

LICKING R-VIII SCHOOL DISTRICT



ALL STAFF HANDBOOK 2023-2024

AN EQUAL OPPORTUNITY EMPLOYER

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District Information

Mission Statement

The Mission of the Licking R-VIII School District, enriched by our partnership with the community, is to provide a safe environment which challenges students to develop and achieve individual goals while cultivating citizens engaged in an ever-changing world.

Vision

We envision that in five years, as part of the district's learning community,

Students will:

- Demonstrate respect and responsibility toward themselves and others.
- Develop goals to reach high personal and educational standards.
- Recognize that engaging in their community makes a positive impact on the ever-changing world.

Teachers, Administrators, and Staff will:

- Demonstrate respect and responsibility toward themselves and others.
- Provide an equitable learning environment so students can develop goals to reach high personal and educational standards.
- Collaborate with stakeholders to provide an equitable learning environment.
- Integrate current educational technology.

Parents/Guardians, Patrons, and the Community will be encouraged to:

- Model respect and responsibility toward themselves and others.
- Actively participate as members of the learning community.
- Support all members and activities within the learning community.
- Provide input on student educational needs for application in the post-secondary world.

School Board of Education will:

- Demonstrate respect and responsibility toward themselves and others.
- Provide a safe, fair, and equitable learning environment.
- Maintain high expectations for members of the educational community.
- Set annual goals.

Beliefs

- *Education is central to the quality of life.*
- *Every child can learn, regardless of background or ability.*
- *Parents must be interested and involved in their children's education.*
- *Students must accept the challenge of high expectations for their achievement and take responsibility for their future.*
- *All stakeholders play a vital role in educational success.*

#WeChooseLearning

Comprehensive School Improvement Plan (CSIP)

To review the CSIP effective 2019-2024, click here.

[Microsoft Word - Continuous School Improvement Plan 2022 \(core-docs.s3.amazonaws.com\)](https://core-docs.s3.amazonaws.com/Microsoft Word - Continuous School Improvement Plan 2022)

School District Legal Status

The State of Missouri must establish and maintain free public schools in accordance with the Missouri Constitution and state law. The State has designated certain responsibilities to local school districts. This school district is governed by a seven-member School Board. Members are elected or appointed in accordance with law.

The official name of the school district is Licking R-VIII School District. In accordance with state law, the Board of Education shall keep a common seal with which to attest its official acts relative to district operations.

Board of Education

The Board of Education meets on the second Monday of each month at 6 PM, except for July, which is the third Monday. Meetings are open to the public. Missouri law permits the Board to enter into closed session for certain purposes like personnel matters, student discipline and litigation, and other matters as authorized by Chapter 610, RSMO.

The district is governed by a seven-member Board of Education. The members of the Board are elected by the voters of the district for three-year staggered terms with two or three members being elected each year. All Board members are elected at-large and serve without compensation. The Board is responsible for all policy decisions.

Board of Education

<i>President</i>	Rawly Gorman
<i>Vice-President</i>	Alan Quick
<i>Secretary</i>	Jeremy Rinne
<i>Member</i>	Debbie Cook
<i>Member</i>	Colton Lewis
<i>Member</i>	Heidi Moloney
<i>Member</i>	Vacant

Customer Service

It is the belief of the Licking R-VIII School District that public education is a customer service industry. The existence and vitality of our institution is reliant on those with which we are expected to serve. Parents have choices regarding who will educate their children, and we would do well to serve them with this in mind.

This does not mean that parents are the decision makers in our schools. Nor does it mean the customer is always right. It does mean, however, that the customer is always heard, treated with respect, and regarded as a partner in achieving our vision of creating a premier learning environment.

Employment

Notice of Nondiscrimination

The Licking R-VIII School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students, or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law in its programs, activities, or employment. The Board also prohibits discrimination or harassment. The Licking R-VIII School District is an equal opportunity employer.

Any person having inquiries concerning the district's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), is directed to the Title IX Coordinator below, who has been designated by the district to coordinate the district's efforts to comply with the laws and regulations implementing Title VI, Title IX, the Age Discrimination Act, Section 504, and Title II of the ADA. In addition, any

inquiries concerning the district's compliance with the employment provisions of the Title VII of the Civil Rights Act of 1964 should be directed to the Title IX Coordinator.

The district's nondiscrimination policy and grievance forms are located on the district's website at www.licking.k12.mo.us or at any district office.

The following Title IX Coordinator has been designated to address inquiries, questions, and grievances regarding the district's nondiscrimination policies:

Title IX Coordinator

Telena Haneline, Superintendent of Schools
125 College Avenue, Licking, MO 65542
Phone: 573-674-2911/Fax: 573-674-4064

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, or the U.S. Department of Justice if applicable.

Office for Civil Rights

Phone: 816-268-0550
TDD: 877-521-2172
Email: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission

Phone: 800-669-4000
TTY: 800-669-6820

U.S. Department of Justice

Phone: 202-514-2000
TTY: 202-514-0716
Email: AskDOJ@usdoj.gov

Missouri Commission on Human Rights

Phone: 800-735-2466
TDD: 800-735-2966
Relay Missouri: 877-781-4236
Email: mchr@dolir.mo.gov

Recruitment and Hiring Procedures

The Board of Education recognized the importance of having highly-qualified staff to assure an efficient and effective education for all students. It is the policy of the Board to select the most

qualified staff available in light of the services to be rendered. All positions in the school system are established by the Board and recommendations for employment are presented to the Board for approval.

Employment Equality

The district is an equal opportunity employer and hires only citizens of the United States and persons who are legally authorized to work in the United States. The Licking R-VIII School District will enroll and actively participate in a federal work authorization program in accordance with law. The district employs, assigns, and promotes according to individual qualifications and assures equality of opportunity regardless of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law.

Professional Staff Recruiting and Hiring (Policy GCD-1)

Because an effective educational program requires quality staff members, the Board and the administration of the Licking R-VIII School District will make every effort possible to attract and retain the best-qualified personnel. The Board of Education will employ personnel in accordance with law. The district's hiring procedures will comply with all federal and state laws, including laws prohibiting discrimination. All teachers and administrators must have valid certification to teach in Missouri schools.

Efforts will be made to recruit the best-qualified candidates for all positions. New or vacant positions will be posted for at least five (5) business days in the district's buildings and publicized externally by other means as determined appropriate by the superintendent or designee. However, if the superintendent or designee determines that it would be detrimental to wait five (5) business days or that a longer period is necessary, the position will be advertised for as many days as is appropriate. Further, if the same or similar position was recently advertised, the superintendent or designee may utilize applications previously received without re-advertising the position. A position is not considered vacant if the Board, superintendent, or designee assigns an existing employee to the position.

Additional details pertaining to the employee selection process are documented in Board policy found at [Policy Listing \(eboardsolutions.com\)](https://eboardsolutions.com).

Job Descriptions

New hires will be provided with a job description that outlines the essential job functions of the position(s). Essential function capacity testing shall be based on the job functions contained in the job description.

Eligibility for Public Service Loan Forgiveness

The Public Service Loan Forgiveness (PSLF) Program forgives the remaining balance on Direct Loans after 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer. To learn more about The Public Service Loan Forgiveness (PSLF) Program, visit the following website: [Public Service Loan Forgiveness | Federal Student Aid](#)

Support Staff Recruiting, Hiring (GDC-1), and Compensation

To provide a positive educational environment for students, the district must employ quality staff members. It is the responsibility of the superintendent or designee to determine the support staff personnel needs of the school district and to locate suitable support staff candidates. The superintendent will make recommendations for employment of support staff members for the Board's approval. The Board will employ personnel in accordance with law. The district's hiring procedures will comply with all federal and state laws, including laws prohibiting discrimination.

Efforts will be made to recruit the best-qualified candidate for the position. New or vacant positions will be posted for at least five (5) business days in the district's buildings and publicized externally by other means as determined appropriate by the superintendent or designee. However, if the superintendent or designee determines that it would be detrimental to wait five (5) business days or that a longer period is necessary, the position will be advertised for as many days as is appropriate. Further, if the same or similar position was recently advertised, the superintendent or designee may utilize applications previously received without re-advertising for the position. A position is not considered vacant if the Board, superintendent, or designee assigns an existing employee to the position.

Additional details pertaining to the employee selection process are documented in Board policy found at [Policy Listing \(eboardsolutions.com\)](#).

Post-Offer, Pre-Employment Testing

The district requires candidates for employment who are within the classification of bus driver to successfully complete a post-offer, pre-employment physical and essential functions capacity screening to verify that candidates can perform the essential functions of the positions for which they are applying. The screening will be paid for by the district.

Compensation Considerations

Unless an employee is paid in accordance with a salary schedule, as discussed later in this handbook, the compensation of support staff will be made by the Board after consideration of recommendations made by the superintendent or designee. When making compensation

recommendations, the superintendent or designee will consider all legal, relevant factors including, but not limited to, the expertise necessary to meet students' needs, required training or licenses, experience in the position, current compensation trends for the position in the state or region, the number and quality of applicants available for the position, the district's financial circumstances, and the individual's performance evaluations.

Salary Schedules

The Board may annually adopt salary schedules for the various categories of support staff personnel. Each support staff member will be placed on the appropriate schedule commensurate with, but not limited to, job category and experience with the district. When creating a salary schedule, the Board may recognize characteristics beneficial to the district, such as training, licenses, and employment in high-need areas, in addition to traditional factors such as years of experience.

