will be taken in accordance with the Board's established policies. If the offender is an employee of the district, the district will take appropriate disciplinary action against offender commensurate with the severity of the conduct, up to and including termination of employment. If the offender is not an employee of the district but is under the supervision and control of the district, the district will take appropriate action within the scope of its authority to eliminate and redress the situation. In the event that the evidence suggests that the conduct at issue may also constitute a crime, the Board will also direct the compliance coordinator to report the results of the investigation to the appropriate law enforcement agency.

Parents/Guardians or citizens who make a good-faith report or complaint of unlawful discrimination, harassment or retaliation, or who, in good faith, participate or assist in any investigation into any such report or complaint, shall not be subjected to retaliation for doing so.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance coordinator or acting compliance coordinator and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Effective: 07/01/2013

DISTRICT WEBSITE

The Internet provides an opportunity for Meramec Valley R-III School District to share information about its schools, programs and resources with visitors to the district's website. In addition, the website can serve as a source of reference for students, parents, employees and community members.

The district's website, thus, becomes a powerful communication and educational tool. As such, information published on it will:

1. Reflect the Board policy of Meramec Valley R-III School District including the technology acceptable use policy and copyright policies.
2. Comply with state, federal and international laws regarding telecommunications, intellectual property rights and copyright.
3. Relate to educational programs and information, school-sponsored sports and activities, and educational resources.
4. Provide accurate details about the district and its programs.
5. Protect the privacy of students and staff.
6. Exhibit correct grammar, spelling and mechanics.

This policy will be reviewed annually.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 06/19/2013, eff. 07/01/2013

TECHNOLOGY USAGE

The Meramec Valley R-III School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

All users must share the responsibility for assuring that district computers and networks are used in effective, efficient, ethical and lawful manner. The use of such equipment is a privilege, and users must agree to comply with the guidelines contained herein.

Acceptable Use

Students and staff of Meramec Valley R-III School District must follow the acceptable use guidelines of the district's chosen internet service provider:

1. Use of the Internet is for educational purposes.
2. Use of another organization's network must be consistent with their usage policy.
3. It is not acceptable to use the Internet for purposes that violate any federal or state laws. This includes, but is not limited to, the transmission of copyrighted, threatening or obscene materials.
4. It is not acceptable to use the Internet to harass or harm others.
5. It is not acceptable to use the Internet in a manner that disrupts normal network use and service. Such disruption would include propagation of computer viruses, violation of personal privacy, and unauthorized access to networks and network resources.

6. It is not acceptable to use the Internet for commercial activities.

In accordance with this policy, each school will establish specific rules for using computer labs and procedures for accessing the Internet. Specific guidelines and regulations for student e-mail privileges will be explained and discussed.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is

not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Content Filtering and Monitoring

The district has installed and maintains content filtering software on the network and all district technology with Internet access, as required by law, designed to restrict minors' access to visual depictions that are obscene or materials harmful to minors; however, such software is not foolproof and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. In addition to efforts by district personnel to encourage responsible, educational use of the Internet and to provide supervision, ultimately, parents and guardians must convey the standards that their children should follow when using media and information sources.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

The superintendent or designee will create a procedure that allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific content.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of

privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Inventory and Disposal

The district will regularly inventory all district technology resources in accordance with the district's policies on inventory management. Technology resources that are no longer needed will be disposed of in accordance with law and district policies and procedures related to disposal of surplus property.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Meramec Valley R-III

Last Revised Date: 11/15/2017
Original Adopted Date: 6/19/2013

TECHNOLOGY USAGE

(Technology Safety)

Student Users

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

Employee Users

No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

External Users

Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures.

General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs, passwords or account codes with others is prohibited except when shared with the district's technology department for the purpose of support. Individuals who share IDs, passwords or account codes may be disciplined and will be held responsible for any actions taken by those using the ID, password or account code. The maintenance of strict control of IDs, passwords and account codes protects users from wrongful accusation of misuse of electronic resources or violation of district policy

and state or federal law. A user will not be responsible for theft of passwords, IDs and account codes, but may be responsible if the theft was the result of user negligence.

3. Deleting, examining, copying or modifying district files or data without authorization is prohibited.
4. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district or in accordance with policy KI. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
7. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
8. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. Employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and employees shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law, including placing or receiving unlawful information on or through the computer network or a stand-alone.
9. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.

10. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
11. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
12. The district prohibits any use that harasses another person or violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
13. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
14. Users may install and use only properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
15. At no time will district technology or software be removed from district premises, unless authorized by the district.
16. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.
17. The district also prohibits the posting anonymous messages.

18. The district prohibits the use of district technology resources by students to access and use e-mail software or web-based e-mail, chat rooms or other forms of direct electronic communication to send, receive or retrieve messages, except as related to instruction and supervised by a teacher.

Consequences for violating any provision of this procedure will be in accordance with district policy, including the student and staff codes of conduct, and will be based on the severity of the offense.

Network Etiquette and Privacy

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities or libels others is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees or other individuals in e-mail.
4. System users may not use the district's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read e-mail on a random basis.
6. Use of the district's electronic network for unlawful purposes will not be tolerated and is prohibited.

Technology Security and Unauthorized Access

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

Online Safety and Confidentiality

Curricular or noncurricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

Electronic Mail and Messaging

The district e-mail system is designed solely for educational and work related purposes. E-mail files are subject to review by district personnel. A user is generally responsible for all e-mail and other electronic messages originating from the user's accounts; however, users will not be held responsible when the messages originating from their accounts are the result of the account being hacked.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail or other electronic messages. The district considers more than ten addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any districtwide electronic messages.

Internet Access - Procedure to Request Unblocking of Content Filter

In compliance with the Children's Internet Protection Act (CIPA), the district uses technological devices designed to filter and block the use of any district computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA, and material which is otherwise inappropriate for district students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a district student or employee feels that a website or web content has been improperly blocked by the district's filter and this website or web content is appropriate for access by district students, the process described below should be followed:

1. Submit an access request by either:

- ▶ Following the process prompted by the district's filtering software and submitting an electronic request for access to a website, or

 - ▶ To remain anonymous, submitting a request for access to a website to the following email: anonymous@)mvr3.k12.mo.us .
2. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should attempt to access the website requested after three days.

 3. Appeal of the decision to grant or deny access to a website may be made in writing to the superintendent. Persons who wish to remain anonymous may mail an anonymous request for review to the superintendent at the district's administrative central office, stating the website that they would like to access and providing any additional detail they wish to disclose.

 4. In case of an appeal, the Board of Education will review the contested material and make a determination.

 5. Material subject to the complaint will not be unblocked pending this review process.

Communication Devices

Employees and others to whom the district provides mobile phones or other electronic communication devices must use them professionally and in accordance with district policies, regulations and procedures. These devices shall not be used in a manner that would distract the employee or other user from adequate supervision of students or other job duties.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies, regulations or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the student's purpose, age, maturity and level of supervision involved.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Meramec Valley R-III

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**Technology Usage
Access to Blocked or Filtered Content**

This procedure allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific Internet content.

Unblocking Content

District technology users who believe that a website or web content has been inappropriately blocked by the district's content filter must use the following process to request access to the blocked Internet content:

1. Users must submit a request, by e-mail or anonymously in writing, to the superintendent or designee for access. The request should include reasoning in support of the request.

2. Requests will be acted on within ten business days of the superintendent or designee receiving the request. The superintendent or designee will unblock access to the content unless there is an articulated and legal reason not to do so. The superintendent or designee may consult the district's attorney prior to making a decision. Unless the request was made anonymously, the user requesting access will be notified of the decision.

3. If access is denied, the user may request to be put on the agenda for the next Board meeting to discuss the issue. The Board has the discretion to grant or deny the agenda request. The requested material will remain blocked until the Board makes a decision, if any.

Disabling Content Filters

The superintendent or designee may fully or partially disable the district's content filter to enable access for an adult who is authorized to use district Internet resources to access content for bona fide research or other lawful purposes. Adult users must use the following process to request that a content filter be disabled:

1. Adult users must submit a written request to the superintendent or designee to have the content filter disabled. The request should include reasoning in support of the request.

2. Requests will be acted on within ten business days of the superintendent or designee receiving the request. The filter will be disabled only if the superintendent or designee determines that it will serve a legitimate educational purpose or otherwise benefit the district. The adult user will be notified of the decision.

