

City of St. Charles School District



Certified Staff Handbook 2011-2012

STATEMENT OF ACCOUNTABILITY

Please read this handbook carefully and refer to it as needed. It is your responsibility to familiarize yourself with its contents. This handbook is only a summary of our policies. If you have any questions, please direct them to your supervisor or to your administrator for clarification. Information in this handbook does not supersede policies, administrative procedures or regulations developed and formally approved by the Board of Education. Any inconsistency or contrary provision shall be controlled by Board Policy. This handbook can be viewed on-line at <http://www.stcharles.k12.mo.us> select Department, Human Resources, Employee Handbook page. Hard copies of this handbook can be found in each district building as well.

MISSION

The City of St. Charles School District will educate all students to become caring, productive, life-long learners in a global society.

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INTRODUCTION

This Employee Handbook is a general guide to the District's employment policies and practices and includes some of your benefits and responsibilities as an employee. It is informational only, and is not intended to be and should not be construed as a contract. The District reserves the right to review the policies, procedures and benefits and make revisions based on the need for or desirability of change. Thus, any policy, procedure, or benefit outlined in this Handbook may be modified with or without advance notice. District policy books are located in the main office of every school and building and the district policies are on the district web site: www.stcharles.k12.mo.us select District, then Board of Education.

Certified Professional Agreement 2011-2012 Key Points

- The district's policy regarding **personal leave** will be revised so that the only restrictions are as follows:
 - ✓ No more than 3 professional employees from one building may use personal leave on any one day
 - ✓ Personal leave may not be taken the day before or after winter and/or spring break
- To ensure that teachers' interests are heard and fully considered by the **District Calendar Committee**, a survey will be distributed to teachers in advance and the District Calendar Committee will include at least one professional employee from each school building (if possible). The committee will include at least one representative from the 2011 SCEA Negotiations Team.
- **Salary and Benefits:** District teachers will receive "steps" on the salary schedule for 2011-12 with some additional money added to some steps at the top to compensate for increased PSRS contributions. Most teachers will not be allowed to progress further than step 15 on the BA +15 and BA+24 columns in the future (step 16 will be eliminated). **The average increase for certified staff is 2.8%.** Tuition reimbursement will not be offered in 2011-12. The district will provide medical, dental, and Short-Term Disability insurance consistent with the coverage currently provided. Extra-Allowance stipends will be increased by 2.8% for 2011-12.

City of St. Charles School District Collective Bargaining Agreement Certified Staff 2011-2012

Available online at following link:

http://www.stcharles.k12.mo.us/downloads/Professional_Agreement_2011-12_r.pdf

COMPREHENSIVE SCHOOL IMPROVEMENT PLAN

OVERVIEW

The City of Saint Charles School District community works continuously to improve the education for all students through the quality of our schools and program offerings.

The Comprehensive School Improvement Plan (CSIP) serves as a long range, strategic planning document which directs the overall improvement of our educational programs and services (MSIP 8.2).

Our CSIP is directly linked to our mission, vision, values, and goals.

MISSION

The City of St. Charles School District will educate all students to become caring, productive, life-long learners in a global society.

VISION

The City of St. Charles School District will be an educational leader recognized for high performance, academic excellence, and students prepared for a changing tomorrow.

VALUES

We, the City of St. Charles School District community of students, parents, staff, and patrons, value:

- High quality education for all students within a safe and nurturing environment which includes:
 - Lifelong learning from early childhood through adult education
 - Learning experiences that challenge all students academically
 - Instruction that meets the needs of each learner
 - Respect for diversity
 - Real world problem-solving skills
 - Preparation for an ever-changing, global, technological society
 - Developing thoughtful, productive, and responsible citizens
 - Parent and community partnerships
 - Exploration, innovation, and creativity
- Achievement through:
 - A “Success for All” philosophy
 - By working together in professional learning communities
- The classroom teacher as the most important resource for student learning by:
 - Hiring and retaining highly qualified staff members
 - Providing professional development and collaboration focused on increasing student achievement
- Informed decisions that are:
 - Student-centered
 - Focused on student achievement
 - Data driven
 - Considerate of all points of view
 - Fiscally responsible

GOALS

For planning purposes, five overarching goals have been developed. These goals are statements of the key functions of the school district.

1. Student Performance:
Develop and enhance quality educational/instructional programs to improve student performance and enable students to meet their personal, academic and career goals.
2. Highly Qualified Staff:
Recruit, attract, develop, and retain highly qualified staff to carry out the District's mission, vision, goals, and objectives.
3. Facilities, Support, and Instructional Resources:
Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.
4. Parent and Community Involvement:
Promote, facilitate and enhance parent, student, and community involvement in District educational programs.
5. Governance:
Govern the District in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

STAFF CONDUCT

FILE: GBCB
CRITICAL

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. Transact all official business with the appropriate designated authority in the district in a timely manner.
4. The direction of constructive criticism of other staff members or of any department of the school district should be given to the particular school administrator who has the administrative responsibility for improving the situation.
5. Care for, properly use and protect school property.
6. Attend all required meetings called by the building administration. Exceptions should be discussed and approved by the building administration.
7. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
8. Immediately report all dangerous building conditions or situations to the building supervisor. The building administrator should take action to rectify the situation and protect the safety of students and others if necessary.
9. The Board expects all students to be properly supervised at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.

10. Obey all safety rules, including rules protecting the safety and welfare of students.
11. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
12. Profanity is inappropriate.
13. Dress professionally and in a manner that will not interfere with the educational environment.
14. 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.
15. 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.
16. 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.
17. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
18. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

STAFF/STUDENT RELATIONS

FILE: GBH
CRITICAL

The relationship between staff members and students in the school district should be one of cooperation, understanding and mutual respect. All employees have the responsibility to provide an atmosphere conducive to learning, which should be accomplished through effective individual and group discipline. All students and staff will treat each other with respect.

Differences and problems that arise between an employee and student are typically best worked out by conferences between these two (2) persons or between the employee and the parent of the student. However, employees and students should immediately report a violation or perceived violation of the district's nondiscrimination and anti-harassment policy (AC), regardless of whether a conference has been held.

No employee may use his or her status as an employee to adversely influence a student of the district. No employee may date, make advances toward, or engage in any sexual relationship with a district student, regardless of the student's age, the perceived consensual nature of the relationship, where the advances are made or whether the employee directly supervises the student. Further, no employee may discuss or plan a future romantic or sexual relationship with a student. All employees possessing evidence of or witnessing such conduct or sexual harassment shall report it to the district's administration immediately. All employees or school officials who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse to the principal or to the Children's Division (CD) of the Department of Social Services hotline, pursuant to state law.

CHANGE IN PERSONAL DATA

If you move to a different address, change your name, marital status, or receive a new telephone number, please notify the Human Resources Office, in writing within five days.

DEDUCTIONS

The following deductions can be made from the employee's paycheck. This would be determined by the individual's participation, place of residence, and teacher certification.

Social Security (FICA & Medicare) Retirement Systems of MO	
City Tax	Association Dues
Federal Tax	Sec. #125 Cafeteria Plan
State Tax	Tax Sheltered Annuity
Group Health Insurance	United Way Fund
Group Life Insurance	Short-Term Disability Insurance
St. Charles Education Foundation	

It is the responsibility of the employee to notify the Payroll Department in writing of any change that will affect his/her tax deductions. If you wish a certain amount to be withheld each pay period, please state the desired deduction on your W-4 form when you are hired or anytime thereafter by notifying the Payroll Department.

PAY DATES

Professional staff (exempt) contracted or otherwise regularly employed on a 12-month basis will be paid twice a month on the fifth and twentieth days of the month.

Professional staff (exempt) contracted or otherwise regularly employed for less than 12 months per year shall be paid in 24 equal installments. Twenty equal installments will be paid on the fifth and twentieth days of the month, August through May. Two equal installments will be paid on June 5th and two equal installments on June 20th. The first payment for the next school year will be made on August 5th.

Professional staff being paid by time sheet will be paid on the fifth and twentieth days of the month based on hours worked.

When the fifth or twentieth of the month falls on Saturday, Sunday or a holiday, professional staff shall receive paychecks on the last work day preceding the fifth or twentieth.

Ref: Policy DLA

EXTRA-ALLOWANCE PAYMENTS

If you have a year-long extra-allowance position, you have the option of receiving equalized payments over 23 pay checks throughout the year. For seasonal activity sponsors, however, we are no longer offering the 23-24 pay option. This change allows the district to minimize pre-payment of services as much as possible. As a result, we have limited payment options for seasonal stipends to a maximum of 10 payments. This prevents payment to individuals for services not yet provided and more closely aligns payment with the dates of actual service. Seasonal coaches/sponsors choosing 10 equalized payments will be paid in the following months:

Fall Season	August - January
Winter Season	November - March
Spring Season	January - May

Seasonal coaches/sponsors may elect to receive payment in one lump sum at the end of the season or year.

Year-long sponsors may elect to receive two payments a year (end of each semester) or one payment at the end of the year.

Employees are asked to declare their preferred method of payment upon approval of his/her extra-allowance contract. If an option is not selected by the employee, we will pay the stipend according to the maximum number of equalized payments for that category.

PROFESSIONAL STAFF HIRING

Board Policy GCB, GCD, GCI, and GCPA govern all professional contracts and compensation plans, professional staff hiring, assignments and transfers, and reduction in force. All policies should be carefully reviewed and can be accessed at: www.stcharles.k12.mo.us.

Probationary Contract: All teachers new to the district are employed on a probationary contract for one year and will continue on one-year probationary contracts until qualified for and awarded indefinite contract status. On or before April 15, the Board shall notify in writing probationary teachers whose contracts will not be renewed. Upon request the notice shall include a concise statement of the reason or reasons for non-renewal. Probationary teachers who are informed of re-election by written notice shall be tendered a contract on or before May 15, and shall provide written notice of acceptance or rejection within 15 days of receiving the contract. Failure to provide notice within the period is a rejection of the Board's offer.

Permanent teachers (tenured) will receive any modifications of the indefinite contract, on or before May 15 of each year.

Contract Modifications for graduate credit and/or a master's degree or higher shall be granted at the beginning of the fall semester only. Verifications of credit (official transcripts) for contract modification form must be received by Human Resources on or before November 1.

Ref: Policy GCB, GCBA

CERTIFICATION

All teachers in the City of St. Charles School District must obtain and at all time maintain a valid certificate of license to teach in the public schools in the District and the State of Missouri. The City of St. Charles School District expects all teachers to be appropriately certified in each grade/subject area he/she is teaching. Teachers issued a license prior to September 1, 1988 have a **Life Classification** and maintain this certificate without completing any further requirements after the initial issue.

In 2003, legislation created a two-tier plan of professional classification:

The INITIAL PROFESSIONAL CERTIFICATE (IPC) is valid for four years and assigned to new graduates of teacher education programs and individuals with less than four years of teaching experience who meet the minimum requirements and qualifications. To advance to the next level during the valid dates of the classification, a teacher must meet the following requirements:

- Participation in a district-provided and approved mentoring program for two years
- Successful completion of 30 contract hours of professional development which may include college credits
- Participation in a Beginning Teacher Assistance program
- Successfully participate in a performance-based teacher evaluation
- Complete four years of approved teaching experience
- Have a local professional development plan

The CAREER CONTINUOUS PROFESSIONAL CERTIFICATE (CCPC) is valid continuously depending on an individual meeting the following:

- The requirements of the IPC, PCI, PCII or CPC level
- Successful, yearly completion of 15 contact hours of professional development which may include college credit and
- Have a local professional development plan

OR

Two of the following items:

- Ten (10) years of teaching experience
- A master's degree; or
- National Board Certification

PROVISIONAL CLASSIFICATION refers to a two-year non-renewable certificate issued to teachers who do not meet all of the requirements for Professional Certificates. If additional coursework is needed to meet the minimum requirement, the deficiencies may not exceed 12 semester hours. Individuals enrolled in an alternative program for educators may qualify for a provisional classification.

TEMPORARY AUTHORIZATION CLASSIFICATION is a one-year certificate that may be requested jointly by a school district and an individual who holds a baccalaureate degree with a minimum overall grade point average of 2.5 on a 4.0 scale. An individual may hold more than one temporary certificate, it is renewable yearly, and enables a person to teach while earning the necessary requirements for a professional classification, including:

- Successfully passing the Praxis test
- Yearly completion of nine semester hours toward a professional certificate
- Participation in a mentoring program; and
- Successful participation in a performance based teacher evaluation

The temporary authorization certificate does not include elementary (1-6); early childhood; early childhood special education (B-3); blind and partially sighted (K-12); and/or deaf and hearing impaired applicants. Applicants for the areas of driver's education, English for speakers of other languages, gifted and special reading must already hold a certificate of license to teach or must seek a certificate of license to teach in a stand-alone area.