If the Board adopts a salary schedule, the following will apply:

1. Salary schedules and other compensation will be determined along with the district budget after June 30. Any salary schedule adopted by the Board will remain in effect and continue to operate until Board action is taken to change or eliminate the salary schedule.
2. The Board may freeze the operation of the salary schedule when warranted by the financial condition of the district or for other relevant reasons, as determined by the Board. Once a salary schedule is frozen, employees will not advance on the salary schedule until a vote is taken by the Board authorizing movement on the salary schedule.
3. An employee may not advance more than one step vertically and one column horizontally per year on the salary schedule unless such movement is allowed by the rules adopted by the Board and is uniformly applicable to that particular salary schedule or is otherwise approved by the Board.
4. Additional training or licenses obtained after the employee has begun work with the district may not be used to advance on a salary schedule unless the employee had prior administrative approval to participate in the training or obtain the license and count it for advancement on the salary schedule.
5. The district will recognize similar, previous experience of an employee when placing that employee on the salary schedule. The Board delegates to the superintendent or designee the authority to set guidelines on which previous experiences qualify. In addition, the district may recognize military service or work experience that the district considers beneficial to the position. It is the employee's responsibility to fully apprise the district of his or her relevant background when first being employed in

the position. Once the employee is initially placed on the salary schedule, the district is under no obligation to review the placement.

Transfers (GCI & GDI)

Professional staff and support staff may request a transfer to a different position or building by submitting written request to the superintendent or designee. All transfers must be completed by June 15.

Miscellaneous Hiring

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school district. Any current, qualified employee meeting the stated requirements may apply for new or vacant positions in the district.

All requests for information concerning vacancies in the district shall be directed to the superintendent or designee. Persons interested in positions in the district must submit written notice to the superintendent or designee. The superintendent or designee shall conduct interviews, review references, and obtain other information as deemed necessary.

The district will not accept an application of employment from a Board member, consider a Board member for employment or decide to employ a Board member while the member remains on the Licking R-VIII School District Board of Education. Board members who wish to apply for employment in the district must first resign from the Board.

The superintendent or designee will conduct background checks on employees and applicants for employment in accordance with law and Board policy.

Staff Extra-Duty Assignments (GBAA)

Professional staff members will be expected to assume reasonable duties over and above their regular teaching responsibilities. Activities and services that make minor demands on the teacher's time shall be part of each teacher's basic assignment. Schedules of supervision, sponsorships, and activities will be assembled by the building principals. Administrators will strive to equalize those duties among teachers.

Extra duty assignments which make *major* demands on a teacher's time shall be compensated in accordance with an extra-duty stipend established annually by the Board. Extra duties shall be defined as those duties and responsibilities in conjunction with but not a part of the regular teaching assignment, but that are considered as a part of the teaching act. These duties are not considered subject to the provisions of the Teacher Tenure Act. Faculty members to be appointed to extra-duty positions will be recommended by the superintendent and approved by the Board. Appointees will be issued a contract for the terms of their extra-duty

employment stating the particular assignment, its duration, and the compensation to be paid. Professional staff members will be paid stipends that are commensurate with the demands of their specific extra-duty assignments. Most stipends will be paid on an annual or seasonal basis, although certain assignments not related to the teaching act, performed at irregular or infrequent intervals, may be paid at an hourly rate.

Employment after Retirement – Professional Staff (GCPC & GCD-1)

On July 1, 2022, Governor Mike Parson signed legislation that waives the working after retirement limits on part-time or temporary-substitute work performed by PSRS/PEERS retirees as **substitute teachers** for covered employers or third-party providers between July 1, 2022, and June 30, 2025.

For working after retirement purposes, substitute teaching is defined as follows:

K-12 Schools and Third-Party Providers

Instructing or guiding the studies of students in a teaching position which requires a DESE-issued certificate, in place of a regularly employed teacher who is temporarily unavailable.

Community Colleges

Instructing or guiding the studies of students in a teaching position which is certified by the executive officer of the institution according to Missouri law, in place of a regularly employed teacher who is temporarily unavailable.

A regularly employed teacher is considered temporarily unavailable when the teacher's position is unfilled due to the absence of the regular or former teacher for one year (12 months) or less.

Keep in mind that work performed in other positions not covered by this waiver, including but not limited to work as a bus driver, coach, administrator, nurse, or office worker, continues to count toward any applicable work limits and should be tracked to avoid the loss of benefits.

As of this time, limits on work as a substitute teacher will once again apply effective July 1, 2025.

If you are unsure whether your work falls under the waiver or have questions, please feel free to contact a PSRS/PEERS representative for assistance at (800) 392-6848.

Professional staff members shall be participants in the Public School Retirement System (PSRS) of the State of Missouri or in the Public Education Employee Retirement System (PEERS) as allowed by law. A retired employee, as well as his or her dependents, surviving spouse and children, shall be allowed to remain, or become members in non-insurance health benefit

programs, self-funded plans and insured plans by qualifying for the coverage in a manner prescribed by law under the provisions of such plan and paying the premiums of said plans. Persons engaged by the district as independent contractors, including consultants, are not by virtue of such engagement considered employees of the district for purposes of membership or contribution to PSRS or PEERS.

Any person retired and currently receiving a retirement allowance other than for disability employed in a **certified position**, on either a part-time or temporary-substitute basis, may not exceed a total of 550 hours in any one (1) school year, and through such employment, may earn up to 50 percent of the annual compensation payable under the employing district's salary schedule for the position or positions filled by the retiree, given such person's level of experience and education, without a discontinuance of the person's retirement allowance.

If the position in question is not subject to the district's salary schedule, a retiree employed may earn up to 50 percent of the annual compensation paid to the person or persons who last held such position or positions. If the position or positions did not previously exist, the compensation limit shall be determined in accordance with rules of the board of trustees of the retirement system; provided that, it shall not exceed 50 percent of the annual compensation payable for the position in the school district that is most comparable to the position filled by the retiree.

Effective August 28, 2018, for PSRS retirees who work after retirement for a PSRS/PEERS-covered employer in a **non-certificated position**:

- You may earn up to 60% of the minimum teacher's salary set by Missouri law (\$15,000) per school year. (The current minimum teacher salary is \$25,000.)
- This salary limit only applies to any/all employment at covered employers in a non-certificated position or positions.
- Employer-paid insurance premiums paid as a result of such employment are considered part of your salary and count toward the limit.
- There is no limit on the number of hours you can work in a non-certificated position.

Please note that this bill does not impact PEERS retirees, or PSRS retirees whose work after retirement for covered employers in positions that require a DESE-issued certificate. Retirees should track their hours and salary to ensure they don't exceed those limits.

Other important considerations if you work in such a position:

- If your work exceeds the salary limit, your retirement benefits will stop effective the month the limit is exceeded and until the work ends or a new school year begins on July 1.

- If your work over the limit is eligible for membership, you will be required to start a new PSRS membership. You will then be required to pay contributions to PSRS.
- If you work in multiple positions after retirement (at covered employers), it is possible that you could be subject to the 550-hour/50% limits for work in certificated positions, as well as the separate, \$15,000 limit for non-certificated positions. In this case, your work against each limit should be tracked separately.

Contributions shall be made to the retirement system for any covered employment under the new membership at the same time and in the same manner as contributions are made for covered employment generally.

If the district determines that it has a shortage of certificated teachers, the district may hire retired certificated teachers receiving retirement benefits from the Missouri Public School Retirement System to teach full time for up to two (2) years without loss of benefits to the teacher, if the district meets the requirements set by state law.

Per the Affordable Care Act, an employee who terminates employment with the school district can resume employment with the district 26 consecutive weeks following his/her last day of employment.

Employment After Retirement – Support Staff (GDC-1)

On July 1, 2022, Governor Mike Parson signed legislation that waives the working after retirement limits on part-time or temporary-substitute work performed by PSRS/PEERS retirees as **substitute teachers** for covered employers or third-party providers between July 1, 2022, and June 30, 2025.

For working after retirement purposes, substitute teaching is defined as follows:

K-12 Schools and Third-Party Providers

Instructing or guiding the studies of students in a teaching position which requires a DESE-issued certificate, in place of a regularly employed teacher who is temporarily unavailable.

Community Colleges

Instructing or guiding the studies of students in a teaching position which is certified by the executive officer of the institution according to Missouri law, in place of a regularly employed teacher who is temporarily unavailable.

A regularly employed teacher is considered temporarily unavailable when the teacher's position is unfilled due to the absence of the regular or former teacher for one year (12 months) or less.

Keep in mind that work performed in other positions not covered by this waiver, including but not limited to work as a bus driver, coach, administrator, nurse, or office worker, continues to count toward any applicable work limits and should be tracked to avoid the loss of benefits.

As of this time, limits on work as a substitute teacher will once again apply effective July 1, 2025.

If you are unsure whether your work falls under the waiver or have questions, please feel free to contact a PSRS/PEERS representative for assistance at (800) 392-6848.

Any person retired and currently receiving a retirement allowance other than for disability under the Missouri Public Education Employee Retirement System may be employed in any capacity on either a part-time or temporary/substitute basis not to exceed a total of 550 hours in any one (1) school year and, through such employment for the position or positions filled by the retiree.

A retired support staff member may be employed for more than 550 hours, but this will result in a new retirement account being established pursuant to law, and he or she shall not be eligible to receive his or her retirement allowance for any month during which he or she is so employed.

In accordance with law, the district will hire individuals receiving retirement benefits from the Missouri Public Education Employee Retirement System to work full time only if the district has determined that it has a shortage of non-certified employees.

Per the Affordable Care Act, an employee who terminates employment with the school district can resume employment with the district 26 consecutive weeks following his/her last day of employment.