3. If the request is denied, the adult user may request to be put on the agenda for the next Board meeting to discuss the issue. The Board has the discretion to grant or deny the agenda request. The requested material will remain blocked until the Board makes a decision, if any.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

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**Professional Staff Fringe Benefits
Determining Full-Time Employee Status for Health Coverage; Look Back Measurement Method**

The Meramec Valley R-III School District seeks to provide all full-time professional staff members access to district-sponsored health insurance or a group health plan ("health coverage") when required by law to do so. For the purposes of health coverage, a "full-time" employee is one who is credited with an average of 30 hours of service or more per week or 130 hours of service or more per month.

For employees who are salaried, the district will use the look-back measurement method to regularly determine whether the employees are eligible for health coverage and whether they will continue to be eligible for health coverage. When the district reasonably expects that an employee new to the district will be a full-time employee, the district will provide access to health coverage when the employee begins the position, after the appropriate waiting period. The district is not required by law to offer health coverage to part-time, variable-hour or seasonal employees until the district has determined that they have worked full-time using the look-back measurement method described below.

Hour of Service

An hour of service is each hour for which an employee is paid, or entitled to payment, for the performance of duties for the district, and each hour for which an employee is paid, or entitled to payment by the district, for a period of time during which no duties are performed due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty, military duty or leave of absence as defined by law. An hour of service does not include services performed by bona fide volunteers, as defined in the law.

Look-Back Measurement Method

In accordance with law, the district will set a measurement period to give the district an opportunity to evaluate the employees' hours. Employees who are credited with an average of 30 hours of service or more per week or 130 hours of service or more per month during the measurement period will be offered access to district-sponsored health coverage during a stability period.

Standard Measurement, Administrative and Stability Periods

For ongoing employees, the standard measurement period begins on August 1 and ends on July 31.

Immediately following the standard measurement period is a standard administrative period that begins on August 1 and ends on September 30. During the standard administrative period, the district will analyze the number of hours the employee worked during the standard measurement period and contact the employee regarding his or her eligibility to join the district's health coverage.

If the employee is eligible, the employee will be given an opportunity to enroll in and remain on the district's health coverage for the standard stability period that begins on October 1 and ends on September 30, as long as the employee continues to be employed by the district, regardless of the number of hours of service credited to the employee during that time period unless otherwise exempted by law as described below.

Initial Measurement, Administrative and Stability Periods

For new employees, the initial measurement period begins on the first day of the month immediately following the first day of employment; however, if the employee begins employment on the first day of a month, that date will be used. The initial measurement period ends on a date 12 months later. The district is not required to offer district-sponsored health coverage during the initial measurement period unless the district reasonably expects the employee to work full-time.

Immediately following the initial measurement period is an initial administrative period that lasts one calendar month. During the initial administrative period, the district will analyze the number of hours the employee worked during the initial measurement period and contact the employee regarding his or her eligibility to join the district's health coverage.

If the employee is eligible, he or she will be given an opportunity to enroll in and remain on the district's health coverage for the initial stability period that lasts 12 months, as long as the employee continues to be employed by the district. Once an employee has completed the initial measurement, administrative and stability periods, the standard measurement, administrative and stability periods will be used to determine the full-time status of the employee.

Employment Break Periods and Special Unpaid Leave

Employment Break Period – An employment break period is a period of at least four consecutive weeks during which an employee is not credited with hours of service for the district, excluding special unpaid leave.

Special Unpaid Leave – Special unpaid leave is unpaid leave that is 1) subject to the Family and Medical Leave Act, 2) subject to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) or 3) due to jury duty.

The district will determine the average hours of service for a measurement period by first excluding any period of time attributed to any special unpaid leave or employment break period during the measurement period. The district will then calculate the average hours of service per week during the remaining period of time. The district will multiply that average weekly rate by the number of weeks of special unpaid leave and credit the employee with those hours of service. The district will also multiply that average weekly rate by the number of weeks in any employment break period and credit the employee with those hours of service up to 501 hours. The district will then add the hours of service credited to the employee for any period of special unpaid leave and employment break period to the hours of service accumulated during the measurement period and divide this number by the number of weeks or months in the entire measurement period to determine the average hours of service for the measurement period and the employee's eligibility for health coverage.