Please make sure you are aware of the expiration date for your Initial PC, PC I, PC II, or CPC. Contact the Human Resources office for assistance in completing your upgrades to the CCPC or for any requests for renewals or extensions. At the time of the expiration of your current certification, the Teacher Certification Office in Jefferson City will upgrade your certificate to the new professional classification.

The main numbers for the Office of Teacher Certification in Jefferson City are: (573) 751-0051 and (573) 751-4369.

SUPERVISION OF PROFESSIONAL STAFF

No teacher will be subjected to arbitrary or capricious discipline.

Whenever a professional employee is required to appear before the Board of Education or representatives of the Board concerning any matter when the discharge, suspension or written reprimand of the employee is contemplated, he or she will be given prior notice of the reasons for such meeting, will be entitled to the presence of a representative and will be provided with copies of all available documents to be presented.

Any complaint made against a professional employee by any parent, student or other person will be called to the attention of the professional employee. Any complaint not called to the attention of the professional employee may not be used as a basis for any reprimand, discipline or discharge (per the Board approved Performance-Based Teacher Evaluation procedures referred to in policy GCN).

Any professional employee whose employment is being terminated will be afforded the applicable procedures outlined in state law.

In the event a professional employee is not continued in employment, the Board will, upon written request, advise the professional employee of the reason therefore in writing.

EVALUATION OF PROFESSIONAL STAFF

Effective teacher evaluation is an essential part of the total instructional program. Performance-based evaluation should be a continuous process that relates directly to on-the-job performance. Performance-based evaluation should be a cooperative effort among the Board of Education, administration and teaching staff. Standards and criteria in a performance-based evaluation system should reflect measurable, observable and definable teacher behavior.

The primary purpose of a performance-based teacher evaluation is to facilitate and improve employee performance and classroom instruction and, thus, to enhance student learning. An effective evaluation system should identify teachers' strengths and weaknesses and provide direction for maintaining and improving teacher skills through professional staff development activities.

Performance-based teacher evaluation should provide a basis for fair, objective decision making by local school districts. The evaluation of teachers is an administrative function, and the school district must provide the resources necessary to adequately train evaluators. In order for a performance-based evaluation system to be effective, administrators also must have a strong commitment to involving teachers in developing and applying the entire evaluation system.

The procedures and instruments for professional staff evaluation will be developed by the administration, in consultation with the district's professional staff, and will be approved by the Board. Teacher evaluation instruments must minimally reflect the standards listed in this policy. One (1) copy of the completed evaluation form shall be given to the staff member concerned, one (1) copy filed in the employee's personnel file at the office of the Board of Education and one (1) copy retained by the appropriate administrator/evaluator.

Teaching Standards

All teachers in the St. Charles R-VI School District shall:

1. Be knowledgeable of the content and prepared for instruction.
2. Keep current on instructional knowledge and explore changes in teaching behaviors that will improve student performance.
3. Promote active student participation in the learning process and ensure that all students have success.
4. Use various forms of assessment to monitor and manage student learning.
5. Communicate and interact with the community in a professional manner.
6. Effectively maintain student time on task.
7. Act as a responsible professional in carrying out the mission of the district.

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

FILE: GCI
BASIC

The district recognizes that assigning qualified staff members to positions throughout the district is essential to providing an excellent educational program for all students. Every effort will be made to assign district staff to areas of the greatest need for the benefit of the students. The district will accept requests for transfer from employees, but will only honor those requests when it is in the best interest of the district and the educational program to do so.

Definitions

Assignment -- Placement in a particular position or building by the district.

Transfer -- Reassignment by the district at the request of the employee.

Professional Staff Assignment

The Board directs the Assistant Superintendent of Human Resources to assess the professional staffing needs of the district annually and to assign professional staff as necessary to meet those needs. Although the Assistant Superintendent of Human Resources will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs. The Assistant Superintendent of Human Resources may reassign staff members to different positions or buildings at any time, including after a contract has been signed or in the middle of the school year.

- a. Certificated employees will be notified on or before April 15 annually of their building assignment for the upcoming year. If the assignment is known at that time, the individual will be informed of the fact. Within a reasonable length of time after the assignment has been determined, the individual will be notified in writing.
- b. Assignment of a certificated employee to the subjects, department and/or grade within the building will be the responsibility of the building principal after holding a conference(s) with the individual(s) involved and as approved by the Assistant Superintendent of Human Resources. Where possible, certificated employees will be notified of their assigned grade level and/or assigned classes no later than June 1.
- c. In making assignments a teacher's wishes and aspirations, if known, will be taken into consideration but the ultimate decision will be made based on the district's needs.
- d. Before a certificated employee's building grade level and/or department assignment is changed, the employee will be consulted and if the employee requests, reasons will be given.

Reassignment Due to Reduction of Staff

When it becomes necessary to reduce personnel in the district, necessitating the reassignment of certificated employees, the certificated employee(s) must be working in the building in which the reduction of staff is necessary. To be reassigned, the certificated employee(s) must be properly certified and qualified for an existing position. To determine those individuals who are to be reassigned, the following criteria will be followed:

- a. Elementary K-5 -- The certificated employee(s) with the least seniority in the district, in the building where the reduction of staff is necessary, will be reassigned, provided the transfer does not create a vacancy that cannot be filled by an individual currently assigned to that building.

- b. Secondary 6-12 -- The certificated employee(s) with the least seniority in the district in the building, in the department where the reduction of staff is necessary, will be reassigned, provided the transfer does not create a vacancy that cannot be filled by an individual currently assigned to that building.

Those certificated employee(s) who are teaching in special subject areas such as special education, remedial reading, elementary physical education, elementary music, elementary art, etc., with the least seniority in the district, in the subject area where the reduction is necessary will be reassigned to positions for which they are certified and qualified.

Professional Staff Transfers

Transfers in the middle of the year are discouraged and will be considered only in extraordinary circumstances. Professional staff requesting a transfer in the middle of the year must submit a letter requesting a transfer and discuss the request with both the employee's immediate supervisor and the Assistant Superintendent of Human Resources. Although the Assistant Superintendent of Human Resources will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs.

- a. The Assistant Superintendent of Human Resources shall advise all certificated personnel of vacancies and/or new positions that occur in the district. Except in emergencies, such vacancies will be posted on the bulletin boards in school offices and teacher lounges at least five (5) school days prior to filling the permanent position. The five-day posting period will be waived between July 1 and the beginning of the school year except for new positions.
- b. All personnel seeking a transfer shall file their request with the Assistant Superintendent of Human Resources by the last day of the current school year. Reasons for requesting a transfer will be given in writing *and kept in confidence upon request*.
- c. Certificated personnel requesting a transfer or those who must be reassigned will be guaranteed an interview within five (5) working days of the last day of school in the current school year, for the posted positions for which they apply and are certified. All interviewed candidates will be notified in a timely manner regarding the status of the posted position. Candidates applying for a transfer after the cutoff date will not be guaranteed an interview.
- d. During the summer, each teacher who has a specific transfer request on file will be sent a notice of any vacancy in the requested area, at the teacher's last known address.
- e. Application for a different position by a person currently employed by the district shall not be a factor in determining that person's re-employment in his or her present position.
- f. Before a candidate from outside the district is to be recommended to the Board to fill a position for which in-district candidates have interviewed, the Assistant Superintendent of Human Resources and the building principal will formally review that recommendation. The purpose of the review is to ensure that all steps have been followed regarding in-district candidates.

STAFF CONCERNS/BUILDING CLIMATE

Building Climate Representatives will be selected by the principal and SCEA building representative. The principal will meet with Building Climate Representatives once a month to discuss building level concerns/issues. Select staff members will be trained in Interest-Based Bargaining to facilitate problem-solving at the building level. In addition, each building will assess school climate annually.

PROFESSIONAL STAFF MEETINGS

**FILE: GCKB
BASIC**

Faculty meetings are recognized as one way of communicating with staff. In addition to the regular school hours of duty attendance, all called and regularly scheduled faculty meetings shall be considered a part of each

teacher's professional contract. It is expected that such meetings shall close at a reasonable hour. Efforts will be made to notify teachers of faculty meetings at least one week in advance.

Since the primary responsibility of the teaching staff is the instruction of children, the district will assure that the interruption of the instructional process and the demands upon a teacher's time will be minimal. Therefore,

1. Curriculum review committee meetings will be voluntary and reimbursed at the posted rate or awarded continuing education credit.
2. Staffings for special services will be held during a teacher's regularly scheduled work day whenever possible.

PROFESSIONAL STAFF TIME SCHEDULES

FILE: GCJ

The standard teaching day is defined as that period of time a teacher is required to be in an educational facility as a participant in his or her standard teaching assignment. A teacher is required to be in the classroom each school day at least 20 minutes before the beginning of school. At the close of the school day, each teacher shall be available in the classroom for a reasonable amount of time. It is mandatory that teachers grant before- or after-school time at pupil or parent request for conferences or help pertaining to any teacher-pupil situation. Every full-time teacher in the School District of the City of St. Charles shall have preparation time of not less than 250 minutes per week exclusive of lunch during the school day. Preparation time shall be scheduled as continuous time wherever possible. In any event, teachers (1-12) shall receive at least one 30-minute continuous preparation period per day, except that the building principal, in consultation with the teachers, may make such exceptions as are deemed necessary.

A teacher may leave the school premises during school hours when proper arrangements have been made and consent of a building principal or assistant principal has been obtained. In the absence of a building administrator, notification should be left with the building secretary.

A teacher shall have as a minimum a 25-minute duty-free lunch period.

On days when all students are released from school so that parent-teacher conferences can be held, no additional meetings will be held that teachers will be required to attend. Building principals will seek input from their staffs when changes to scheduled starting and ending times are proposed.

MILEAGE REIMBURSEMENT

Staff members assigned to more than one school building are eligible for mileage reimbursement. It is your responsibility to maintain a travel log and complete necessary paper work as directed by your building principal, Human Resources, and/or designated administrator. Staff members must use the approved mileage chart when reporting mileage. The mileage rate for 2011-12 is .45 per mile. If you have any questions, please contact your direct supervisor or Human Resources.

Special Education staff complete mileage reports through the office of the Director of Special Education.

PROFESSIONAL STAFF SUBSTITUTE PROCUREMENT

Absences will be reported through the Subfinder system and vacancies filled accordingly. Please see your building administration for instructions regarding this process.

Ref: Policy GCBB-AP

PROFESSIONAL EMPLOYEES SUBSTITUTING

Professional employees who substitute for another employee shall be paid at the existing hourly/daily incremental substitute pay rate established by the Board.

The building principal will direct a teacher who has volunteered and is available to cover a class for another teacher. The hourly/daily incremental substitute pay rate will be posted annually in the building. In the event of an emergency when no other substitute is available, the principal may designate a staff member to supervise a class during planning time. The staff member will be required to fill in no more than once per semester.

Ref: Policy GCKA-R

A substitute who is assigned the same position for 11 or more consecutive school days shall receive an additional \$5 per day remuneration above the regular substitute wage for that entire assignment. A substitute who is assigned the same position for 30 or more consecutive school days shall receive as remuneration a per diem based on the first step, Channel A of the teachers' salary schedule. This per diem is non-retroactive.

Ref: Policy GCE

SUBSTITUTE RATE OF PAY FOR 2011-12

\$94 per day (\$13.43 per hour)

PERSONNEL RECORDS

FILE: GBL
CRITICAL

It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all district employees.

The file of an individual employee will be considered confidential information and will only be available to authorized administrative personnel and to the employee. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment are closed records under the Missouri Sunshine Law to the extent allowed by law. Pursuant to state law, the names, positions, salaries and lengths of service of all employees are public information and must be released upon request. In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

There shall be only one (1) personnel file for each individual employee maintained in the central office by the Assistant Superintendent of Human Resources. Files containing immigration records and files containing medical information regarding an employee will be kept separate from personnel files.

Upon request to and in the presence of the appropriate administrative official, any employee will have the right to inspect his or her own personnel file during regular working hours, with the exception of the ratings, reports and records obtained prior to the employment of the individual, included in confidential placement papers.

Information of a derogatory nature will not be entered or filed in the employee's personnel folder until the employee is given notice, as well as an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which will also be included in the folder.

Records Required -- Professional Staff

The administration shall maintain a personnel file in the office of the superintendent for each teacher it employs. It shall be the responsibility of each teacher to submit the following credentials during the first week of school.