Part-Time and Substitute Employment (GB-1)

The district may employ part-time employees and employees who will work on a substitute basis in the district. These employees must meet the same qualifications as full-time staff, must be appropriately certified or licensed when necessary, and are subject to the same policies, procedures, and other rules as full-time employees. Part-time and substitute employees must satisfactorily complete the same background checks and screenings required of full-time employees. All substitute positions will be limited to 975 hours, unless approved by the superintendent or designee. If a part-time employee also serves as a substitute, all hours worked will be less than 30 hours per week, unless approved by the superintendent or designee.

Per the Affordable Care Act, an employee who terminates employment with the school district can resume employment with the district 26 consecutive weeks following his/her last day of employment.

Criminal Background Check (GBEBC)

The district requires criminal background checks of employees as well as certain volunteers and others working on district property. Individuals must submit to a search of the Federal Bureau of Investigation's criminal history files; the Missouri Highway Patrol's criminal history database and sexual offender registry; the Family Care Safety Registry (FCSR) or the central registry of child abuse and neglect of the Children's Division (CD) of the Department of Social Services; MissouriCase.net; and other databases required by law or by the district. All screening and the results must be deemed satisfactory by the school district before hiring is complete.

Reassignment and Reduction of Work Force (GCI, GCPA, and GDI)

All personnel are subject to assignment and reassignment as the needs of the district warrant. Reassignment is the transfer to another position, department or facility that does not necessitate a change in employment contracts. The superintendent has final placement authority in reassignments. Extracurricular or supplemental duty assignments may be reassigned at any time.

Professional staff and support staff may request a transfer to a different position or building by submitting written request to the superintendent or designee. All transfers must be complete by June 15.

The Licking R-VIII School District seeks the best possible candidate for each and every vacancy. Internal candidates will receive consideration for every open position for which they express an interest.

It may become necessary to place teachers on unrequested leave of absence due to a decrease in student enrollment, school district reorganization or the financial condition of the school district. As necessary, the Board may also reduce the number of non-instructional personnel.

Children in the Workplace

Every working parent is faced with making arrangements for their children while attending to their work duties. For parents of school aged children, work responsibilities often extend beyond that of the school day. The following are guidelines and considerations for Licking R-VIII School District staff members who are parents:

- Staff members' children are allowed in the workplace as long as their presence does not inhibit the staff member's ability to conduct their duties or infringe on the right to privacy of a student. As such, a staff member shall not be responsible for the care of their child while supervising students.
- Some before and after school adult meetings may involve content not intended for those outside of staff. For example, IEP meetings or meetings regarding student discipline. It is the responsibility of the staff member to ensure their children are not present when such meetings take place. The staff member's supervisor may provide guidance in this regard as needed.
- The presence of staff members' children cannot inhibit the function of any given school. Staff members whose children are present in the workplace are asked to ensure that their children are well behaved and supervised. If at any time an administrator deems the presence of a staff member's child to pose a problem, the staff member *may* no longer be allowed for their child to be present in the workplace.

Staff Development Opportunities (GCL)

The district recognizes the relationship between high-quality professional development and student achievement and therefore commits to a high-quality professional staff development program. The program will be aligned with the current Comprehensive School Improvement Plan (CSIP) and based on available student achievement data and the results of needs assessment at the school and district level.

Evaluation of Professional Staff (GCN)

Licking R-VIII School District believes that an educator development process that promotes the achievement and sustainment of high-quality instruction is essential for student academic success, growth, and achievement. Accordingly, evaluation of educators will be conducted regularly and will reflect a fair, meaningful, and accurate depiction of an educator's development, growth, and performance in the teaching profession.

The district is also committed to supporting educators in their professional practices and believes that meaningful educator evaluations allow the district to identify instructional areas that need strengthening and prescribe appropriate available support and professional development opportunities. Therefore, educators may seek available district support to improve their professional practices.

From the districtwide perspective, the results of regular and consistent evaluations are useful in informing systemic decisions designed to: 1) improve and optimize student achievement; 2) improve overall educator performance within the district; and 3) improve efficiency in the educational service delivery of the school system (e.g., align district professional development

and educator support programs with districtwide educators' needs identified through aggregate evaluation results).

The educator evaluation measure for the district shall include the following components:

1. Observation of Teaching/Classroom Instruction – Feedback will be exchanged within 24 hours following each classroom observation. The principal and teacher will work together to find a time to engage following each classroom observation. Conferencing will include a discussion of identified strengths and opportunities for growth.
2. Analysis of Professional Development Plans – A Professional Development Plan will be completed by all staff on an annual basis. A Professional Improvement Plan may be identified for maintaining and improving a teacher's performance.
3. Student Growth and/or Achievement Data; and
4. Stakeholder (including student) Perceptions – Grades 4-12.

The Summative Evaluation is a composite of information obtained through the classroom observations, student survey, and professional development plan and serves as the basis for administrative decision making. A summative evaluation will be completed for all teachers.

Evaluation of Support Staff (GDN)

The development of a strong, competent support staff and the maintenance of high morale among the staff are major objectives of the Board of Education. The selection of qualified employees to fill vacancies, the determination of assignments and equitable workloads, the establishment of wage and salary schedules which encourage employees to put forth their best efforts, and the evaluation of employee achievements are some of the major responsibilities of the Board and administrative staff. A program of continuous evaluation is necessary in fulfilling these responsibilities.

All supervisors and/or principals will complete a written evaluation on all support staff under their supervision. All support staff employees will be evaluated within the first 90-days of employment, and subsequent evaluations may follow. All employees will be evaluated annually. The supervisors and/or principals will evaluate the performance of employees under their supervision in the following areas: job accomplishment, quality of work, adherence to policy, time and attendance, decision making/judgement, collaboration and communication, customer service, professional knowledge, and specific job function.

Personnel Records (GBL)

It is the intent of the Board of Education to maintain complete and current personnel files. The file of an individual employee will be considered confidential information and a closed record, to the extent allowed by law, and will only be available to authorized administrative personnel and to the employee.

References (GBLB)

The district is required to disclose the following information about employees to any member of the public upon request: names, positions, salary, and length of service.

Only a superintendent or a person or persons specifically designated by the superintendent may respond on behalf of the district to a reference request for a current or former employee. District employees must direct reference requests to the superintendent or designee. Upon request, employees will assist the superintendent or designee with the preparation of accurate reference information.

Employees other than the superintendent or designee may provide personal references, but by doing so, they are acting in their individual capacities and not as employees of the district. Employees providing personal references may not use district letterhead or otherwise indicate that the reference is sponsored by the district but may identify the working relationship they have or had with the current or former employee. The district will not endorse any reference provided outside the directives of this policy and is not responsible for providing legal advice or protection for unauthorized employees who provide references.

Compensation and Benefits

Payroll Periods

Each employee will be paid one-twelfth of his or her annual salary on or before the 15th of each month. *If you are a new hire with a contract starting in August, you will have the option to receive thirteen checks if arrangements are made prior to August 1. Receiving a thirteenth check means an employee will be paid one-thirteenth of his or her annual salary beginning on August 13th. For additional details, visit with Payroll Specialist, Jennifer Nelson.*

Staff members hired as 11-month, or 12-month employees will begin receiving paychecks the first month of hire. These earnings are prorated. It is important to remember that employees are paid “the month of” their work upon time of termination of employment by the employee or district.

Pay stubs are issued by email.

Professional Staff Compensation (GCBA)

An adequate salary schedule is necessary to secure new teachers who are personally competent and professionally well prepared, to encourage the professional growth of teachers while in service, and to retain the most competent teachers while in the school system. The Board of Education shall annually adopt a salary schedule having the following essential features: a salary for those beginning in the system, which will be at or above the minimum

salary established by state statute; and annual increments shall be added for each school year of successful experience up to the limits provided by the schedule.

As of July 2022, certified teachers are allowed to transfer in all years of previous service as supported by Employment Verification Forms. Teachers are encouraged to obtain graduate hours for professional improvement and advancement on the teacher salary schedule as early as possible.

The district's Certified Salary Schedule may be found on the district's website at [LICKING R-VIII SCHOOL DISTRICT | Home](#)

Compensated Extra-Duty Positions (GBAA)

If the Board determines that a particular assignment would make a major demand on an employee's time, the Board may decide to create a compensated extra-duty position. The Board will approve regular extra-duty assignments and compensation for those assignments on an annual basis.

Employees will be compensated as directed in policies GCBA and GDBA. The district will avoid assigning extra duties to an employee if such assignment would result in payment of overtime compensation, unless the superintendent or designee determines the assignment is necessary and the additional amount is included in the budget for extra duties.

If supplemental duties are not contracted, payment will be issued upon completion of a Payroll Form submitted to the Payroll Department on or before specified deadlines. The Payroll Form is available by contacting Jennifer Nelson, Payroll Specialist.

Administrative Staff (GCBA)

Administrator salaries are negotiated by the Board of Education considering years of experience, educational background, and administrative position.

Payroll Deduction (GDBC and GCBC)

Automatic payroll deductions for the Public School Retirement System (PSRS) or the Public Education Employee Retirement System (PEERS), Social Security, Medicare, and Federal and State income tax are required for all full-time employees as applicable.

In addition, employees may elect deductions for voluntary products like dependent health and dental premiums, vision, educator selected insurance, critical illness insurance, accident insurance, voluntary life insurance, flexible spending account, 403(b)/457(b) contributions, and health savings account. Employees may request payroll deduction for payment of membership dues to professional organizations annually. Salary deductions are automatically made for unauthorized or unpaid leave. Employees with outstanding food service balances will have automatic salary deductions for the unpaid balance in June.