Other Breaks and Absences

In accordance with law, the district will use the following rules in determining the full-time employment status of a professional staff member:

Rule of Parity – If a new employee is employed by the district for less than eight consecutive weeks and then does not provide an hour of service for eight consecutive weeks or more, the district may consider the employee terminated and rehired once the employee has returned. The number of weeks initially employed is calculated after application of averaging methods related to employment break periods and special unpaid leave when applicable.

Re-Employment Rule – If an employee is not credited with an hour of service for a period of at least 26 consecutive weeks and then resumes providing services to the district, the district may consider the employee as having

terminated employment during the break and been re-employed as a new employee for the limited purpose of determining eligibility for health coverage. Applicable waiting periods for insurance may apply if the employee is considered a new employee.

Change in Employment Position or Status Exception

In accordance with law, if a district employee who has worked full-time for the district transitions to a part-time position or status, the district may apply the monthly measurement method when calculating continuing eligibility for health coverage. This exception applies only in situations where the employee was offered health coverage following the employee's first three full calendar months of employment with the district and continued to be offered coverage until the employee's position or status changed to less than full-time. Further, the employee must actually average less than 30 hours of service per week for each of the three full calendar months following the change in position or status.

If these conditions are met, the district may use the monthly measurement method beginning the first day of the fourth full calendar month following the change in position or status to determine the employee's eligibility for health coverage. Under the monthly measurement method, the district will determine whether an employee is eligible for health coverage by counting the hours of service credited to the employee for each calendar month. An employee is only considered a full-time employee eligible for health coverage if the employee is credited with 130 hours of service or more in the month. This means that an employee who otherwise would have received health coverage throughout the stability period due to the employee's previous full-time service with the district might not be eligible for health coverage in months when the monthly measurement method is used and the employee works on a part-time basis.

The district will continue to use the monthly measurement method through the first full measurement and administrative periods that would have applied had the employee remained under the applicable look-back measurement method. After that, the district will return to using the look-back measurement method for determining the employee's full-time status.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.



BULLYING

General

In order to promote a safe learning environment for all students, the Meramec Valley R-III School District prohibits all forms of bullying. All other members of the school community, including students, parents/guardians, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions: *Bullying* – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound, image or media file by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal or designee of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand

knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to,

contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.

3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Effective: 07/01/2013

Meramec Valley R-III

Original Adopted Date: 4/17/2013
Last Revised: 11/16/2016

HAZING

In order to promote a safe learning environment for all students, the Meramec Valley R-III School District prohibits all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the district's discipline code. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.

The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by a coach or sponsor at the start of a season or program.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

CONFIDENTIALITY/ANTI-DISCRIMINATION/HARASSMENT FORM

My signature below is an acknowledgement that I understand the requirement of confidentiality in dealing with student and staff records. I have been advised of the state and federal laws affecting a breach of confidentiality. A breach of confidentiality may result in personal liability and will result in loss of employment opportunities with the Meramec Valley R-III School District.

Employee Signature

Date

Receipt of Substitute Handbook

“I acknowledge receipt of this handbook, and agree to comply with the policies and procedures as stated in the handbook. I further agree that I will read the handbook and alert the substitute coordinator if I do not understand any of its contents.”

Substitute Teacher Signature: _____ Date: _____

Complete and return to your immediate supervisor. Your immediate supervisor will then have it filed with your personnel record

THIS HANDBOOK IS NOT INTENDED TO BE NOR DOES IT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT OF ANY KIND IN FAVOR OF ASSOCIATES NOR SHALL ANY ASSOCIATE OR APPLICANT FOR EMPLOYMENT HAVE ANY CONTRACTUAL RIGHTS, CLAIMS OR PRIVILEGES AGAINST THE DISTRICT BY VIRTUE OF THIS HANDBOOK. MOREOVER, NOTHING IN THIS HANDBOOK IS INTENDED TO CREATE ANY TYPE OF AGREEMENT FOR EMPLOYMENT OR CONTINUED EMPLOYMENT OR GUARANTEED HOURS OF WORK.

Substitute Teacher Signature: _____ Date: _____

Timekeeping Guidelines

This will acknowledge that I, _____, have received, read, and understand the Timekeeping Compliance Guidelines.

I also acknowledge and understand my responsibility to be compliant with the district’s wage and hour policies and timekeeping procedures. I understand I should immediately seek support should I have any further questions or concerns.

I further understand that these documents may be revised or amended any time by the district.

Substitute Teacher Signature

Date