- ▶ An official and complete transcript of college credits.
- ▶ A valid Missouri teaching certificate for the subjects or grades being taught.
- ▶ Withholding exemption certificates -- Federal and Missouri.

- ▶ Membership number in the Public School Retirement System of Missouri.
- ▶ Social Security number.
- ▶ Change of address, if applicable.

DUE PROCESS

Concerns made against an employee must be called to the attention of the employee. The employee may provide a written response to the complaint. Concerns not called to the attention of the employee may not be used as the basis for disciplinary action.

The St. Charles School District practices progressive discipline for employees that may include but is not limited to: verbal warning; written warning; suspension with/without pay and discharge. Disciplinary action shall be appropriate to the behavior that precipitates the action.

The District reserves the right to bypass the practice of progressive discipline in instances when, in the judgment of the District, consideration for the health and safety of the employee, other employees, and or students, or the effective operation of the District would dictate prompt action requiring removal of the employee from his/her work situation. An employee has the right to representation if they so choose.

DIVISION OF FAMILY SERVICES

In the event that a complaint is filed with the Missouri Division of Family Services or other similar agency alleging that an employee of the District has engaged in abuse or neglect as defined by the Missouri Child Abuse Act, the District will implement such measures as are required and permitted by law and Board policy to safeguard the interests of District students, while also permitting the employee an opportunity to respond to the complaint. The District acknowledges that resolving such complaints involves a careful balancing of the rights of employees and students, together with the District's obligations under state and federal law.

COMPLAINTS AND GRIEVANCES

The Board subscribes to an orderly, well-defined grievance procedure for the resolution of problems derived from applications of Board policies and district regulations. Grievances will be handled expeditiously in accordance with the procedures approved by the Board. Complaints regarding sexual harassment will be resolved in accordance with policies

Ref: Policy AC and AC-R.

Ref: Policy GBM-R1, GBM-R2

FILE: GCBDA
CRITICAL

PROFESSIONAL STAFF SHORT-TERM LEAVES AND ABSENCES

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. When a professional staff member is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

The district will allow professional staff members to be absent from their duties for the reasons and the lengths of time listed in Board policy, as long as these absences are not excessive.

Professional employees may be terminated for excessive absences. Unless authorized by the Board or the superintendent, an employee's absence is considered excessive if it:

1. Is for a reason not granted as paid or protected leave under Board policy.

2. Exceeds the number of days allotted by the Board for that particular leave and is not protected by law.

The district may require an employee to provide the district a doctor's note or other verification of illness before the district applies sick leave or other applicable paid leave to the absence. 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.

The following leaves with pay will be provided to full-time professional staff employees. Part-time professional staff employees will receive these leaves on a pro rata basis:

- I. **Absence from Duty (AFD) Leave**

Certificated employees who work 9½ and ten (10) months will be entitled to 13 AFD leave days per year; 11-month employees will be entitled to 14 AFD leave days per year; and 12-month employees will be entitled to 15 AFD leave days per year. This leave may accumulate to a maximum of 180 days. Part-time certificated employees shall be entitled to AFD leave days on a pro-rated basis.

Absences for the reasons described below are eligible for AFD leave:

1. **Sick Leave** – Absences may be charged against AFD leave for the following reasons:
 - a. Illness, injury or incapacity of the employee. The Board reserves the right to require a physician's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the professional employee's incapacitation. Family and Medical Leave Act (FMLA) health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave. Verification of absences potentially qualifying for FMLA shall proceed according to the FMLA rules, rather than this section of the policy. (For more information regarding FMLA leave, see Board policy GBBDA.)
 - b. Illness, injury or incapacity of a member of the professional employee's immediate family in which instance it is necessary for the professional employee to be with the member of his or her family during such incapacity. (Note: "Family" for FMLA purposes is more limited.)
 - c. Illness, injury or incapacity of those of kinship residing within the professional employee's household in which instance it is necessary for the professional employee to be with the relative during such incapacity. (Note: "Family" for FMLA purposes is more limited.)
 - d. Illness, injury, incapacity or death of other relatives with permission granted by the Assistant Superintendent of Human Resources.
 - e. 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.

Whenever possible, it is expected that requests for leave will be made to the proper administrator in advance of the time the leave is requested. The administration will respond promptly to the professional employee's request. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. If any professional employee is absent from school or no arrangements have been made with the principal, the professional employee shall as soon as possible provide reasons for such absence.

Excessive absence – The district may require a doctor's statement stating that the professional employee suffered from an illness of such a nature that he or she was unable to perform his or her teaching duties whenever the professional employee's period of absence exceeds five (5) consecutive days or eight (8) days during one (1) month or ten (10) days during one (1) year.

Any employee who does not submit such doctor's statement within 15 days shall have deducted from his or her pay an amount equal to the number of days absent times the professional employee's regular daily pay, distributed equally over the remaining number of pay periods in that fiscal year.

Absence from duty without proper excuse or verification may be considered grounds for disciplinary action and will result in the deduction of the appropriate number of days pay at the professional employee's daily rate. (Divide the employee's annual contractual salary, including supplementary pay contract if affected, by the number of days specified in the contract.) In addition, absences of 11 days or more, during one (1) school year will be considered excessive and may result in disciplinary action up to and including termination.

No employee will be disciplined or terminated for absences qualifying for protection under the FMLA or other applicable law.

A professional employee, for the purpose of sick leave, shall be defined as an employee in a position that requires certification.

2. Sick Leave Absence

All present employees who are eligible for the sick leave reserve as of the beginning of the 1998-99 school year are grandfathered under the following policy.

After a professional employee has completed five (5) consecutive years of service, or the part-time equivalent thereof, in the School District of the City of St. Charles, 130 days of sick leave reserve will be credited to the professional employee to be used only for the purpose of the professional employee's personal illness. Accumulated sick leave combined with sick leave reserve shall not exceed 180 days. All current and accumulated leave shall be expended before leave days can be deducted from the 130-day reserve. Any unused days of current sick leave and personal

leave will, at the end of the school year, be used to rebuild sick leave reserve to the 130 days maximum only after the accumulated sick leave has reached 60 days.

Those professional employees returning to the school district, who left on a leave of absence granted by the Board of Education, may recover their accumulated sick leave and sick leave reserve as it was prior to their departure.

The professional employee shall be notified at the beginning of each school year the total number of current and reserve sick leave days credited to him or her at that time.

3. Sick Leave for Extra-Duty Assignments

If, due to medical disability, an extra-duty sponsor or coach is unable to perform such extra duty or coaching duties, the professional employee will be compensated for such extra-duty assignment during the time of disability but not to exceed one (1) year. However, to be eligible for such disability pay, the professional employee/sponsor must have completed at least five (5) consecutive years of extra-duty contracts at the time of disability and have been employed by the district in a teaching capacity for at least five (5) years.

4. Personal Leave

A maximum of three (3) days of AFD leave will be available for personal leave per school year. Professional employees will be granted leave under the following conditions:

- ▶ The principal shall be given five (5) days prior notification (when feasible).
- ▶ No more three (3) professional employees from one (1) building may use personal leave on any one (1) day.
- ▶ Personal leave may not be used the day before or the day after winter/spring break.
- ▶ Request for the personal/professional leave day shall be made by completing the proper authorization form located in the principal's office.

Any exceptions to the above must be approved by the Assistant Superintendent of Human Resources.

5. Educational Conference Leave

A maximum of one (1) day of AFD leave will be available for an employee who chooses to attend an educational conference at his or her own expense. Request for Educational Conference Leave shall be made by completing the Professional Trip Form and receiving prior approval to attend this conference from the principal/supervisor.

6. Religious Observance Leave

A maximum of two (2) days of AFD leave will be available per school year for mandatory religious observance. To be eligible for paid leave under this policy, the employee must submit a religious observance request to his or her principal/supervisor at least 30

days prior to the requested leave. In addition, leave under this policy will only be granted for religious observance when the leave requested is a day on which performance of work duties is prohibited by the employee's religion.

7. Bereavement Leave

Employees may use three (3) days of paid bereavement leave and two (2) additional days of AFD Leave annually for bereavement for family or friends. Professional employees whose assignment is less than 1.0 FTE may use three (3) days of bereavement at the equivalent hours per day of the teaching assignment for family or friends. An example of this would be a professional employee teaching two (2) hours per day would receive three (3) two-hour days of paid bereavement and two (2) two-hour days of AFD Leave for bereavement. These hours may not be combined; they must be used as separate days. Requests for AFD leave beyond the two (2) days allowed per policy will be considered if submitted in writing to the Assistant Superintendent for Human Resources. Such requests must include supporting documentation (e.g., funeral notice).

8. Leave for Continuing Education

Leave may be granted to an employee for the purpose of entering a summer school program on schedule or to remain in school until the close of the summer session. The number of days absent shall be deducted from the employee's current or accumulated sick leave.

9. Absences may be charged against AFD leave for court appearances, unless applicable law requires no leave be charged to the employee, and for leave connected with duty as a volunteer firefighter, member of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or activation by the Federal Emergency Management Agency (FEMA) in times of national disaster.

Pay for Unused Absence from Duty Leave

Certificated employees who have 20* or more full-time equivalent years of service (combined part-time and full-time FTE service, this service does not have to be continuous) in the St. Charles School District will be paid for any unused AFD leave (up to 150 days) in return for providing written notification of intent to retire at the conclusion of the academic school year at the following rates:

- ▶ \$60 per day for written notification submitted between the dates of June 2 and December 31;
- ▶ \$50 per day for written notification submitted between the dates of January 1 and January 31;
- ▶ \$40 per day for written notification submitted between the dates of February 1 and June 1.

Payments will be made in three (3) equal installments in March of the calendar year immediately following the year of retirement. In the event this amount is less than \$1,000, the district will pay the amount due in one (1) payment in March of the year following retirement.

- * The years of service requirement will be temporarily reduced to ten (10) or more years of service through June 1, 2010. Thereafter, the service requirement under this policy will automatically revert to 20 or more years unless this temporary provision is extended by vote of the Board.

In case of the death of an employee to whom pay for unused leave is owed pursuant to Board policy, the unused leave will be paid to an individual designated by the employee. If no designation is made, unused leave will not be compensated.

Workers' Compensation Insurance

Absence due to injury or illness incurred in the course of the employee's employment shall not be charged against his or her AFD leave days for the period of the Workers' Compensation total disability.

II. Vacation

Administrators and other certificated personnel employed on a 12-month basis will receive four (4) weeks of vacation during the contracted year. An employee 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. Ten (10) vacation days can be carried over every year with a deadline date of October 1 for using carry-over days.

Unused Vacation Days

An employee who terminates after one (1) full year of employment will receive pay for unused vacation days.

- ▶ Vacation days shall be prorated in accordance with the number of months served during the fiscal year in which the employee terminates.
- ▶ Vacation used prior to termination shall be subtracted from the prorated vacation days.
- ▶ Employees will be paid for unused vacation days that exceed the number of prorated days for which they are eligible.
- ▶ Employees who have used more vacation than the prorated number of days for which they are eligible will have payment for the excess number of days deducted from their final checks.

Unless otherwise provided, the following leaves will be provided to full-time and part-time professional employees.

I. Holidays

Employees whose assignment is based on a 12-month calendar will be paid for seven (7) holidays. Employees whose assignment is based on less than a 12-month calendar will be paid for one (1) holiday. Holidays will be identified by the district calendar committee and approved by the Board of Education. (See paid holiday eligibility/compensation.)

II. Professional Leave

Professional leave shall be granted to attend classes or conferences, meet with mentors or participate in other professional growth activities.

Professional leave must be approved by the Assistant Superintendent for Curriculum and Instruction in accordance with budgeted substitute days for professional leave, arranged well in advance and is not considered AFD leave.

III. Military Leave

The Board shall grant military leave as required by law.

IV. Election Leave

Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven (7) days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.

V. Leave to Vote

Employees who do not have three (3) successive hours free from work while the polls are open will be granted a leave period of up to three (3) hours to permit the employees three (3) successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.

VI. Jury Duty Leave

An employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.

All professional staff employees who are selected for petit jury service and participate as a juror will:

1. Be required to notify the Assistant Superintendent of Human Resources of this service;
2. Be paid at their regular daily rate;
3. Not be charged for personal leave;
4. Be required to assign their jury duty pay vouchers to the school district before payment is made for days of jury service.

If, after appearing for jury selection, the individual is not selected as a juror, he or she must present the notice from the sheriff's office to the Assistant Superintendent of Human Resources in order to be paid for that day's absence.