Direct Deposit

All employees are required to utilize direct deposit. A Direct Deposit Authorization is to be filled out by all employees and submitted to Jennifer Nelson, Payroll Specialist. Please do not close any affected

accounts without first discussing the matter with the Superintendent's Office as this could result in a delay in compensation. Contact the Superintendent's Office for a Direct Deposit Authorization Form.

Underpayment/Overpayment Status

It is the district's practice that all employees receive just compensation for work performed. If the district finds that an employee has been paid in error, the district will make arrangements to ensure that employee is paid correctly and in a timely manner. Also, if the district finds that an employee has been overpaid, arrangement with the employee will be made to ensure repayment. This may include an electronic reversal of payment to recover the excess compensation. **It is the responsibility of the employee to look over each check and notify the Payroll Specialist as soon as an error is recognized.**

Exempt and Nonexempt Employees (GBA)

Professional and administrative employees are exempt from overtime pay and are employed on a contractual basis, according to work schedules set by the district. School calendars are adopted each year designating the work schedule for all employees and listing holidays.

Non-certified and support staff employees are typically employed at-will and are notified of the required duty days, holidays, and hours of work for their position on an annual basis. Support staff are assigned a work schedule and are expected to begin and end work according to that schedule. These employees are not exempt from overtime and are not authorized to work in excess of their assigned schedules without prior approval from their supervisor. Failing to obtain authorization will result in discipline.

Overtime and compensatory time are based on hours above 40 actually worked during a work week. Lunch periods of thirty (30) minutes count as hours worked unless as employees may be required to perform work duties during that time. Time records are used for record keeping purposes required by law pursuant to Section 778-415. All nonexempt employees are required to complete a daily time record showing actual hours worked. Supervisors of nonexempt employees must verify the accuracy of such records on a weekly basis. Failure to maintain or verify such records or falsification of these records will be grounds for disciplinary action.

Expense Reimbursement

The district attempts to reimburse employees and officials for reasonable travel and related expenses incurred in connection with district business. Employees may not suffer, nor gain financially, as a result of such travel or expense. Please contact Ginger Smith, Accounts Payable/Receivable, in the Superintendent's Office, at 573-674-2911 with any questions regarding expense reimbursement. Specific deadlines apply.

Resignation of Staff Members (GCPB and GDPB-1)

The district encourages professional staff to notify the superintendent or designee in writing as soon as they decide not to return or not to accept another contract with the district.

Resignations become effective at the end of the school year in which they are submitted unless the district is notified otherwise. Resignations will be submitted to the Board for notification or approval at the next regular Board meeting, and the superintendent will make recommendations to the Board in situations where an employee is seeking release from a contract.

Public School Retirement

All professional staff members are required by law to become members of the Public School Retirement System (PSRS) of Missouri. The amount currently withheld is 14.5% of the gross salary and Board paid medical insurance. The district matches this percentage amount by contributing to the general retirement fund.

All certified staff members serving in a position that does not require a certificate will contribute to Social Security (6.2%) and are also required by Missouri law to contribute to PSRS at two-thirds (9.67%) the normal PSRS contribution rate.

All support staff are required by law to become members of the Public Education Retirement System (PEERS) of Missouri. The amount currently withheld is (6.8%) of the gross salary and Board paid medical insurance. The district matches this percentage amount by contributing to the general retirement fund. All support staff will also contribute to Social Security at the rate of (6.2%).

Staff Fringe Benefits (GCBC and GDBC)

The Board recognizes that fringe benefits are an integral part of the total compensation plan for employees. The Board will provide eligible full-time employees access to district-sponsored health insurance or a group health plan, in accordance with federal law. For health insurance or health plan purposes, an eligible employee is defined as a staff member the district reasonably expects to work an average of 30 hours or more per week as determined by law.

Any district health insurance contract or plan shall include a provision allowing persons who retire from the district to remain or become members of the plan if they are eligible to receive benefits under the Public School Retirement System of Missouri (PSRS) or the Public Education Employee Retirement System of Missouri (PEERS) by paying premiums. In addition, the retiree's spouse and children must be allowed to become members of the plan if they are receiving or are eligible to receive benefits under the PSRS or PEERS. Retirees and their spouses and children will have one year from the date of retirement to qualify for and enroll in the coverage. One-year post retirement date, if not already enrolled in coverage, the retiree and his/her family are no longer eligible for benefit enrollment. In addition, from the retiree's one-year retirement date, if a retiree or his/her spouse dependents discontinue district coverage, they are not eligible to re-enroll.

The school district provides, as fringe benefits, certain allowable absences from duty as set forth in policies GCBDA and GCBDB.

Insurance

The district will provide access to and contribute toward the cost of the following benefit options for full-time, eligible staff members: health insurance or a group health plan; and accidental death and dismemberment (life) insurance. Employee paid options for dental and vision insurance are available as well as medical transport solutions.

Health Savings Account

The district will provide access and contributions to a health saving account, created in cooperation with American Fidelity, if an employee is eligible to participate in a Health Savings account and elects a qualified High Deductible Health Plan.

Flexible Benefits Plan

The district offers employees an opportunity to participate in a Section 125 Flexible Benefits Plan. The plan year commences on July 1 of each year and runs through June 30 of the subsequent year. A Flexible Benefits Plan entitles employees to have certain qualified contributions subtracted from “before-tax” gross wages, thus reducing the amount of taxes owed. Among the qualified contributions are medical and dental premiums, dependent day care expenses, and un-reimbursed medical and dental expenses.

The medical and dental reimbursement account is limited to an amount designated by the IRS each year. If an employee elected a High Deductible Health Plan with a Health Savings Account, the employee may not elect a medical Flexible Spending Benefit Plan. Medical and dependent Flexible Benefits Plans are administered by American Fidelity. Any money remaining in your account following the end of the plan year will become subject to forfeiture if it is not claimed by the claims filing deadline.

Dependent Care Expenses & Reimbursements

To qualify, dependent care expenses must be for the care of one or more qualifying dependents. A qualifying dependent is a child under the age of 13 whom you claim as an exemption for federal income tax purposes. A qualifying dependent can also be an adult dependent, over the age of 13, who resides with you and is mentally and physically incapable of self-care. In addition, dependent care expenses must be incurred in order to allow you (and your spouse if you are married) to work. Dependent care expenses include costs for babysitters, daycare centers, preschool tuition, before and after-school care, and summer day camps. Dependent care expenses do not include amounts paid for “overnight” camps or regular school tuition for kindergarten or higher grades. Maximum contribution amounts are set annually and may be found by contacting American Fidelity.

COBRA

This notification is intended to summarize rights and obligations under the group health continuation coverage provisions of COBRA. Should an employee qualify for COBRA coverage in

the future, the COBRA Administrator will send you the appropriate notification. Federal law requires the district to offer employees and their families the opportunity for a temporary extension of health coverage at the group rate plus 2% of premiums in certain instances where coverage under the plan would otherwise end.

To Qualify for COBRA Coverage

Employees: Employees of the district covered by medical, dental, and/or vision insurance have the right to elect continuation coverage if they lose their group health coverage because of a reduction in hours of employment or termination of employment (for reasons other than gross misconduct).

Retirees: Retirees, spouses of retirees, or dependent children of retirees of the district covered by a group medical/dental plan have the right to elect continuation coverage if they lose group health coverage because the district declares Chapter 11 bankruptcy and these individuals lose group health coverage within one year before or after the bankruptcy proceedings.

Spouses: Spouses of employees covered by a group medical/dental plan of the district have the right to choose continuation coverage for themselves if they lose coverage for any of the following reasons:

- Death of a spouse who was an employee of the district;
- Termination of spouse's employment (for reasons other than gross misconduct);
- Reduction in spouse's hours of employment;
- Divorce or legal separation from the employee spouse; or
- The employee spouse becomes eligible for Medicare.

Dependent Children: Dependent children of a covered employee are entitled to continuation coverage if group health coverage is lost for any of the following reasons:

- Death of a parent employee of the district;
- Termination of parent's employment with the district (for reasons other than gross misconduct);
- Parent's divorce or legal separation;
- Parent employee becomes entitled to Medicare; or
- Dependent ceases to be a "dependent child" under the district's health plan.

In order for employee and family rights to be protected, employees must keep the plan administrator informed of any changes in addresses and contact information.

Workers' Compensation (GBEA, EBBA, GBEBA, GBEBB-2)

All school employees are covered by workers' compensation insurance and are eligible for compensation for an injury incurred in the performance of their job duties. Any accident resulting in injury must be reported to the immediate supervisor, who will report the claim and notify the Coordinator of Benefits and Wellness.

Employees of the district who are injured, killed, or are exposed to and contract any occupational disease arising out of and in the course of employment are eligible for compensation in accordance with district policy and the Missouri Workers' Compensation Law. Failure to follow the procedures below may adversely affect the benefits to which you are entitled.

1. If it is a life-threatening trauma/injury, call 911 and then notify the district office immediately.
2. If it is not life-threatening trauma/injury, provide necessary on-site triage. No matter how minor the injury may appear at the time, notify the district office. District office personnel will initiate contact with Texas County Memorial Hospital for appropriate treatment and will provide you with the needed forms and direction for care. It is important that you receive immediate quality care and drug screen. Please note that if you are not screened (drug tested) within a short lapse of the event, the district's workers' compensation insurance provider will not cover the care, treatment, lost wages, and potential settlement putting the district at financial risk.
3. Prior to or following treatment, complete an Employee Incident Statement form. You will be asked to describe in detail how the accident or injury occurred. Failure to complete this report may affect the benefits to which you are entitled. In the event an employee witnessed the incident, the witness will be asked to complete an Employee Witness Statement form.