VII. Leave for Court Subpoena – If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from AFD leave.

- VIII. **Firefighter Leave** – Employees will be allowed to use AFD leave, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or those activated by FEMA in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.
- IX. **Crime Victim Leave** – Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation or AFD leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding.

Pregnancy, Childbirth and Adoption Leave

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. The district shall only apply up to six (6) weeks of accrued paid leave to such absences.

Employees who are ineligible for FMLA leave may take up to six (6) weeks of leave for the birth, first-year care, adoption or foster care of a child and may use any combination of accrued sick leave, personal leave, vacation leave or unpaid leave.

Pregnant employees who need more than six (6) weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave.

Note: Building principals and/or supervisors may approve occasional and brief leave (no charge to AFD leave) during the school day at his or her discretion. Principals and supervisors should establish procedures/guidelines for such leave.

FAMILY AND MEDICAL LEAVE ACT

To be eligible for unpaid family/medical leave, an employee must have:

1. Been employed in the district for at least 12 months (but not necessarily consecutively), and
2. Been employed for at least 1250 hours of service during the 12 month period immediately preceding the leave, and
3. Given at least a 30- day notice for foreseeable circumstances.

FMLA qualified leave includes the following reasons:

1. Birth and first year care of the employee's child.
2. Adoption or foster placement of a child with the employee
3. Serious health condition of the employee or the employee's spouse, child or parent.

**Please refer to policy GBBDA for full description of FMLA.

WORKERS' COMPENSATION

An employee is entitled to Workers' Compensation insurance benefits due to an accident or injury sustained in the performance of such person's assignment, and may receive their sick leave or take Workers' Compensation insurance benefits for the period of their accumulated Absence from Duty With Pay Leave. For the period of absence in excess of the amount of their accumulated Absence from Duty with Pay, they shall receive Workers' Compensation benefits only. When a Worker's Compensation claim has been approved, no compensation shall be payable for the first three days or less of disability unless the disability shall last longer than fourteen (14) days. If the disability lasts longer than fourteen days, payment for the first three days shall be made retroactively to the claimant. An accident report form must be completed and turned in to the employee's immediate supervisor before benefits can be processed. The completed report shall be filed in the Business Department immediately after completion.

In order to be eligible for compensation for medical services, the employee must immediately report the accident to his/her supervisor, who will refer the employee to a medical service provider.

Absence due to injury or illness incurred in the course of the employee's employment shall be charged to sick leave, personal leave or vacation (i.e. if worker goes to doctor or for therapy while on the job, time will be charged against them).

Ref: Policy GCBDA

LONG-TERM LEAVES AND ABSENCES

A leave of absence without pay for a school year may be granted by the Board to regularly appointed professional employees who have completed at least five (5) consecutive years of service to the district immediately preceding the year in which the request is made. Written request to the Board should be made prior to March 1 preceding the year of requested absence.

Ref: Policy GCBDB

INSURANCE BENEFITS

Full-time employees may be provided fringe benefits in the form of health, hospitalization, dental, vision, life and Short-Term Disability Insurance. Note: Short-Term Disability Insurance coverage will be based on an employee's most recent "hire date". The District's contribution toward the cost of such benefits will be established annually by the Board of Education.

Life insurance will equal annual base salary rounded to the nearest \$1000. Life insurance amounts will be based on the employee's July 1st salary rate and will only be adjusted on July 1st of each year. The district does not provide benefits for part-time employees.

Ref: Policy GCBC

RESIGNATION

Tenured teachers must notify the district of their resignation no later than June 1st. In most cases, resignations become effective at the end of the school year in which they are submitted. To become effective earlier, the Board must approve resignations. Generally, teachers and administrative employees will not be released from a contract unless a suitable replacement is available. However, the Board will give appropriate consideration to situations involving serious illness, transfer of spouse, and military service. Any contract may be terminated at any time by mutual consent. Any request for release from contract shall be submitted in writing.

Ref: Policy GCB and GCPB

RETIREMENT

Teacher Retirement (PSRS) is deducted from your paycheck if you work at least 17 hours a week. Certified staff who are retired and receive a retirement allowance, other than for disability, may be hired on a temporary substitute basis, not to exceed a total of five hundred fifty (550) hours, in any one school year, without discontinuance in their retirement allowance.

Ref: Policy GCPC

RETIREMENT STATEMENT

The district recommends each employee carefully review his or her PSRS retirement statement each year to determine the accuracy of the report. The district will include an Employee Information Form with your contract to verify the number of years of service in the school district and in PSRS.

DRUG FREE WORKPLACE

FILE: GBEBA
CRITICAL

Student and employee safety is 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 employee who violates this policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Termination may and typically will be imposed for a first-time offense under this policy. If an employee who violates or is suspected of violating this policy is not terminated, the employee may be required to satisfactorily participate in one (1) or more rehabilitation programs and to submit to substance testing, all in accordance with terms established by the district.

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 district will institute a drug-free awareness program to inform employees of the dangerous and harmful nature of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace, of

available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The district recognizes drug dependency as an illness and a major health problem. The district also recognizes drug abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plan as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel record.

Upon the request of DESE or an agency of the United States, the district shall certify that it has adopted and implemented the drug prevention program described in this policy. The district shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes and ensure that the disciplinary sanctions are consistently enforced.

This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory.

Ref: Policy AH

CONTINUING EDUCATION UNITS (CEUs)

Continuing Education Units -- Credit on the salary schedule may be granted for undergraduate credit earned after the bachelor's degree or master's degree, district workshops, curriculum work, some foreign travel, and other in service offerings. Applications must be submitted to the associate superintendent for curriculum and instruction for approval. CEU applications that are denied may be appealed to the CEU committee composed of three (3) teachers and three (3) administrators.

Note: 17 hours of "seat time" equals 1 CEU. If an employee has a certificate of completion from a recognized organization granting a certain number of CEUs, the district may, but is not obligated to, accept the CEUs granted rather than use the 17 hours = 1 CEU formula. The district reserves the right to assign the appropriate number of CEUs based on information provided.

Employees cannot be paid by the district to participate in staff development AND receive CEUs for advancement on the salary schedule.

Contract modifications for graduate credit, CEUs and/or a master's or higher degree shall be granted at the beginning of the fall semester only. Verifications of credit (official transcript) for contract modification form must be received by the office of the Assistant Superintendent - Human Resources on or **before November 1.**

Ref: Policy GCBA

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT – POLICY AC

General Rule

The St. Charles R-VI School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The St. Charles R-VI School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.

3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment 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.

Consequences

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Definitions

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

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

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.

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

Compliance Officer

The Board designates the following individuals to act as the district’s compliance officers:

<u>Employees/Students – Title IX</u>	<u>Students – ADA / 504</u>
Assistant Superintendent of Human Resources St. Charles R-VI School District 400 North Sixth Street St. Charles, MO 63301 Phone: 636-443-4005 Fax: 636-443-4066	Director of Special Education St. Charles R-VI School District 400 North Sixth Street St. Charles, MO 63301 Phone 636-443-4086 Fax: 636-443-4001

The compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in the St. Charles R-VI School District.
3. Serve as the district’s designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
5. Seek legal advice when necessary to enforce this policy.
6. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
7. Make recommendations regarding the implementation of this policy.
8. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.

9. Perform other duties as assigned by the superintendent.

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

Superintendent of Schools
St. Charles R-VI School District
400 North Sixth Street
St. Charles, MO 63301-3346
Phone: 636-443-4033
Fax: 636-443-4001

Public Notice

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

Reporting

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination and harassment 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 any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination or harassment, 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 this 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.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

2. Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in

writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

SEXUAL HARASSMENT

What is Sexual Harassment?

Sexual Harassment is a form of sex discrimination that is a violation of Title VII of the Civil Rights Act of 1964.

What is "QUID PRO QUO" Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute "quid pro quo" sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

What is "Hostile Environment" Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute "hostile environment" sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

What factors determine whether an environment is "Hostile"?

The central inquiry is whether the conduct "unreasonably interfered with an individual's work performance" or created "an intimidating, hostile, or offensive working environment." Factors that may help determine whether an environment is "hostile" include: (1) whether the conduct was verbal or physical or both; (2) how frequently it was repeated; (3) whether the conduct was hostile or patently offensive; (4) whether the alleged harasser was a co-worker or supervisor; (5) whether others joined in perpetrating the harassment; and (6) whether the harassment was directed at more than one individual. No one factor controls.

What is unwelcome sexual conduct?

Sexual conduct becomes unlawful only when it is unwelcome. The challenged conduct must be unwelcome in the sense that the employee did not solicit or incite it, and in the sense that the employee regarded the conduct as undesirable or offensive.

Who can be a victim of sexual harassment?

The victim may be a woman or a man. The victim does not have to be of the opposite sex. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

Who can be a sexual harasser?

The harasser may be a woman or a man. He or she can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.

What should a sexual harassment victim do?

The victim should directly inform the harasser that the conduct is unwelcome and must stop. It is important for the victim to communicate that the conduct is unwelcome, particularly when the alleged harasser may have some reason to believe that the advance may be welcomed. However, a victim of harassment need not always confront his/her harasser directly, so long as his/her conduct demonstrates that the harasser's behavior is unwelcome. The victim should also use any employer complaint mechanism or grievance system available.

Ref: Policy AC-AC-R

SCHOOL VOLUNTEERS – POLICY ICC-CRITICAL

The Board of Education recognizes that community and parent volunteers make valuable contributions to the district's schools and encourages volunteer participation in district programs. Further, parent and community involvement are essential components of high student achievement. The Board endorses a volunteer program and expects its professional staff to encourage and strengthen community and parent involvement in the schools.

The superintendent or designee will create appropriate procedures for attracting, screening and training community and parent volunteers. Volunteering in the district is a privilege, not a right. The district will conduct screening and criminal background checks (**per policy GBEC**) before any volunteer is placed in a position where he or she will be left alone with a student. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment.

Although volunteers will provide support services, they are not substitutes for the professional building staff. Volunteers will work under the direction and supervision of district staff.

CRIMINAL BACKGROUND CHECKS – FROM POLICY GBEC - CRITICAL

Updating Information

The district reserves the right to require any person to submit to additional criminal background checks at the district's expense or to rerun background checks at any time. Any employee refusing to submit to a background check may be disciplined or terminated. The district may decline to utilize the services of volunteers who refuse to participate.

District Notification

As a condition of continuing to work within the district, all employees and other persons required to submit to a criminal background check pursuant to this policy must notify the district if they are charged, convicted, plead guilty to or are otherwise found guilty of any misdemeanor or felony, regardless of the imposition of sentence. This notification must be made as soon as possible, but no later than five (5) business days after the event.

Reporting Requirements

The district will report to the Department of Elementary and Secondary Education (DESE) when information is obtained that a certificated person has pled guilty or no contest to or been found guilty of a crime or offense, regardless of whether a sentence has been imposed, in this state, another state or another country that may put the person's certificate in jeopardy pursuant to Missouri law.

Volunteers

The district will conduct a complete criminal background check on all persons volunteering in positions where they will be left alone with a child. The superintendent or designee is directed to identify the volunteer positions in the district that require a criminal background check. The superintendent or designee must receive the results of the background check and officially approve the volunteer before he or she may begin service in the identified volunteer position.

UNIVERSAL PRECAUTIONS

What do we mean when we say UNIVERSAL Precautions?

Universal Precautions is an approach to infection control in which all human blood and certain body fluids are treated as if known to be infectious for HIV, Hepatitis B and other blood born pathogens.

In the school setting, it is not possible to know who may be a carrier of an infectious disease and what germs may be present. Persons with infections do not always have outward signs & often are not aware of being infected. However, you can take universal precautions while you are at work and in other situations that will help protect you from infectious diseases. Universal Precautions include the following actions:

Wash your hands with soap & water at regular times during your workday. Common infectious diseases maybe contracted from dirt and waste encountered in the work place. **BLOOD IS THE SINGLE MOST IMPORTANT SOURCE OF HIV INFECTIONS AND HEPATITIS B.**

Avoid punctures with objects that may contain blood of others.

Handle discharges from another person's body (PARTICULARLY BODY FLUIDS CONTAINING BLOOD) with gloves and wash hands thoroughly when you are finished.

Paper towels, tissues contaminated with blood should not be disposed of in a classroom trashcan. These bloody items should be flushed down the toilet or brought to the clinic for disposal.

Open, oozing or bleeding wounds should be cared for in the clinic or covered with a band-aid if the wound does not require cleaning of excess or dried. blood. For small cut, students can wash the area with soap and water in the restroom and return to you for a band-aid.