Work related injuries must be treated by:

Texas County Memorial Hospital – Licking Clinic: 233 South Main, Licking, MO 65542

Texas County Memorial Hospital: 1333 S Sam Houston Blvd, Houston, MO 65483

Phone: 1-866-967-3311

Please limit emergency room visits to injuries that cannot be treated at the clinic during hours of operation. Failure to follow these requirements may invalidate any present or future compensation claims that arise as a result of an injury. Eligibility for medical expense and/or disability income reimbursement has relatively strict guidelines and action must be taken to protect these claims. The district provides modified duty when possible and if so prescribed by a physician. Modified duty allows an employee to receive full compensation while recovering rather than reduced Workers' Compensation disability reimbursements.

Employees returning from a worker's compensation covered injury or from an FMLA-qualifying event due to a serious health condition lasting more than 60 days shall be subject to fitness-for-duty testing.

Liability Insurance

The district maintains general liability insurance which provides coverage, subject to the provisions of the plan, for claims arising from acts performed within the course and scope of employment.

Unemployment Compensation Insurance

Eligible district employees are covered by unemployment compensation and are subject to the provisions thereof.

Termination of Benefits

Employees who are normally covered by the district's health plan who resign, retire or are not re-employed with the district after fulfilling their contractual obligation or agreement, generally have their health benefits extended until the end of the month of their last paycheck. For employees who do not fulfill their contractual obligations or agreement or who are dismissed prior to fulfilling their commitment to the district, benefits will be discontinued at the end of the month that the resignation or termination becomes effective. Retirees have one (1) year to elect district sponsored health insurance coverage. Upon resignation or termination, employees may be eligible for continuation of health/dental/vision coverage under the provisions of COBRA. Please refer to the section on COBRA and contact Human Resources office for additional information. If you have questions or need additional information regarding any of the benefits and services available to employees, please contact the Superintendent's Office at 573-674-2911.

Employee Conduct and Welfare

Length of Teaching Day

Teaching responsibilities require that instructors be in the building for the time necessary to perform all assignments. Normally, the teaching day is 7.5 hours. The principal designates required arrival and departure times as documented in building level handbooks.

Teachers are a professional group dedicated to serving others. Such service is generally not confined to certain hours, for often demands are made which necessitate service beyond routine hours. The teacher will remain on campus during the school day. When exception to these hours is necessary, you are expected to make prior arrangements with the principal. In the case of an emergency or off-campus professional business, it is necessary to sign in/out of the building in the front office.

Staff members should consider themselves on duty from the time they enter the building until they leave. Furthermore, we have a continued responsibility toward the supervision of students during these hours in the halls, in the cafeteria, or wherever required to maintain a proper

school atmosphere. Plan time is to be utilized for professional pursuit of course preparation and parent contact.

School Calendar

A school calendar is available to all staff members after approval by the Board. The calendar includes new teacher orientation, school attendance days, legal holidays, and professional development days. When school is dismissed for professional development activities, it is expected that all teachers will attend professional development activities.

Staff Conduct (GBCB)

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information, and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
9. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules, including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.

13. Refrain from using profanity.
14. Dress professionally and in a manner that will not interfere with the educational environment.
15. Come to work and leave work at the time specified by the building handbook or by the employee's supervisor. Employees who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission, may be subject to discipline, including termination.
16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
18. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
19. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
20. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

Prohibition Against Illegal Discrimination and Harassment (AC)

The district's Board is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. In accordance with law and this policy, the district strictly prohibits discrimination and harassment against employees, students, or others, on the basis of race, color, religion, gender, sexual orientation or perceived sexual orientation, national origin, ancestry, disability, age, genetic information, status as a covered veteran, or any other characteristic protected by law. The district is an equal opportunity employer.

The Board 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.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment, or retaliation. If discrimination, harassment, or retaliation that occurs off district property and that is unrelated to the district's activities negatively impacts the school environment, the district will investigate and address the behavior in accordance with policy and as allowed by law.

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment, or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation, or perceived sexual orientation.

Employees who violate district policy will be disciplined, up to and including employment termination. Students who violate district policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors, or others who violate district policy may be prohibited from school grounds or otherwise restricted while on school grounds. Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities, or contact.
2. Conditioning grades, promotions, rewards, or privileges on submission to sexual favors, activities, or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities, or contact.
4. Graffiti, name calling, slurs, jokes, gestures, or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching, or rubbing.
6. Comments about an individual's body, sexual activity, or sexual attractiveness.
7. 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.
8. 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.

The Board designates the following individual to act as the district's Title IX Coordinator:

Title IX Coordinator

Telena Haneline, Superintendent of Schools

125 College Avenue, Licking, MO 65542

Phone: 573-674-2911

Fax: 573-674-4064

Building-level administrators are in a unique position to identify and address discrimination, harassment, and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. The administrator will report all incidents of discrimination, harassment and retaliation to the Title IX Coordinator and will direct the parent/guardian and student to the Title IX Coordinator for further assistance. The Title IX Coordinator may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the district's investigation and complaint process will be followed.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information. Whether a particular action or incident constitutes a violation of district policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment, or other prohibited behavior has occurred, the district will take immediate corrective action.

Reporting and Investigating Child Abuse/Neglect (JHG/GBLB)

Child Abuse and Neglect Hotline 1-800-392-3738

The district and its employees take action to protect students and other children from harm including, but not limited to, abuse and neglect, and respond immediately when discovering evidence of harm to a child. Employees must cooperate fully with investigations of child abuse and neglect. The district prohibits discrimination, negative job action or retaliation against any district employee who in good faith reports alleged child abuse or neglect, including alleged misconduct by another district employee.

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school

official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, must immediately make a report via the Child Abuse and Neglect Hotline or via the online reporting tool to the Children's Division (CD) as required by law. Online reporting is now available for mandated reporters only and should be used only to report non-emergencies. The employee must also immediately notify the school principal or designee upon making a report. An employee may consult with the school principal or designee for assistance with reporting.

In accordance with law, if a student reports alleged sexual misconduct on the part of a school district employee to an employee of this district, the employee who receives the report and the superintendent must forward the allegation to the CD immediately. The superintendent or designee will contact law enforcement, suspend the employee pending an investigation, and begin an investigation.

Staff-Student Relations (GBH)

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling, or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.

4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy Act or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations, or procedures or constitutes criminal behavior.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages, or other forms of electronic communication.

The district's policies, regulations, procedures, and expectations regarding in-person communications at school and during the school day apply to electronic communications, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. **Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 AM and 10:00 PM.** Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts, and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts, and forms of communication are not available, staff members communicating electronically with students are to obtain supervisor approval prior to communicating with students using the staff member's personal devices, accounts, etc. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations, and procedures.

A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The staff member will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the

supervisor. Staff members are required to provide their supervisors with all education-related communications with district students upon request.

Staff use of any electronic communication is subject to the district's policies, regulations, and procedures including, but not limited to, policies, regulations, procedures, and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures and other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.

The district discourages staff members from communicating with students electronically for reasons other than educational purposes. This does not limit staff members from communicating with their children, stepchildren, or other persons living within the staff member's home who happen to be students of the district.

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor, or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed. Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's Title IX Coordinator. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate, or otherwise discriminate or retaliate against a staff member for reports made in good faith any action that may be a violation of this policy.

Technology Use (EHB)

The Licking R-VIII 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 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.

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.

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 authorize 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.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change, or exchange hardware or other technology between buildings, classrooms, or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system, or enter any system at any time.

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. The content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are 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. The district may fully or partially disable the district's content filter to enable access for bona fide research or other lawful purposes. 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.

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 provides information about the district but may not be used as an open forum.

A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of state or federal law, district policies, or procedures may result in disciplinary action, criminal or civil action and/or temporary, long-term, or permanent suspension of user privileges.

An employee's use of the district's technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources. By using District technology and resources, an employee provides consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Employees are personally responsible for any unauthorized costs arising from the use of the district's technology resources. The employee is responsible for any damages to district technology due to negligent or intentional misuse of the district's technology resources.

Professional Dress Code

It is the responsibility of all employees to project a positive image. Every employee is expected to present a neat, well-groomed appearance during working hours. Teachers and substitutes must dress in a manner appropriate to the teaching assignment. They should wear no apparel that distracts students from the learning process or that creates disruption in the classroom. Some employees may be required to wear uniforms or safety equipment. If an employee is required to wear a uniform or safety equipment, the supervisor will advise the employee as to where the uniform may be obtained.

All employees are expected to wear appropriate footwear depending on the nature of their job requirements. **Open-toed shoes nor flip flops are not to be worn by staff assigned to individual student care, as well as departments such as technology, nursing, custodial, and environmental services.**

Substitute Teachers

A substitute should readily be able to find lesson plans, and teachers should indicate necessary books and materials. Written instructions should include a daily schedule, a seating chart, supervisory responsibilities, location of teacher materials, supplies, emergency procedures, and names of children who work with specialists or are excused from activities for medical reasons.

When in need of a substitute, teachers must report their absences to the building principal or designee. Sub folders should be updated on a regular basis.

Substitutes will be provided with a generic login to district technology for the purpose of performing work-related tasks following the receipt of a Technology Usage Agreement. Neighbors of the absent staff member are asked to serve as a buddy to assist the substitute on an as needed basis.