Clothing or supplies contaminated with body fluids should be placed in a doubled plastic bag & tied.

Used needles, exacto blades, broken glass or other sharp instruments should not be discarded in the classroom trashcan but placed in a Biohazard Infectious Wastes Sharps container. There is such a container in the clinic.

Any surface or object that is contaminated with blood or infectious body fluids should be cleaned promptly. Decontaminate surfaces with appropriate disinfectant. Household bleach mixed at a ration of 1 part bleach to 100 parts water (1/4 cup bleach to 1 gallon water).

STAFF CELL PHONE USE

FILE: GBCC
CRITICAL

The St. Charles R-VI School District encourages district employees to use technology, including cell phones, to improve efficiency and safety. The district expects all employees to use such devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policy and procedures regarding cell phone use may be disciplined, up to and including termination, and may be prohibited from possessing or using a cell phone while at work. Cell phones may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions

Cell Phone – All portable devices except laptops that send or receive calls or text messages, allow the retrieval of e-mail or provide access to the Internet.

General Cell Phone Use

The district prohibits any employee cell phone use that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the cell phone used is owned by the employee or provided by the district.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use a cell phone when they are responsible for supervising students unless any of the following conditions occurs:

1. There is an emergency.
2. The use is necessary to the performance of an employment-related duty at that particular time and cannot be avoided.
3. The employee has received specific and direct permission from a supervisor.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use cell phones when:

1. Driving district-provided vehicles.
2. Operating a vehicle in which a student is being transported.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using cell phones.

Technology Safety

To protect district technology, the district does not allow personal cell phones to be synchronized with the district's network. Employees should contact the district's technology director for alternative methods of synchronization, if feasible.

Use of District-Provided Cell Phones

The district may provide cell phones and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided cell phone is a privilege. The superintendent or designee has sole discretion as to which employees will be provided cell phones and may recall any previously issued cell phone. Employees do not have any expectation of privacy in district-provided cell phones or any information stored

on them, and such phones may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided cell phones from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided cell phones must abide by any use limitations included in the district's service contract.

Personal Use of District-Provided Cell Phones

Personal use of district-provided cell phones is permissible as long as the employee indicates such to the superintendent or his/her designee, signs the Cell Phone Use Agreement, and pays the monthly fee established by the superintendent. In the event that the number of minutes of cell phone usage exceeds the limits of the district plan, an amount equal to the overage fee divided by the number of staff who use a district-provided cell phone for personal use may be added to those employees who have indicated they will use a district-provided cell phone for personal use.

FACULTY AND STAFF COMPUTER USAGE GUIDELINES

The District Technology Office of the St. Charles City School District has established the following guidelines for regulating the use of district-owned computing systems and facilities. The following guidelines apply to all district employees.

Using Your PC

It is important to remember that the St. Charles City School District owns the PCs and servers used here. As such, the district reserves the right to monitor the use and content of all PCs, networking equipment, and files stored on its systems. Safeguard your privacy by using the equipment here only for legitimate district purposes.

Installing Software

No employee may—without the specific consent and cooperation of the Technology Office—download and/or install ANY software package onto district computers. This includes, but is not limited to, screen savers, games, educational software, and other third-party programs. For both operational and legal reasons, it is crucial that the District Technology Office manage what software is installed on district-owned Macs and PCs.

Purchasing Computer Equipment and Software

Without exception, the District Technology Office must pre-approve all computer equipment and software purchases. This is essential so that the department can arrange for proper integration of new equipment into our network. Most importantly, it ensures proper software licensing, which is a top priority of the district.

Email and the Internet

Email is to be used only for normal district communication. Using your email account or the Internet to transmit or receive pornographic or inappropriate materials is an extremely serious violation and will result in disciplinary consequences.

Personal Data Assistants (PDAs)

Electronic organizing devices are not approved for teacher or staff use on district computers. The interface these devices use can cause serious damage to the computer system to which they are attached. Additionally, the District Technology Office does not have sufficient resources to integrate and troubleshoot these devices.

Ref: Policy EHB

REPRODUCTION OF COPYRIGHTED MATERIALS

It is the intent of the Board to abide by the provisions of current copyright and intellectual property laws as they affect the school district and its employees.

Copyrighted materials, whether they are print or non-print, will not be duplicated, reproduced, distributed or displayed for district-sponsored activities or by using district equipment except in accordance with law.

Ref: Policy EGAAA

SUPERVISION OF STUDENTS

The Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

The welfare and safety of students while on school premises is the responsibility of all staff members. The building principal at each attendance center will, with staff input develop and implement a schedule of supervision to provide for student safety during non-instructional time. The building supervision schedule will be implemented so as not to unduly interfere with the instructional program or to unduly burden the staff nor jeopardize the safety of students.

During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

Ref: Policy JHFA

FILE: JGGA
CRITICAL

SECLUSION, ISOLATION AND RESTRAINT

Purpose

Through the adoption of this policy, the Board of Education expects to:

1. Promote safety and prevent harm to students, school personnel and visitors in the school district.
2. Foster a climate of dignity and respect in the use of discipline and behavior-management techniques.
3. Provide school personnel with clear guidelines about the use of seclusion, isolation and restraint in response to emergency situations.
4. Provide parents/guardians information about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.
5. Promote the use of nonaversive behavioral interventions, including positive behavioral support techniques.

Policy Applicability

This policy applies to all district personnel as defined in the policy. District personnel assigned to facilities not located on district premises (hospitals, detention centers, juvenile facilities and mental health facilities) will follow the policy as specified in the written agreement between the district and the facility. If no policy is specified in a written agreement, employees will follow the facilities' policies unless such policies conflict with the district's policy. If there is a conflict, the employee will notify his or her supervisor and follow district policy until otherwise directed by the Board of Education.

Definitions

Assistive Technology Device – Any item, piece of equipment or product system that is used to increase, maintain or improve the functional capacities of a student with a disability.

Aversive Behavioral Intervention or *Aversive Intervention* – An intervention that is intended to inflict pain or discomfort upon a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as: contingent application of noxious, painful or intrusive stimuli or activities; any form of noxious, painful or intrusive spray, inhalant or tastes; or other similar interventions. The term does not include such interventions as voice control limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student; or other similar interventions. Corporal punishment administered in accordance with state law is not an aversive intervention for the purpose of this policy.

Behavioral Intervention – An individualized instructional and environmental support that teaches students appropriate behaviors to replace problem behaviors. Behavioral interventions are guided by a functional behavioral assessment that identifies the communicative intent of problem behavior and takes into consideration any known medical, developmental or psychological limitation(s) of the student.

Behavior Intervention Plan (BIP) – A plan that sets forth specific behavior interventions for a specific student who displays chronic patterns of problem behavior.

Behavior Management – Comprehensive, schoolwide procedures applied in a proactive manner that constitute a continuum of strategies and methods to support and/or alter behavior in all students.

Chemical Restraint – Administration of a drug or medication to manage a student's behavior that is not a standard treatment and dosage for the student's medical condition.

Confinement – The act of preventing a student from leaving an enclosed space.

Discipline – Consequences for violating the district's student code of conduct.

Emergency Situation – A situation in which a student's behavior poses a serious, probable threat of imminent physical harm to self or others or destruction of property.

Functional Behavior Assessment – A formal assessment to identify the function or purpose the behavior serves for the student so that classroom interventions and behavior support plans can be developed to improve behavior. The assessment could include observations and charting of the behavior and interviews with family, teachers and the student to determine the frequency, antecedent and response of the targeted behavior.

Individualized Education Program (IEP) – A student's Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA).

Isolation – The confinement of a student alone in an enclosed space without locking hardware. Isolation does not include supervised in-school suspension, detention or time-out used as disciplinary consequences in accordance with the district's student discipline code.

Law Enforcement Officer – Any public servant having both the power and duty to make arrests for violations of the laws of this state.

Locking Hardware – Mechanical, electrical or other material devices used to lock a door or to prevent egress from a confined area.

Mechanical Restraint – A device or physical object that the student cannot easily remove that restricts a student’s freedom of movement or normal access to a portion of his or her body. This includes, but is not limited to: straps, duct tape, cords or garments. The term does not include assistive technology devices.

Physical Escort – The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

Physical Restraint – The use of person-to-person physical contact to restrict the free movement of all or a portion of a student’s body. It does not include briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student’s hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

Positive Behavior Supports – A range of instructional and environmental supports to teach students pro-social alternatives to problem behavior and allow them multiple opportunities to practice pro-social skills and receive high rates of positive feedback.

Restraint – See the definitions for *chemical restraint*, *mechanical restraint* and *physical restraint*.

School or District Employee or Personnel – Any person employed by the district, volunteering for the district or performing services on behalf of the district or at the direction of the district. "School or District Employee or Personnel" may include persons working with students as independent contractors or on behalf of an independent contractor, or persons employed by another agency who are providing educational or related services to students.

Seclusion – The confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware.

Section 504 Plan – A student’s individualized plan as defined by Section 504 of the Rehabilitation Act of 1973.

Time-Out – Brief removal from sources of positive reinforcement that does not meet the definition of seclusion or isolation. The purpose of time-out is to separate the student from the attention of staff and other students.

Use of Time-Out

Nothing in this policy is intended to prohibit the use of time-out as defined in this policy.

Use of Aversive Interventions

Aversive interventions will only be used in accordance with this policy. District personnel shall never use aversive interventions that compromise health and safety.

Use of Seclusion, Isolation and Restraint

Seclusion

Seclusion as defined in this policy is prohibited except in an emergency situation while awaiting the arrival of law enforcement officers as provided for in state law.

Isolation

Isolation shall only be used:

1. In an emergency situation, or
2. When less restrictive measures have not effectively de-escalated the situation and the school has a plan for how to respond in such situations, or
3. With parental approval as specified in a student's IEP, Section 504 plan or other agreed-upon plan to address a student's behavior.

Isolation shall never be used as a form of punishment or for the convenience of district personnel.

A student in isolation must be monitored by district personnel who are in close proximity and able to see and hear the student at all times. Monitoring shall be face to face unless personal safety is significantly compromised, in which case technology-supported monitoring may be utilized. The total time in isolation is to be reasonably calculated based on the age of the student and the circumstances and is not to exceed 40 minutes without a reassessment of the situation and consultation with parents/guardians or administrative staff, unless otherwise specified in an IEP, Section 504 plan or other parentally agreed-upon plan to address a student's behavior.

The space in which the student is isolated should be a normal-sized meeting room or classroom commonly found in a school setting with standard lighting, ventilation, heating, cooling and ceiling height and that is free of objects that could cause harm to the student.

Physical Restraint

Physical restraint shall only be used:

1. In an emergency situation, or
2. When less restrictive measures have not effectively de-escalated the situation and the school has a plan for how to respond in such situations, or
3. With parental approval as specified in a student's IEP, Section 504 plan or other agreed-upon plan to address a student's behavior.

Physical restraint will:

1. Only be used for as long as necessary to resolve the actual risk of danger or harm that warranted the use of physical restraint.
2. Be no greater than the degree of force necessary to protect the student or other persons from imminent bodily injury or to protect property.

3. Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat that restricts breathing.
4. Only be done by district personnel trained in the proper use of physical restraint.

District personnel who use physical restraint shall only use restraint methods in which they have received district-approved training. Further, district personnel who use physical restraint may only do so in the presence of at least one (1) additional adult who is in the line of sight unless no other adult is immediately available due to an unforeseeable emergency situation.

Physical restraints should never be used as a form of punishment or for the convenience of district personnel.

Mechanical Restraint

Mechanical restraint shall only be used as specified in a student's IEP or Section 504 plan with two (2) exceptions:

1. Vehicle safety restraints shall be used according to state and federal regulations.
2. Mechanical restraints employed by law enforcement officers in school settings should be used in accordance with appropriate professional standards and applicable policies.

Chemical Restraint

Chemical restraints shall never be used by district personnel.

Emergency Situation Follow-ups

Following any emergency situation involving the use of seclusion, isolation or restraint, a meeting shall occur as soon as possible but no later than two (2) school days after the emergency situation. The meeting shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective; any traumatic reactions on the part of the student, other students or school personnel; what, if anything, could have been done differently; and an evaluation of the process. All staff members directly involved with the emergency situation will be included in the meeting, which will be scheduled and led by the building principal or designee.

Positive Behavior Supports

The superintendent or designee is responsible for implementing the districtwide use of appropriate positive behavior supports designed to support or alter behavior in all students.

Training

The superintendent shall ensure that all district personnel are trained annually and know the policy and procedures involving the use of seclusion, isolation and restraint. Training shall include all of the following:

1. A continuum of prevention techniques.
2. Environmental management techniques.

3. A continuum of de-escalation techniques.
4. Information about this policy.

In addition to the training provided to all district personnel, those who utilize seclusion, isolation or restraint will also receive annual training in:

1. The appropriate use of physical restraint.
2. Professionally accepted practices in physical management and use of restraints.
3. The best way to explain the proposed restraint methods to students and parents/guardians.
4. The appropriate use of isolation.
5. The appropriate use of seclusion.

Records

The superintendent or designee will maintain records documenting the use of seclusion, isolation and restraint showing when they were used and the reason for use; the duration of the use; names of district personnel involved; whether students or school personnel were injured; the name and age of the student; whether the student has an IEP, Section 504 plan or BIP; when the parents/guardians were notified; if the student was disciplined; and any other documentation required by federal or state law.

Notice to Parents/Guardians

Except as otherwise specified in a student's IEP or Section 504 plan, following an emergency situation involving the use of seclusion, isolation or restraint, the parent/guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident.

The parent/guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:

1. Date, time of day, location, duration and description of the incident and interventions.
2. Event(s) that led up to the incident.
3. Nature and extent of any injury to the student.
4. Name of an employee the parent/guardian can contact regarding the incident.
5. Plan to prevent the need for future use of seclusion, isolation or restraint.

Students with Disabilities

If the IEP or Section 504 plan of a student with a disability includes the use of seclusion, isolation, restraint or aversive behavior intervention:

1. The IEP or Section 504 plan must specify the conditions under which seclusion, isolation, restraint or aversive behavior intervention may be used.
2. The IEP or Section 504 plan must include steps to eliminate the need for the use of seclusion, isolation, restraint or aversive behavior intervention.
3. Any use of seclusion, isolation, restraint or aversive behavior intervention must be limited to what is set forth in the IEP or Section 504 plan.

Before adding the use of seclusion, isolation, restraint or aversive behavior intervention to an IEP or Section 504 plan, the student must have undergone appropriate assessments including, but not limited to, a formal functional behavior assessment, and the student must have a BIP in place.

REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT

FILE: JHG

Public School District Liaison

The superintendent shall designate an employee to serve as the public school liaison. The liaison shall develop protocol in conjunction with the chief investigator of the local division office of the Children's Division (CD) of the Department of Social Services to ensure information regarding the status of a child abuse or neglect investigation is shared with appropriate school personnel.

The liaison will also serve on multidisciplinary teams used in providing protective or preventative social services along with law enforcement, the juvenile officer, the juvenile court and other agencies, both public and private.

It will be the responsibility of the liaison(s) to arrange for training and information necessary to assist staff members in identifying possible instances of child abuse and neglect, including annual updates regarding any changes in the law. Additionally, the liaison is charged with implementing a planned program of personal safety and awareness education, including methods for preventing sexual abuse, that shall be provided to teachers, students and parents/guardians.

Reporting Child Abuse/Neglect

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 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, will immediately report or cause a report to be made to the school principal, or designee, who will then become responsible for assuring a report is made via the Child Abuse Hotline to the Missouri CD, as required by law.

The school principal will make the superintendent aware that a report has been made, and will keep him or her aware of the status of the case. If the school principal or designee has reason to believe that a victim of such abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state, then, in addition to notifying the Missouri CD pursuant to this policy, he or she may also make a report to the child protection agency of the other state with the authority to receive such reports pursuant to the laws of the other state.

The district, as a mandated reporter, will be entitled, upon request, to information on the general disposition of the report. The school may also receive findings and information concerning the case, if requested. The information should be shared with the staff member who originated the report, but should not be released to anyone else without written authorization from the CD. Parents/Guardians should be referred to the CD for information regarding the investigation. Parents or guardians have access to the CD records after the investigation is completed, except that the identity of the reporter is not released.

Any person who in good faith participates in the making of such reports, or in any judicial proceeding resulting there from, will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

Investigating Child Abuse/Neglect

When the CD receives a child abuse report alleging that an employee of a school district has abused a student, the report is immediately referred to the school superintendent (or the president of the School Board in situations concerning the superintendent) who will conduct an initial investigation. If the report relates to a spanking by a certificated school employee administered pursuant to written district policy or if it is determined that the sole purpose of the report is to harass a school employee, the superintendent or board president will jointly investigate the matter with the juvenile officer or a law enforcement officer designated by the juvenile officer. Findings and conclusions will be issued as required by § 160.261, RSMo.

All other reports of any nature will be immediately returned to the CD for investigation, and the superintendent will take no further action. The superintendent/School Board president will be considered a member of the multidisciplinary team, and as such will be involved in the investigation and have access to appropriate information including the outcome of the investigation.

The superintendent will prepare and implement procedures as are necessary to accomplish the intent of this policy and of the law.

PROMOTION, ACCELERATION AND RETENTION OF STUDENTS

FILE: IKE
CRITICAL

A student's achievement of the basic skills specified for the School District of the City of St. Charles curriculum for the grade level to which he or she is assigned and his or her readiness for work at the next grade level shall be required before he or she is assigned to the higher grade. Those students who have mastered the appropriate basic skills for the grade level will be promoted. Those students who have not mastered the appropriate basic skills for the grade level will be retained if such action is deemed appropriate by the teacher and principal.

In evaluating student achievement for promotion, each teacher shall make use of all available information including criterion-referenced test results, teacher-made tests and other measures of skills and content mastery, teacher observation of student performance and standardized test results. The principal shall direct and aid the teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Decisions on whether to promote, accelerate or retain a student with disabilities will be made in accordance with the Individuals With Disabilities Education Act (IDEA) and as required by other applicable law.

Promotion

The district may adopt a policy that requires remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level by the Board. The district may require parents or guardians of such students to commit to conduct home-based tutorial activities with their children.

Such remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day. If the district provides remediation in this manner outside the traditional school day, the extra hours of instruction may be counted in the calculation of average daily attendance. Such remediation shall recognize that different students learn differently and shall employ methods designed to help these students achieve at high levels.

Decisions concerning the remedial reading instruction of a student who receives special education services, including the nature of parental involvement consistent with a free appropriate public education, shall be made in accordance with the student's Individualized Education Plan (IEP).

Acceleration

The district will assist students so that they progress academically in accordance with their capabilities. While provisions for individual differences should be adequately accomplished within a grade level, it may occasionally be necessary to advance a student to the next grade. Acceleration to a higher grade level should be approached with caution. Capable students may be so advanced, but only after thorough discussion with the student's guidance counselor and with the joint approval of the parents/guardians, the principal and the superintendent.

Retention

State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school.

While the wishes and concerns of the parent or legal guardian will be given proper consideration, the decision to promote or retain is a professional decision. When evaluative procedures indicate that a student is not achieving the basic skills required, the teacher will give to the building principal a written explanation with justification and a recommendation concerning grade assignment. Further individual evaluation and diagnosis should be considered for possible referral to the student services staff and other appropriate agencies to assess the student's achievement capabilities, deficiencies and need for additional specialized services. After receiving all available data, the principal shall make the final decision on promotion or retention of the student.

In order to facilitate communication with parents in regard to a possible retention notice, the teacher and principal should communicate their concern about the student's progress with the child's parents as early in the school year as possible. Such communications shall be documented.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-5920

PUBLIC SOLICITATIONS/ADVERTISING IN DISTRICT FACILITIES

FILE: KI
CRITICAL

It is the intent of the district to operate a nonpublic forum and, except as allowed in this policy, advertisement is prohibited on district property. For the purposes of this policy, advertisement includes, but is not limited to, in-person solicitation; signage; verbal announcements using communication equipment; pamphlets; handouts; distribution through district technology; other distribution of information regarding products or services available or for sale; or the solicitation of information including, but not limited to, political campaigning. This policy does not prohibit speech in circumstances where it is protected by law.

General Rule

The district may control the content of advertising as allowed by law. Minimally, advertisement on district property or at district events may not include information or materials that:

1. Are obscene to minors.
2. Are libelous.
3. Are pervasively indecent or vulgar (secondary schools) or contain any indecent or vulgar language (elementary schools).
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
6. Present a clear and present likelihood that, either because of their content or their manner of distribution, they will cause a material and substantial

disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school procedures.

District-Sponsored Advertisement

This policy is not intended to limit the use of district resources or forums by district personnel to distribute district-sponsored information or advertisements. District-sponsored groups may distribute advertisement to employees and students as determined appropriate by the superintendent or designee and school principal. Materials from extracurricular organizations or professional groups created by the district are considered district sponsored.

Groups Affiliated with the District

The district may allow groups affiliated with the district to advertise on district property in the same manner and to the same extent that district-sponsored groups are allowed to advertise. For the purpose of this policy, a group is affiliated with the district if it is recognized by the Board and 1) working collaboratively with the district, such as a business partner, or 2) is a group that is created solely to work with the district, its staff, students and parents and to raise funds for district activities such as parent-teacher associations or booster clubs.

Curriculum-Related Advertisement

District staff may use resources with reasonable advertising content when such resources are consistent with and related to the district's curriculum and compliant with the district's wellness policy and procedures. District staff may distribute advertisements regarding programs, events, contests and other activities that are not sponsored by the district when those events are consistent with and related to the district's curriculum. District staff may invite companies, organizations or individuals to advertise during school hours or school events if the school principal determines that the information provided is consistent with and related to the district's curriculum.

Distribution Directly to Students

Only curriculum-related advertisement, district-sponsored advertisement and advertisement by groups affiliated with the district may be distributed directly to students by placing the item in the student's backpack, folder or other conveyance; handing the material to students; placing the material at the student's assigned place; or instructing the student to pick up material at a designated location. Placing items in a designated location where they are available to students is not direct distribution if students are not instructed to pick up the materials.

Distribution to Staff

The district's intercampus mail, staff mailboxes and district e-mail are reserved for communication between employees regarding district business or for distribution of district-sponsored advertisement or advertisement from groups affiliated with the district.

Advertising from any other person or group will be made available to staff by placement in staff work areas or on designated bulletin boards not easily accessible to students. Such advertising must be provided first to the school principal and must clearly state that the district does not sponsor or endorse the information. School principals may establish uniform rules about the length of time an advertisement will be available and may limit the number of advertisements available at one (1) time.

Distribution by Students

Students may distribute district-sponsored advertisements on district property during noninstructional time as allowed by the school principal and group sponsor. Students may distribute noncurricular student publications and other advertisements not sponsored by the district during noninstructional time only in accordance with Board policy IGDBA.

Distribution by Student-Initiated Noncurricular Groups

Student-initiated noncurricular groups that meet in district facilities shall have the same access to district communication tools and media, including publications, websites and intercom, and are subject to the same provisions on the distribution and content of materials as district-sponsored noncurricular groups. The district may require these groups to clearly state on any advertisement or information that the group is not sponsored by the district.

Advertisement in Designated Locations

School principals may designate a bulletin board, table or other specific location where information regarding nonprofit community events targeting students and parents may be posted or otherwise advertised. All groups fitting this description will be allowed to submit advertising to be placed at the designated location. Such advertising must be provided to the school principal first and must clearly state that the district does not sponsor or endorse the information. School principals may establish uniform rules about the length of time an advertisement will be available and may limit the number of advertisements available at one (1) time.

Distribution at District Events

Only district-sponsored advertisement and advertisement from groups affiliated with the district may be distributed at district events, unless the district sells advertisement opportunities as described below.

Groups Using District Facilities

Boy Scouts, Girl Scouts and other Title 36 youth groups and their official affiliates who meet in district facilities pursuant to the Board's policy on use of facilities may distribute advertising during any meeting, activity or event held in accordance with that policy and applicable procedures but otherwise have no greater ability to advertise or distribute information in schools than groups not using district facilities.

Revenue-Generating Advertising on District Property or in District Publications

The district may accept or solicit advertising for use on the district's website and in gymnasiums, athletic fields and other facilities primarily used for extracurricular activities. Any such advertising will be limited to the name, address, phone number, Internet address and logo of the advertiser.

The district may accept or solicit advertising on extracurricular activity schedules, programs, newspapers, yearbooks or other district-sponsored publications at the discretion of the principal of the school involved. Advertising generally will be limited to the name, address, phone number, Internet address and logo of the advertiser except that publications may also provide the advertiser with a

selection of greetings, phrases or graphics that can be included if the advertiser so chooses.

Student publications and the advertising in those publications are district-sponsored speech subject to editorial control over content in accordance with law.

All such advertising must be compliant with the district's wellness policy and procedures.