Volunteers (IICC and GBEC)

Community and parent volunteers are important to Licking R-VIII School District. We value their service and the contribution they make to the district's schools. All volunteers in the district will become familiar with policies.

Volunteers will read and sign a Volunteer Acknowledgement Form and a Technology Usage Agreement. If a volunteer will be working one-on-one with a student and will not be supervised by a district employee, the volunteer must complete the fingerprinting process and background check. **These requirements pertain to school volunteers and volunteer coaches.**

Tobacco-Free District (AH)

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products in all district facilities, on district transportation, and on all district grounds at all times. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine health care, daycare, or early childhood development services to children.

Drug-Free Workplace

Student and employee safety are of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution, or being under the influence of controlled substances, alcoholic beverages, or unauthorized prescription medications by district employees on any district property; on any district-approved vehicle used to transport students to and from school or district activities; off district property at any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business.

When it is evident that an employee has consumed alcoholic beverages or controlled substances off school property before or during a district activity, the staff member will not be

allowed on school property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on district property.

Staff members will be tested for alcohol and controlled substances if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district transportation must submit to alcohol and drug testing as otherwise required by law. All testing will be conducted in accordance with Board policy, administrative procedures, and law.

Any district employee injured and/or that has had an accident on school property will be escorted to TOMO in Rolla, MO, for a drug screening as part of the accident investigation and reporting.

Any employee who violates this policy will be subject to disciplinary action, which may include suspension, termination, and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and notify the superintendent or designee of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent or designee in writing no later than five (5) calendar days after conviction. The superintendent or designee will provide notice in writing of such violation to the United States Department of Education or other appropriate federal agency within ten (10) calendar days after the superintendent or designee receives such notification if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education (DESE).

The district will take appropriate disciplinary action within 30 days.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. Although the district will not assume financial responsibility, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

Employee Alcohol and Drug Testing (GBEBB-2)

No employee may manufacture, use, possess, sell, distribute, or be under the influence of alcohol or drugs in violation of the district's Drug Free Workplace policy. All employees may be tested for alcohol and drugs if the district has reasonable suspicion that the employee has consumed alcohol or drugs in violation of Board policy. In addition to any disciplinary action that may be appropriate, the district will provide employees a list containing the names, addresses, and telephone numbers of substance abuse professionals and counseling treatment programs when employees have a positive drug or alcohol test, refuse to take a test, or otherwise request information about substance abuse treatment.

Any district employee injured and/or that has had an accident on school property will be escorted to TOMO in Rolla, MO, or Texas County Medical Hospital in Houston, MO, for a drug screening as part of the accident investigation and reporting.

Communicable Diseases (EBB)

The Licking R-VIII School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

Students and employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, COVID-19, chicken pox, influenza, and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Students or employees infected with chronic communicable diseases that do not pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection.

There are certain specific types of conditions that could potentially be associated with transmission of both blood borne and non-blood borne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens. Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions. Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions. The district offers annual flu vaccination at no cost to the employee.

The district ensures that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. To access the most current information related to COVID-19 and district practice, visit our COVID-19 folder on the district at www.licking.k12.mo.us.

Staff Health and Safety (GBE)

The health and safety of all district personnel is of vital importance to the district. The Board seeks to provide safe working conditions for all employees and gives prompt consideration to those conditions that may present a threat to the health and safety of employees. The district responds to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA). All employees will receive annual training on universal precautions and the district's communicable disease policy. See above.

Additional training is provided to specific department employees such as student services and maintenance to ensure proper body mechanics and equipment operation.

Attendance, Leaves, and Absences (GCBA and GDBDA)

Consistent contact with students /staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of these policies is to identify situations where paid and unpaid leave from work are appropriate.

The district may require an employee to provide the district verification of illness from a healthcare provider or supply other documentation verifying the absence before the district applies applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health. This policy does not apply to temporary or substitute staff members unless otherwise noted.

The Board of Education has adopted a \$500 perfect attendance policy to a \$50/day incentive up to 10 days of unused leave annually for certified and non-certified staff. Absence during any portion of a day (excluding lunch and plan time) would eliminate that day's option for the bonus.

Full-Time, 12-Month Employees (GCBDA and GDBDA)

The following approved paid leave will be provided only to full-time professional staff employees who are employed on a 12-month basis. Regular part-time professional staff employees will receive these leaves on a pro rata basis.

Approved Paid Leave Days

Professional staff or support staff employees whose assignments call for 12 months of full-time employment will receive 15 days of approved paid leave plus a two-week vacation. Any 12-month, full-time employee who enters service in the district after the school year has begun

shall be entitled to 1 day of approved paid leave for each full month of school, or major fraction thereof, which remains in the contract year (maximum of 15 days). Leave shall be granted the first working day of the school year. Unused leave will be cumulative to 85 leave days. Unused leave will be credited to each employee's leave account on June 30 of each year. Days over 85 credited to an employee's account will be reimbursed at a rate of \$15/day. The reimbursement will be made in July following the close of the fiscal year.

Absences may be charged against sick leave for the following reasons:

- a. Illness, injury, or incapacity of the employee. The Board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury, or incapacity of a member of the immediate family. The Board defines "immediate family" to include:
 - The employee's spouse.
 - The employee's domestic partner. "Domestic partner" is defined as two adults who have chosen to share their lives indefinitely in an exclusive and committed relationship to the same extent as married persons, reside together, and share a mutual obligation to support for the basic necessities of life.
 - The following relatives of the employee or the employee's spouse of domestic partner: parents, children, children's spouses or domestic partners, grandparents, grandchildren, siblings, and any other family member residing with the employee.
 - Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

(Note: "Family" for FMLA purposes is more limited.)

- c. Illness, injury, or incapacity of other relatives, with permission granted by the superintendent.
- d. Pregnancy, childbirth, and adoption leave in accordance with this policy.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

A district employee may not use leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Leave days will not be reinstated upon re-employment after a previous resignation or termination from the school district.

Any certificated and/or support staff employee who is a member of a retirement system shall remain a member during any period of leave under leave provisions of the district or under Workers' Compensation. The employee shall also receive creditable service credit for such leave time if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

Leave Schedule

<i>Employee Category</i>	<i>Total Leave Days</i>	<i>Cap</i>
<i>9-month</i>	<i>12</i>	<i>70</i>
<i>10-month</i>	<i>13</i>	<i>75</i>
<i>11-month</i>	<i>14</i>	<i>80</i>
<i>12-month</i>	<i>15 + 2 weeks (years 1-12)</i>	<i>85</i>
	<i>(13+ years = 15 + 3 weeks)</i>	

***Recreational leave will not be granted in the first five or last five days of the school year or on professional development days, except when there are extenuating circumstances, and a waiver is granted by the district designee.** Requests must be submitted at least 48 hours in advance of the date of the requested leave.

Whenever possible, it is expected that requests for leave lasting longer than three days will be made in writing to the Board of Education at least 48 hours in advance of the leave time requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request.

A district employee may not use personal leave days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Staff members eligible to receive vacation days (12-month employees) must submit a written request for vacation to the superintendent or designee and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

For employees entering or leaving the district and working or having worked less than their assigned work calendar number of days, their vacation is converted on a percentage basis.

A district employee may not use vacation days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Less-Than-12-Month-Employees

Professional staff or support staff employees whose assignments call for 9-months of full-time employment will receive 12 days of approved paid leave. Any 9-month, full-time employee who enters service in the district after the school year has begun shall be entitled to 1 day of leave for each full month of school, or major fraction thereof, which remains in the contract year (maximum of 12 days). Leave shall be granted the first working day of the school year. Unused leave will be cumulative to 70 leave days. Unused leave will be credited to each employee's leave account on June 30 of each year. Days over 70 credited to an employee's account will be reimbursed at a rate of \$15/day. The reimbursement will be made in July following the close of the fiscal year.

Absences may be charged against sick leave for the following reasons:

- e. Illness, injury, or incapacity of the employee. The Board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- f. Illness, injury, or incapacity of a member of the immediate family. The Board defines "immediate family" to include:
 - The employee's spouse.
 - The employee's domestic partner. "Domestic partner" is defined as two adults who have chosen to share their lives indefinitely in an exclusive and committed relationship to the same extent as married persons, reside together, and share a mutual obligation to support for the basic necessities of life.
 - The following relatives of the employee or the employee's spouse or domestic partner: parents, children, children's spouses or domestic partners, grandparents, grandchildren, siblings, and any other family member residing with the employee.
 - Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

(Note: "Family" for FMLA purposes is more limited.)

- g. Illness, injury, or incapacity of other relatives, with permission granted by the superintendent.
- h. Pregnancy, childbirth, and adoption leave in accordance with this policy.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

A district employee may not use leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Leave days will not be reinstated upon re-employment after a previous resignation or termination from the school district.

Any certificated and/or support staff employee who is a member of a retirement system shall remain a member during any period of leave under leave provisions of the district or under Workers' Compensation. The employee shall also receive creditable service credit for such leave time if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

Leave Schedule

<i>Employee Category</i>	<i>Total Leave Days</i>	<i>Cap</i>
<i>9-month</i>	<i>12</i>	<i>70</i>
<i>10-month</i>	<i>13</i>	<i>75</i>
<i>11-month</i>	<i>14</i>	<i>80</i>
<i>12-month</i>	<i>15 + 2 weeks (years 1-12)</i>	<i>85</i>
	<i>(13+ years = 15 + 3 weeks)</i>	

***Recreational leave will not be granted in the first five or last five days of the school year or on professional development days, except when there are extenuating circumstances, and a waiver is granted by the district designee.** Requests must be submitted at least 48 hours in advance of the date of the requested leave.