Collecting, Disclosing or Using Information for Marketing

In general, the district will not collect, disclose or use personal information from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose unless required by law. For the purposes of this policy, "personal information" means individually identifiable information, including a student's or parent's first and last name, a home or other physical address, a telephone number and Social Security number.

In the rare case where the district may collect or disclose students' personal information or allow another group or entity to collect or disclose students' personal information for the purpose of marketing or selling that information, the district will directly notify the parents/guardians in accordance with law at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected. Parents/Guardians, upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to a student. All parents/guardians and students of appropriate age may decline to provide the information requested.

This portion of the policy does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, to the extent allowed by law and Board policy.

INTERROGATIONS, INTERVIEWS AND SEARCHES

FILE: JFG
CRITICAL

Searches by School Personnel

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or

evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, 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. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

Use of Drug-Detecting Dogs in Cooperation with Law Enforcement Agencies

The Board of Education has directed the school administration to cooperate fully with law enforcement agencies in their efforts to decrease community drug problems, and to take the necessary and lawful steps to prevent any person from coming on to school property in possession of or under the influence of illegal drugs or controlled substances.

In light of these policies, and in order to further safety and promote discipline in the district, the Board authorizes the use of trained drug-detection dogs in cooperation with law enforcement authorities. The district authorizes the use of trained drug-detecting dogs recognizing that such use is legally sound and does not violate students' Constitutional rights.

The Board's policy authorizing the use of drug-detecting dogs in cooperation with law enforcement authorities shall be noted in the locker, desk and student parking provisions of the student handbook. The Board designates, to coordinate with law enforcement agencies, the use of dogs trained in the detection of drugs, and to ensure that Board policy is complied with in all respects during any search arising out of the use of the drug-detecting dogs.

School Resource Officers

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

Removal of Students from School by Law Enforcement Officials

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

Interview with the Children's Division

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

POLITICAL CAMPAIGNS

FILE: DCB
CRITICAL

No contribution or expenditure of district funds shall be made directly by any Board member, employee or agent of the district to advocate, support or oppose any ballot measure or candidate for public office. This does not prevent Board members or administrators from making public appearances or issuing press releases concerning any such ballot measures.

Reasonable expenditures may be made solely for the purpose of providing patrons of the district with objective information regarding ballot measures in order to inform voters concerning issues that directly affect the district.

SMARTER ADULTS-SAFER CHILDREN

All employees must participate in the following training programs sponsored by the Missouri United School Insurance Council:

- Smarter Adults-Safer Children: Bullying Prevention
- Smarter Adults-Safer Children: Preventing Child Sexual Abuse

Building principals will receive instructions re: how these programs will be presented to employees. Trainings will occur either through face-to-face presentations utilizing video or on-line training through Agos.net. Verification of completion is required from all employees annually.

EXTRA-ALLOWANCE STIPENDS

Extra-Allowance stipend amounts are determined using a "Determining Factors" analysis. The Determining Factors document may be accessed on the district's website (Human Resources Department – Employee Resources).

If an employee would like to request additional extra-allowance positions be added or have a current stipend reviewed for a potential increase, the form/process below should be utilized. Please contact the HR office for a form. For high school extra-allowance positions, please make sure you have directed questions and or concerns to the Activities Director prior to submitting a request for review.

Review of Existing Extra-Allowance Stipend Position

Due December 15th

Note: Any approved changes to be effective for the following school year/budget year.

Check the appropriate category:

- Request for additional coaches/sponsors for existing extra-allowance program (e.g. additional assistant coach)
- Request for “point” increase for existing stipend based on established criteria

1. Applicant’s Name:

School:

Grade Level:

2. Rationale for review: Please describe why you believe a review is necessary. Please include relevant information related the “Determining Factors” (attached). What has changed related to the program/position to justify your request? Feel free to attach additional pages/data if necessary. Data to be considered:
- End of year participation data
 - Consistent trends over time (multiple years)

3. If requesting a “point” increase for an existing stipend, how many points do you feel would be appropriate based on the “determining factors”?

4. Please include any other information that you feel would be helpful to appropriately consider your request.

A four person committee will review your request and render a decision by February.
Committee recommendations are not final until approved by the Board of Education.

Committee members will include:

Assistant Superintendent, Human Resources

Previous Extra-Allowance Committee Representative (school level) appointed by Asst. Supt.-HR

High School Activities Director

Representative appointed by the President of the majority association

EMPLOYEE RESOURCES

Visit the website http://www.stcharles.k12.mo.us/staff/emp_resources.asp for links and other helpful information for district employees. This site features links to salary schedules, benefits, insurance, DESE, ESIP, sub-finder, and much more.

	Benton	Blackhurst	Coverdell	Franklin	Maint.	Harris	Lincoln	Monroe	Null	HMS	JIS	SCHS	SCW	L&C	Success	JJC
Benton	X	0.83	1.50	0.47	3.36	4.74	0.57	3.65	2.28	0.77	3.63	0.37	3.36	3.32	0.40	1.94
Blackhurst	0.83	X	1.32	1.16	3.17	4.53	1.18	3.02	1.45	0.06	3.04	0.71	2.67	3.13	0.60	2.57
Coverdell	1.50	1.32	X	1.53	3.31	5.29	2.07	3.37	1.72	1.40	3.39	1.40	3.02	3.27	1.35	3.33
Franklin	0.47	1.16	1.53	X	3.74	5.13	1.13	4.04	2.66	1.16	4.02	0.51	3.75	3.71	0.62	2.23
Maint.	3.36	3.17	3.31	3.74	X	2.63	3.35	0.30	1.67	3.23	0.28	3.25	0.64	0.04	3.28	3.61
Harris	4.74	4.53	5.29	5.13	2.63	X	4.94	2.93	3.64	4.59	2.91	4.61	3.00	2.60	4.64	4.61
Lincoln	0.57	1.18	2.07	1.13	3.35	4.94	X	3.64	2.36	1.14	3.62	0.94	3.27	3.30	0.97	1.37
Monroe	3.65	3.02	3.37	4.04	0.30	2.93	3.64	X	1.73	3.08	0.02	3.55	0.43	0.34	3.57	3.90
Null	2.28	1.45	1.72	2.66	1.67	3.64	2.36	1.73	X	1.50	1.73	2.07	1.29	1.61	1.96	3.32
HMS	0.77	0.06	1.40	1.16	3.23	4.59	1.14	3.08	1.50	X	3.10	0.65	2.65	3.23	0.55	2.52
JIS	3.63	3.04	3.39	4.02	0.28	2.91	3.62	0.02	1.73	3.10	X	3.53	0.45	0.31	3.55	3.88
SCHS	0.37	0.71	1.40	0.51	3.25	4.61	0.94	3.55	2.07	0.65	3.53	X	3.16	3.20	0.11	2.27
SCW	3.36	2.67	3.02	3.75	0.64	3.00	3.27	0.43	1.29	2.65	0.45	3.16	X	0.68	3.28	4.33
L&C	3.32	3.13	3.27	3.71	0.04	2.60	3.30	0.34	1.61	3.23	0.31	3.20	0.68	X	3.24	3.57
Success	0.40	0.60	1.35	0.62	3.28	4.64	0.97	3.57	1.96	0.55	3.55	0.11	3.28	3.24	X	2.33
JJC	1.94	2.57	3.33	2.23	3.61	4.61	1.37	3.90	3.32	2.52	3.88	2.27	4.33	3.57	2.33	X

WHO TO CALL LIST – CITY OF ST. CHARLES SCHOOL DISTRICT

Description	Department	Name	Title	Extension #
A+ Schools Program - District Oversight	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
A+ Schools Program - SCHS	SCHS	Jeff Thorne	Assistant Principal	4106
A+ Schools Program - SCW	SCW	Scott Voelkl	Assistant Principal	4237
Academic Credit	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Accounts Payable	Business	Shelly Stone	Bookkeeper - Accounts Payable	4010
Accounts Receivable	Business	Debbie Zwicky	Bookkeeper- Accounts Receivable	4011
Administrative Leadership Development	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Administrative Oversight	Superintendent	Randy Charles	Superintendent	4033
Administrator Mentoring Program	Human Resources	Jeff Marion	Assistant Superintendent	4005
Adult and Community Education	Adult and Community Education	Cheryl Graber	Adult and Community Education Coordinator	4020
Alternative School Programming	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Aspiring Administrator's Program	Human Resources	Jeff Marion	Assistant Superintendent HR	4005
Assessment - (Analysis)	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Assessment - (Administration)	Information Technology	Charles Brazeale	Director of Instructional Technology	4028
Blackhurst Elementary	Blackhurst	Melvin Bishop	Principal	4504
Blackhurst Elementary	Blackhurst	Susan Orio	Principal's Secretary	4505
Board of Education	Superintendent	Randy Charles	Superintendent	4033
Business Services Office	Business Services	Rick Radford	Assistant Superintendent, Business Services	4012
Business Services Office	Business Services	Sara Kuhn	Executive Assistant, Business Services	4006
Business Services Office	Business Services	Diane Clubb	Coordinator of Accounting	4007

Business Services Office	Business Services	Kelley Pendleton	Bookkeeper- Employee Benefits	4047
Business Services Office	Business Services	Leanne Greer	Bookkeeper - Payroll	4008
Business Services Office	Business Services	Shelly Stone	Bookkeeper - Accounts Payable	4010
Business Services Office	Business Services	Heather Mutrux	Business Specialist	4091
Business Services Office	Business Services	Linda Averett	Data Systems Operator	4027
Business Services Office	Business Services	Debbie Zwicky	Bookkeeper - Accounts Receivable	4011
Certified Staff Contract Questions	Human Resources	Alanna Trauterman	Executive Assistant for Human Resources	4004
Character Education	Jefferson Middle School	Nicole Besselman	District Coordinator	4405
Class Size	Human Resources	Jeff Marion	Assistant Superintendent	4005
Code of Conduct	Superintendent	Randy Charles	Superintendent	4033
Community Relations	Superintendent	Randy Charles	Superintendent	4033
Comprehensive School Improvement Plan (CSIP)	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Core Data	Information Technology	Charles Brazeale	Director of Instructional Technology	4028
Coverdell Elementary	Coverdell	Annette Hill	Principal	4604
Coverdell Elementary	Coverdell	Debbie Wilcox	Principal's Secretary	4602
Curricular Programming (K-12)	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Curriculum and Instruction Office	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Curriculum and Instruction Office	Curriculum and Instruction	Liz McCarthy	Executive Assistant. for Curriculum and Instruction	4029
Curriculum and Instruction Office	Curriculum and Instruction	Cathy Hirtz	Federal Programs Specialist	4030
Curriculum and Instruction Office	Curriculum and Instruction	Rebecca Britain	Executive Assistant – Curriculum & Instruction	4085
Curriculum and Instruction Office	Curriculum and Instruction	Jeanie Mohrman	Executive Assistant for Student Services and Assessment	4087
Custodian Subs	Maintenance	Christine Wheeler	Secretary	4872

Custodians	Maintenance	Russell Leary	Director of Facilities	4078
District Budget - Accounting	Business	Heather Mutrux	Business Specialist	4091
District Budget Oversight	Business	Rick Radford	Assistant Superintendent, Business Services	4012
District Cell Phones	Information Technology	Charles Brazeale	Director of Instructional Technology	4028
District Communications	Superintendent	Randy Charles	Superintendent	4033
Curriculum Handbooks	Curriculum and Instruction	Rebecca Britain	Executive Assistant for Curriculum and Instruction	4085
Parents As Teachers	Early Childhood Education	Kerry Maltzman	Early Childhood Coordinator	4057
Early Childhood Special Education	Special Education	Mary Keene	Early Childhood Special Education Coordinator	4054
Early Childhood – Preschool (tuition & Title I)	Early Childhood Education	Kerry Maltzman	Early Childhood Coordinator	4057
Early Childhood – Preschool (enrollment & tuition payments)	Student Services	Jeanie Mohrman	Executive Assistant for Student Services & Assessment	4087
eMINTS	Information Technology	Charles Brazeale	Director of Instructional Technology	4028
Employee Benefits - Insurance	Business	Kelley Pendleton	Bookkeeper - Employee Benefits	4047
Employee Benefits - Payroll Deductions	Business	Kelley Pendleton	Bookkeeper - Employee Benefits	4047
English Language Learners (ELL) / Migrant Students	Student Services	Danielle Tormala	Associate Superintendent	4031
Enrollment and Residency	Human Resources	Jeff Marion	Assistant Superintendent	4005
Erate	Information Technology	Charles Brazeale	Director of Instructional Technology	4028
Facilities & Grounds	Maintenance	Russell Leary	Director of Facilities	4078
Federal Programs	Curriculum and Instruction	Cathy Hirtz	Federal Programs Specialist	4030
Field Trips	Curriculum and Instruction	Rebecca Britain	Executive Assistant for Student Services & Assessment	4085