Whenever possible, it is expected that requests for leave lasting longer than three days will be made in writing to the Board of Education at least 48 hours in advance of the leave time requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request.

A district employee may not use personal leave days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Appeal for Denial of Approved Paid Leave

If an employee's application for approved paid leave is denied, the employee may file an appeal. To appeal, a written notice of appeal must be submitted to the Payroll Specialist within five days of the denial.

COVID-19 Leave

Employees are eligible for up to 5-days of leave per positive test result for COVID-19 as evidenced by a notice from the employee's primary care physician. These days may be used for

the employee, the employee's spouse or domestic partner, any other family member residing with the employee, any other person over whom the employee has legal guardianship, for whom the employee has power of attorney, or for whom the employee is the primary caregiver.

Victim's Economic Safety and Security Act (VESSA) Leave

Employees may take unpaid leave in accordance with law for absences related to domestic or sexual violence where an employee, an employee's family member, or a person residing in the employee's household has been the victim of domestic or sexual violence. Leave may be taken intermittently or on a reduced work schedule. Two workweeks of unpaid leave will be available in a 12-month period, except that employees of districts with fewer than 50 employees but at least 20 employees will be limited to one workweek of unpaid leave. Employees may use accumulated paid leave or compensatory time concurrently with unpaid VESSA leave. VESSA leave does not create a right for employees to take unpaid leave that exceeds the amount of unpaid leave time under FMLA. Employees are required to give 48 hours' notice of the need for leave unless such notice is not practicable. The district may require certification of the need for leave, which may include documentation from an entity aiding the victim, a police or court order, or other corroborating evidence. Information provided by the employee in conjunction with the use of this leave will be confidential in accordance with law.

Pregnancy, Childbirth, and Adoption Leave (Maternity/Paternity)

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA and will be limited to 12 weeks of leave for this purpose. These employees may apply all available sick, personal, approved paid leave, and vacation leave, but cannot exceed 12 weeks of leave.

Employees who are not eligible for FMLA leave may use all accumulated sick, personal, approved paid leave, and vacation leave for the birth, first-year care, adoption or foster care of a child and will be granted additional unpaid leave if a doctor certifies that such leave is necessary because the mother is not released to work, or the child or the mother has a serious health condition. However, the paid and unpaid leave cannot exceed 12 weeks of leave.

Family and Medical Leave (GBBDA)

Leave that qualifies for Family Medical Leave Act (FMLA) protection will be administered in accordance with federal law. To be eligible for FMLA leave benefits, employees must have been employed with the district for at least twelve (12) months (but not necessarily consecutively), have been employed for at least 1,250 hours of services during the twelve (12) months period immediately preceding the leave, be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite, and provide the district at least 30-days' notice of any expected absence for foreseeable circumstances, when practical.

An employee must notify the district of the need for leave and explain the reasons for the leave so the district can determine whether the leave qualifies for FMLA. The leave may be delayed or denied if the employee fails to give such notice.

Sick Leave Bank (GDBDAC/GCBDAC)

The purpose of the sick leave bank is to furnish a continuing income for staff members who are faced with a serious health condition as defined in FMLA involving themselves or an immediate family member and have utilized all of their sick leave or approved paid leave days. Family and Medical Leave Act (FMLA) certification and notification requirements apply to the use of the sick leave bank.

To be eligible, an employee must have been employed with the district at least thirty (30) days, have used all sick, vacation and personal leave, or approved paid leave, been off work for three (3) consecutive workdays without pay and submitted a written request for withdrawal of days from the bank accompanied by the appropriate medical certification. Form DLB-AF2 authorizing a payroll deduction in the event that the days cannot be repaid must be on file for any employee who participates in the sick leave bank. The written request to withdraw days must be submitted to the Payroll Specialist. Employees can request up to 30 days per fiscal year. The request must specify how many days the employee wants to withdraw and be accompanied by a physician's statement that the employee or immediate family member (as defined later in this section) has a serious health condition as defined by the FMLA. The physician must also verify the need for the number of days requested.

For the purpose of this policy, "immediate family" is defined as: the spouse or domestic partner, dependent and nondependent children, parents of the employee or the employee's spouse and individuals who are under the legal guardianship of the employee.

Employees may draw from the bank any number of times during the year for multiple health conditions or the same health condition as long as they do not draw more than 30 days in any one (1) fiscal year.

A separate written request and physician's statement must be submitted each time days are requested regardless of whether the employee has previously drawn from the bank during that year.

The Board may terminate the sick leave bank benefit at any time. If the sick leave bank is terminated, no further requests for days will be permitted, although staff members will continue to draw days previously authorized.

Complaints and Grievances

Complaints and Grievances (GBM)

The Board subscribes to an orderly, well-defined grievance procedure for the resolution of problems derived from application of published Board policies and district regulations. Grievances will be handled expeditiously in accordance with the procedures approved by the Board. A grievance must be filed, in writing, within ten (10) days of the occurrence that is the basis of the grievance. If the complaint has been made to the employee's immediate supervisor, building-level supervisor, and the superintendent or designee, and the employee has received responses from these persons, the employee may appeal to the Board of Education. The employee must submit a written request for an appeal within five (5) workdays after receiving a decision from the superintendent. Once a decision is rendered under the grievance process, the decision is final. Grievance decisions cannot be the subject of a new grievance.

Safety (EB and GBE)

The superintendent, in cooperation with the building principals, will develop emergency drills for fires, tornados, bus emergencies, bomb threats, and armed intruder/active shooter situations. Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted are sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place, and evacuation. The district's crisis plans are housed in the Superintendent's Office and each of the building administrators' offices.

The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees. Pursuant to law, armed intruder/active shooter drills will be conducted and led by law enforcement professionals.

The health and safety of all district personnel is of vital importance to the school district. The Board will seek to provide safe working conditions for all staff members and will give prompt consideration to those conditions that may present a threat to the health and safety of staff members. The district will respond to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 of the Rehabilitation Act of 1973

or the Americans with Disabilities Act (ADA). All employees will receive annual training on universal precautions and the district's communicable disease policy.

The district will only make medical inquiries, require physical exams, or keep medical information on an employee in accordance with law.

Any district employee injured and/or that has had an accident on school property will be escorted to TOMO and/or Texas County Memorial Hospital for a drug screening as part of the accident investigation and reporting.

Use of Security Cameras

There are security cameras in use in a number of locations throughout Licking R-VIII School District. The cameras are intended to be used for security purposes. However, information obtained via a security camera may also be used in the course of disciplinary procedures.

General Procedures and Resources

Student Discipline (JG, JG-R1, JGGA, JGA-2, JGB, JGD, JGE, and JGF)

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures, and regulations: JG-R1, JGGA, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

Reporting to Law Enforcement

It is the policy of the district to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary manslaughter under § 565.023, .024, RSMo.
3. Involuntary manslaughter in the first or second degree under §§ 565.024, .027, RSMo.

4. First- or second-degree kidnapping under §§ 565.110, .120, RSMo.
5. First-, second- or third-degree assault under §§ 565.050, .06052, .070054, RSMo.*
6. Rape in the first or second degree under §§ 566.030, .031, RSMo.
7. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
8. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
9. Robbery in the first degree under § 570.023, RSMo.
10. Possession of a weapon under chapter 571, RSMo., 18 U.S.C. § 921
11. Manufacture of a controlled substance under § 579.055, RSMo.
12. Delivery of a controlled substance under § 579.020, RSMo.
13. Arson in the first degree under § 569.040, RSMo.
14. Property damage in the first degree under § 569.100, RSMo.
15. First-, second- or third-degree child molestation under §§ 566.067, .068, .069, RSMo.
16. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
17. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
18. First-degree harassment under § 565.090, RSMo.
19. First-degree stalking under § 565.225, RSMo.

* Immediate reporting of third-degree assault under § 565.054, RSMo., may not be required if an agreement with law enforcement exists. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

Public Concerns and Complaints (KL)

The following steps are to be followed by parents/guardians, students, and the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established policies or procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern ("complainant") within five business days of receiving the complaint or concern unless additional time is necessary to investigate, or extenuating circumstances exist.

3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate, or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

Bullying (JFCF)

Bullying means intimidation, unwanted aggressive behavior, or harassment that is repetitive or likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student; or substantially disrupts the orderly operation of the school.

Bullying may consist of physical actions, gestures, oral or written communication, or any threat of retaliation for reporting acts of bullying. Bullying also includes cyberbullying, which is transmission of a communication including, but not limited to, a message, text, sound, or image by means of any electronic device. Students and staff who witness acts of bullying are required to report such acts to building or district administration. Reports may be made in person to building or district administration or through the Bullying Report Form which can be found on at each building principals' office. When a report is filed via this form, building and district administration are alerted via email so an investigation may be conducted. All reports of bullying will be investigated according to Licking R-VIII School District Policy JFCF.

Bullying that includes harassment based upon race, color, religion, sex, disability, ancestry, country of origin or age will also be investigated as a potential violation of Licking R-VIII School District Policy AC which prohibits discrimination, harassment, and retaliation based upon federally protected class.

When required by law, information gathered through bullying investigations will be shared with law enforcement. Consequences for bullying include detention, in-school suspension, out-of-school suspension, or expulsion.

Reproduction of Copyrighted Materials (EGAAA)

It is the intent of the district to adhere to the provisions of all copyright laws, and all employees will be required to ensure compliance.

Termination of Employment

Resignations (GCPB and GDPB-1)

The district encourages employees to notify the superintendent as soon as they decide not to return or not to accept another contract with the district. Resignations become effective at the end of the school year in which they are submitted unless the district is notified otherwise.

A tenured teacher has a binding contract with the district for the next school year if the teacher does not notify the district of his or her resignation in writing by June 1. A probationary teacher has a binding contract with the district once the teacher and the Board have executed a contract. Resignations submitted after that deadline, or by probationary teachers or administrative employees after their contracts have been signed and returned, must be approved by the Board. Each resignation request will be considered on an individual basis.

Employees who seek to resign during the course of a contract or after a contract has been executed, even if performance has not begun, must notify the superintendent or designee in writing of the request to resign. Only the Board has the authority to release an employee from a contract. An employee will not be released from a contract unless a suitable replacement is found. In the event of the approval of a resignation by the Board for employees under contract, liquidated damages will be assessed. In the event of a resignation submitted by a tenured or probationary teacher and approved by the Board on or after June 1, liquidated damages will be assessed for the release from a contract as follows:

(Non-Tenured Only) Before June 1 -- \$1,000

June 2-July 1 -- \$2,000

July 2-August 1 -- \$3,000

After August 1 -- \$4,000

The Board may waive the liquidated damages requirement only for very limited reasons. The Board may consider serious illness, transfer of a spouse, military service, or other specific legally appropriate reasons for waiving the liquidated damages requirement, but liquidated damages shall apply to all other late resignations if the resignation is approved by the Board.

Any support staff member who wishes to resign must submit a written letter of resignation to his/her immediate supervisor. The letter should specify when the resignation is to become effective and should be submitted at least two (2) weeks prior to the effective date. A resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted.

Dismissal and Suspension (GCPE and GDPR)

Any employee may be suspended for violation of Board policies, for violation of state law, for any other good cause, or to investigate allegations of misconduct in accordance with Board policy and law. Action will be taken when the best interest of the school will be served by immediate suspension.

Dismissal and termination of employment will be conducted as required by Board policy and/or state law.

Care of Rooms and Other School Property

Cooperation of students and teachers in keeping rooms neat is necessary. Students should leave chairs in an orderly manner, pick up paper, and in other ways maintain an orderly room. Requests for custodial services should be made in writing and delivered to the Maintenance Supervisor.

School property is inventoried to a certain room and is the responsibility of the teacher assigned to that room. Teachers should make an early inventory of equipment and supplies so that any loss can be detected immediately. Staff members wishing to make any changes to their classroom or hallways must have the plan approved by a building administrator. Some course offerings (science, agriculture, family and consumer science, physical education, and computer courses) use facilities and equipment which will require teacher participation in maintenance and repair.

The District is not responsible for loss or damage of any teachers' or staff's personal property brought onto school grounds, into any school activity, or into school vehicles.

Family Educational Rights and Privacy Act – FERPA (JO-1)

Do not post student grades in a public location. Student information can be shared only with those persons listed by the parent or legal guardian on each student's release form. Students should never be allowed access to grade books, papers, computer programs, or other educational records that would reveal information about other students.

Student Fundraisers (IGDF)

All fundraisers must be approved by the building principal, and the superintendent or designee. The steps below must be completed for all fundraisers (this includes efforts to raise funds to support specific classrooms through Adopt-A-Classroom, Donors Choose, Go Fund Me, etc.).

1. Seek approval from building principal or supervisor.
2. Those seeking approval will receive notification of approval by email.

Grades and SIS

All teachers will use Infinite Campus (IC) School Information System (SIS) to record student grades and attendance. Grades are to be posted weekly to IC SIS. Grade data will be backed up daily by technology.

Supervision of Students

You are responsible for the behavior of students assigned to you any particular period. Do not leave students unattended at any time. If you find it necessary to leave your class for a few minutes due to an emergency, please make arrangements for coverage for your class through the principal. **Never leave a class unattended.**

Bus Transportation

Professional staff should use a transportation request to request a bus for all field trips, extra-curricular trips, and to view student buss assignments. You may access transportation requests from building principals. Please make sure and request your trip at least three days prior to the actual trip date/time. When you request a trip - be sure and complete as much of the "supplemental" information as possible (i.e. destination address, contact, etc...) Please contact Tony Huff, Transportation Director at extension 110 if you need verification or assistance. If you make changes to your trip after it is approved (i.e. change the departure time ahead one hour) - call Tony Huff, Transportation Director.

Facilities Scheduler

All employees needing to use space outside of his/her assigned classroom may reserve space by contacting the corresponding building principal.

Technology Work Order

All employees needing assistance with technology should submit a request to Daniel Cooper (secondary campus) or JD Hoffman (elementary campus) through Microsoft Teams.

Seat Belt Usage Guidelines

Licking R-VIII School District recognizes that seat belts are extremely effective in preventing injuries and loss of life.

It is a simple fact that wearing your seat belt can reduce your risk of dying in a traffic crash by 45% in a car, and by as much as 60% in a truck or SUV.

We care about our employees, and we want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts.

Therefore, all employees of Licking R-VIII School District must wear seat belts when operating a company-owned vehicle, or any vehicle on company premises or on company business; and all occupants are to wear seat belts or, where appropriate, child restraints when riding in a company-owned vehicle, or in a personal vehicle begin used for company business.

All employees and their families are strongly encouraged to always use seat belts and the proper child restraints whenever they are driving or riding in any vehicle, in any seating position. Failure to abide by this policy could result in disciplinary action or, in the event of an injury, a reduction in workers' compensation benefits.

Cell Phones and Company Driving (GBCC)

Employees shall not use communication devices when:

- (1) Driving district-provided vehicles, regardless of whether the vehicle is owned, leased, or otherwise obtained for district use in a district activity.
- (2) Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job.
- (3) Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or otherwise safely reaching their destinations when such supervision is part of the employee's job. Review policy GBCC for exceptions.

Employees must understand the following as it relates to cell phones and company driving:

- Missouri State Law prohibits the use of cellular phones while driving with the exception of hands-free technology.
- Distracted driving is a major cause of vehicle crashes and incidents.
- Distractions take both the eyes and the driver's concentration off of the road.
- Distractions can consist of cellular phones, eating or drinking, grooming or talking with passengers.
- Distraction is also caused when the driver is operating a vehicle he/she is unfamiliar with.
- Drivers need to be aware when the use of the cellular phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to engage in a conversation.
- Whenever possible, drivers should complete calls while the vehicle is parked.
- While driving, attention to the road and safety should always take precedence over conduction of business on the phone.

Mandatory Training

All Licking R-VIII School District employees are required to complete mandatory trainings using Vector's SafeSchools Online. New employees to the district are required to complete a mandatory training checklist within 30 days of employment. Employees will receive an email

notification from SafeSchools Online once the training items are assigned. Questions or concerns may be directed to the Office of the Superintendent.

Nursing Mothers

The district recognizes that many women choose to breastfeed their children for a variety of reasons and will attempt to accommodate women who are breastfeeding or who need to express breast milk while on district property. Please visit policy EBBC for details. A secure and clean location for nursing mothers is available in all buildings. Please see a building administrator for specifics.

Licking R-VIII School District Teaching Standards

The nine Missouri Teaching Standards measure the following:

Standard 1: Content knowledge aligned with appropriate instruction

Standard 2: Student learning, Growth and Development

Standard 3: Curriculum Implementation

Standard 4: Critical Thinking

Standard 5: Positive Classroom Environment

Standard 6: Effective Communication

Standard 7: Student Assessment and Data Analysis

Standard 8: Professionalism

Standard 9: Professional Collaboration

The Missouri Teaching Standards state expectations of performance for professional teachers in Missouri. The standards are based on teaching theory indicating that effective teachers are caring, reflective practitioners and life-long learners who continuously acquire new knowledge and skills and are constantly seeking to improve their teaching practice in order to promote student learning. Thus, these standards recognize that teachers continuously develop knowledge and skills over time. Therefore, the Missouri Teaching Standards employ a developmental sequence to define a continuum that illustrates how a teacher's knowledge and skills mature and strengthen throughout the career. These standards leave room for professional judgment, but teaching professionals are expected to exercise good professional judgment and to use these standards to inform and improve their own practice.

The following descriptions apply to each of the teacher categories found in these standards:

Emerging Teacher:	Developing Teacher:	Proficient Teacher:	Distinguished Teacher:
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Performance expected of a new teacher as he/she enters the profession or a practicing teacher in a new assignment. The base knowledge and skills are applied as he/she begins to teach and advance student growth and achievement in his/her classroom.	Performance expected of a teacher early in the assignment as the teaching content/knowledge/skills that he/she possesses continue to develop as he/she encounters new experiences and expectations in the classroom/school/district/community. The developing teacher advances student growth and achievement in his/her classroom.	Performance expected of a career, professional teacher who continues to advance his/her knowledge/skills while consistently advancing student achievement.	Performance exceeds proficiency and contributes to the profession/community while consistently advancing student achievement. The Distinguished Teacher serves as a leader in the school and/or profession.
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Additional Board Policies – Read/Review Required

The following are other Board of Education Policies with relevance to your position. You will want to become familiar with each of them:

IGD: District-Sponsored Extra-Curricular Activities and Groups

IICA: Field Trips and Excursions

IK: Academic Achievement

IKE: Promotion, Acceleration, and Retention of Students

JFCA: Student Dress Code

JFCJ: Weapons in School

KKA: Civility

IGCD: Virtual Courses

EBCA: Crisis Intervention Plan

JHDF: Suicide Awareness and Prevention

GBCBB: Protected Staff Communication

IND: Ceremonies and Observances