FMLA (Family Medical Leave Act) Certified Staff	Human Resources	Alanna Trauterman	Executive Assistant for Human Resources	4004
FMLA (Family Medical Leave Act) Classified Staff	Human Resources	Kathy Beerman	Executive Assistant for Human Resources	4003
Food Service	Chartwell's	Shirley Derby	Director	4016
Food Service	Chartwell's	Beth Keiser	Assistant	4014
Food Service - Catering	Chartwell's	Carol Eoff	Catering Manager	4015
Food Service – District Contact	Business Services	Rick Radford	Assistant Superintendent for Business	4012
Formal Negotiations	Superintendent	Randy Charles	Superintendent	4033
General District Questions	Superintendent	Susie Lewis	Assistant to the Superintendent	4032
Gifted Program	Student Services	Danielle Tormala	Associate Superintendent	4031
Grants	Curriculum and Instruction	Cathy Hirtz	Federal Programs Specialist	4030
Guidance Program	Student Services	Kay Davis	Director of Special Education & Student Services	4086
Guidance Program - Lead Counselor	Hardin Middle School	Cindy Witzel	Lead District Guidance Counselor	4319
Hardin Middle School	HMS	Ed Gettemeier	Principal	4304
Hardin Middle School	HMS	Matthew Lenger	Assistant Principal	4305
Hardin Middle School	HMS	Steve Wilson	Dean of Students	4393
Hardin Middle School	HMS	Mary King	Principal's Secretary	4314
Harris Elementary	Harris	Teri Harding	Principal	4704
Harris Elementary	Harris	Mina Gammon	Principal's Secretary	4710
Home School Credit	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Homebound	Student Services	Kay Davis/Dinah Griesenauer	Director of Special Education & Student Services/Student Services Secretary	4086/4036
Homeless	Student Services	Kay Davis/Jeanie Mohrman	Director of Special Education & Student Services	4086\4087
Home Schooling	Student Services	Jeanie Mohrman	Executive Assistant for Student Services & Assessment	4087
Human Resources Office	Human Resources	Jeff Marion	Assistant Superintendent	4005

Human Resources Office	Human Resources	Alanna Trauterman	Executive Assistant for Human Resources	4004
Human Resources Office	Human Resources	Kathy Beerman	Executive Assistant for Human Resources	4003
In-District Student Transfers	Human Resources	Jeff Marion	Assistant Superintendent	4005
Instructional Technology Office	Information Technology	Charles Brazeale	Director of Instructional Technology	4028
Instructional Technology Office	Information Technology	Linda Averett	Data Systems Operator	4027
Instructional Technology Office	Instructional Technology	Alexis Evans	Secretary	4069
Jefferson Intermediate School	JI	Kim Harris	Principal	4404
Jefferson Intermediate School	JI	Nicole Besselman	Assistant Principal	4405
Jefferson Intermediate School	JI	Steve Wilson	Dean of Students	4410
Jefferson Intermediate School	JI	Lisa Wyman	Principal's Secretary	4414
Juvenile Justice Center	Special Education	Kay Davis	Director of Special Education/Student Services	4086
Legal/Political Issues	Superintendent	Randy Charles	Superintendent	4033
Lewis & Clark Career Center	L&C	Kathy Frederking	Director	4954
Lewis & Clark Career Center	L&C	Chris Jarus	Assistant Director	4964
Lewis & Clark Career Center	L&C	Cherie Jo Corley	Principal's Secretary	4963
Liaison to Teacher and Support Staff Organizations	Human Resources	Jeff Marion	Assistant Superintendent	4005
Library Media Centers	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Lincoln Elementary	Lincoln	Julie Williams	Principal	4654
Lincoln Elementary	Lincoln	Kathy Hetlage	Principal's Secretary	4678
Maintenance	Maintenance	Russell Leary	Director of Facilities	4078
Maintenance Office	Maintenance	Christine Wheeler	Secretary	4872
Maintenance Office	Maintenance	Ramona Serrano	Warehouse Manager	4880
Maintenance Oversight	Business Services	Rick Radford	Assistant Superintendent for Business	4012
Medicaid	Special Education	Cheryl Worley	Executive Assistant for Special Education	4034

Missouri Options Program - District Oversight	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Missouri Options Program - Success Campus	Success Campus	Laurie Juergensen	Principal - Success Campus	4894
Missouri School Improvement Program (MSIP)	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Monroe Elementary	Monroe	Susan Rhoads	Principal	4804
Monroe Elementary	Monroe	Mickey Wyss	Principal's Secretary	4810
MOSIS	Information Technology	Charles Brazeale	Director of Instructional Technology	4028
MoVIP - District Coordinator	SCW	Tracy Percy	MoVIP District Coordinator	4259
MoVIP - District Oversight	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
New Teacher Orientation	Curriculum and Instruction	Danielle Tormala / Jeff Marion	Associate Superintendent C&I / Assistant Superintendent HR	4031 / 4005
No Child Left Behind (NCLB)	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Non-Certified (Support) Staff Contract Questions	Human Resources	Kathy Beerman	Executive Assistant for Human Resources	4003
Not sure who to call?	Central Office	Debbie Beardsley	District Receptionist	4058
Null Elementary	Null	Gina Piccinni	Principal	4904
Null Elementary	Null	Lori Hancock	Principal's Secretary	4940
OASIS	OASIS	Mary Darting	OASIS Coordinator	636-949-2220
OASIS	Harris	Joan Schlichter	OASIS Coordinator	4759
Parent/Community Involvement	Superintendent	Randy Charles	Superintendent	4033
Parents as Teachers	Special Education	Kerry Maltzman	Early Childhood Coordinator	4057
Partners in Education	Adult & Community Education	Ruth Guffey	PIE Facilitator	4077
Payroll	Business	Leanne Greer	Bookkeeper-Payroll	4008
Personnel Evaluation Policy and Procedures	Human Resources	Jeff Marion	Assistant Superintendent	4005
Personnel Policies - Transfers, Discipline, Leaves, Resignations, Retirements, Vacations, Extra Allowance	Human Resources	Jeff Marion	Assistant Superintendent	4005

Preferred Family Health Care	Special Education	Kay Davis	Director of Special Education & Student Services	4086
Principal Supervision and Evaluation - Elementary Schools	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Principal Supervision and Evaluation - High Schools, Success Campus, Adult Education	Human Resources	Jeff Marion	Assistant Superintendent	4005
Principal Supervision and Evaluation - Middle Schools and Lewis & Clark	Information Technology	Charles Brazeale	Director of Instructional Technology	4028
Print Shop	Business	Susan Timmerberg	IKON Print Shop	4083
Printing of District AP Checks	Business	Linda Averett	Data Systems Operator	4027
Professional Development (Certified and Support Staff)	Curriculum and Instruction	Liz McCarthy	Executive Assistant for Curriculum & Instruction	4029
Professional Learning Communities	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Program Evaluation	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Purchasing Card	Business	Shelly Stone	Bookkeeper-Accounts Payable	4010
Recruitment of Personnel	Human Resources	Jeff Marion	Assistant Superintendent	4005
Salary and Wages	Human Resources	Jeff Marion	Assistant Superintendent	4005
School Improvement Plans (SIP)	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
School Nurses - District Oversight	Student Services	Kay Davis	Director of Special Education & Student Services	4086
School Nurses - Lead District Nurse	Lincoln Elementary	Judy Brink	Lead District Nurse	4403
School Safety and Violence Procedures	Student Services / Facilities	Rick Radford/Russ Leary	Assistant Superintendent / Director of Facilities	4012 / 4078
Section 504 / ADA	Special Education	Kay Davis	Director of Special Education & Student Services	4086
Special Education K-12	Special Education	Kay Davis	Director of Special Education & Student Services	4086
Special Education Office	Special Education	Cheryl Worley	Executive Assistant for Student Services and Special Ed	4034

Staff Handbooks	Human Resources	Jeff Marion	Assistant Superintendent	4005
St. Charles High School	SCHS	Jeff Walker	Principal	4104
St. Charles High School	SCHS	Jeff Thorne	Assistant Principal	4106
St. Charles High School	SCHS	Ted Happel	Assistant Principal	4105
St. Charles High School	SCHS	Corey Hahn	Activities Director	4194
St. Charles High School	SCHS	Judy Dietrich	Principal's Secretary	4187
St. Charles West High School	SCW	Kim Fitterling	Principal	4226
St. Charles West High School	SCW	Scott Voelkl	Assistant Principal	4237
St. Charles West High School	SCW	Andrew Stewart	Assistant Principal	4277
St. Charles West High School	SCW	Terry Oetting	Activities Director	4255
St. Charles West High School	SCW	Donna Huster	Principal's Secretary	4222
Student Code of Conduct	Superintendent	Randy Charles	Superintendent	4033
Student Discipline	Superintendent	Randy Charles	Superintendent	4033
Student Discipline - Special Education	Special Education	Kay Davis	Director of Special Education & Student Services	4086
Student Enrollment Projections	Human Resources	Jeff Marion	Assistant Superintendent	4005
Student Evaluation	Special Education & Student Services	Kay Davis	Director of Special Education & Student Services	4086
Student Grievance Procedures	Superintendent	Randy Charles	Superintendent	4033
Student Handbooks	Curriculum and Instruction	Rebecca Britain	Executive Assistant for Curriculum and Instruction	4085
Student Information System	Information Technology	Charles Brazeale	Director of Instructional Technology	4028
Student Records	Student Services / Special Education	Dinah Griesenauer	Student Services Secretary	4036
Student Services Office	Student Services	Kay Davis	Director of Special Education & Student Services	4086
Student Practicums/Observations Placement	Human Resources	Shirley Landers	Subfinder	4002

Student Teacher Placement	Human Resources	Alanna Trauterman	Executive Assistant for Human Resources	4004
Sub-Finder System	Human Resources	Shirley Landers	Sub-Finder Secretary	4002
Substitute Employment	Human Resources	Shirley Landers	Sub-Finder Secretary	4002
Success Campus	Success Campus	Laurie Juergensen	Principal	4894
Success Campus	Success Campus	Elisa Rael	Principal's Secretary	4889
Summer School - Regular Education	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Summer School – Extended School Year (Special Education)	Special Education & Student Services	Kay Davis	Director of Special Education & Student Services	4086
Summer Youth Programs	Adult and Community Education	Cheryl Graber	Adult and Community Education Coordinator	4020
Superintendent's Office	Superintendent	Randy Charles	Superintendent	4033
Superintendent's Office	Superintendent	Susie Lewis	Assistant to the Superintendent	4032
Technology	Information Technology	Craig Schneider	Technology Coordinator	4026
Technology	Information Technology	Rhonda Welty	Technology Secretary	4026
Technology	Information Technology	Bryan Gaskin	District Network Administrator	4022
Technology	Information Technology	Tom Gormley	District Network Administrator	4023
Technology	Information Technology	John Henson	District Network Administrator	4024
Technology	Information Technology	Tracy Vohsen	District Network Administrator	4021
System Support	Information Technology	Kevin Richmiller	System Programmer	4084
Technology	Information Technology	Gryf Ketcherside	District Technology Trainer/WebMaster	4025
Technology	Information Technology	Charles Brazeale	Director of Instructional Technology	4028
Textbooks	Curriculum and Instruction	Rebecca Britain	Executive Assistant for Curriculum and Instruction	4085
Title IX Compliance Officer for Employees	Human Resources	Jeff Marion	Assistant Superintendent	4005
Title IX Compliance Officer for Students	Human Resources	Jeff Marion	Assistant Superintendent	4005

Transportation	Transportation	Denise Kemmis	Secretary for Transportation	636-724-3855
Transportation	Transportation	Norquise Cooper	Director of Transportation	636-925-2047
Transportation	Transportation	Michelle Hamann	Asst. Director	636-925-8309
Transportation	Transportation	Arlando Van Hook	Safety/Trainer	636-925-2542
Transportation	Transportation	Wendy White	Dispatcher	636-724-2093
Wellness Program	Special Education & Student Services	Kay Davis	Director of Special Education & Student Services	4086



**St. Charles R-VI School District
400 North Sixth Street
St. Charles, MO 63301**

2011-2012

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Assistant Superintendent, Business/Auxiliary Services

Dr. Kay Davis
Director of Special Education & Student Services

Mr. Charles Brazeale
Director of Instructional Technology

**Board of Education Meetings are held the
2nd Thursday of every month beginning at 7:30 pm**

