

2018-2019



LEXINGTON  
R-V  
SCHOOL  
DISTRICT

CERTIFIED PERSONNEL  
HANDBOOK



# **LEXINGTON R-V SCHOOL DISTRICT**

## **Introduction**

The purpose of this handbook is to provide information that will help answer questions and pave the way for a successful year. Not all of the Board of Education policies and procedures are included. This handbook is neither a contract nor a substitute for the official Board Policy Manual. It is not intended to alter the at-will status of employees in any way. It is simply a guide to help answer questions you may have.

The Lexington R-V School District reserves the right to revise, add or delete from this handbook regarding the terms or conditions of an employee's employment to the extent allowable by law. Employees are encouraged to review the district's website ([www.lexington.k12.mo.us](http://www.lexington.k12.mo.us)) for more information concerning policies and procedures.

## **Mission and Goals**

Together the Lexington R-V School District will reach, teach, and challenge all students every day to be college and career ready.

Our goals:

1. Improve student performance and enable students to meet their personal, academic, social and career goals.
2. Employ highly qualified staff which will lead, instruct, and work in the district to achieve the District's Vision, Mission, and Goals.
3. Provide Maintain and/or Construct Facilities that promote and enhance a safe and quality educational environment in support of the district's vision, mission, and goals.
4. Provide and maintain appropriate support services that will promote and enhance a safe and quality educational environment that supports the district's vision, mission, and goals.
5. Provide and maintain appropriate technology resources and infrastructure that will promote and enhance a safe and quality education environment that supports the district's vision, mission, and goals.
6. Promote, facilitate, and enhance student, parent, and community involvement.
7. Provide, support, and promote consistent efficient, Governance, Leadership and representation that operates effectively which benefits all students, staff and patrons of the district.

## **Focus Areas**

The district is focusing on increasing student achievement through the following strategies:

- Vocabulary development – LINC and STAR
- Implementation of research based instructional practices (Marzano, Hattie)
- Transitioning to the new Missouri Learning Standards
- Gradual Release of Responsibility
- Standards Based Grading
- Authentic technology integration across content areas

## General District Information

### ***Board of Education (BBA)***

The Board of Education is an agency of the state and is organized and operates under the laws of Missouri, which authorize the Board “to make all needful rules and regulations for the organization, grading, and government in the school district.” The officers of the Board of Education are president and vice-president.

Regular meetings of the Board of Education are held at 7:00 p.m. on the third Wednesday of each calendar month unless another date or time is set by resolution. Special meetings of the Board of Education may be called by the President and the Board according to law and Board policy.

The Board of Education is a representative body elected by the registered voters of the Lexington R-V School District of Lafayette County. It is the purpose and the role of the Board of Education to exercise general supervision over the schools of the district, and to ensure that the schools are maintained as provided by the state statutes, the rules and procedures of the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education, and the policies, rules and procedures of the school district. In addition, the Board is accountable to the electorate, and shall be responsive to the educational needs and the imposed financial constraints of the district.

The Board of Education shall control all aspects of the operations of the district within the limits of the law. However, the Board will make its members, the district professional and support staff, and the district patrons aware that the Board has authority to take official action only when it is acting as a whole. The Board shall be the final authority. No section of the policies, rules and procedures may be construed to limit the statutory powers of the Board to exercise its own prudent judgment.

### **Board of Education 2018-2019**

President	Mrs. Mary Kate Alkire
Vice President	Mr. Scott Schumacher
Member	Mrs. Carrie Bollmeyer
Member	Mr. Charles Hollingsworth
Member	Mrs. Amy Woods
Member	Mrs. Stephanie Carter
Member	Mrs. Emily Engelbrecht

### ***Board-Staff Communications (BGB)***

The Board of Education desires to maintain open channels of communication between itself and the professional and support staff. The basic line of communication will, however, be through the superintendent.

The goal of the Board of Education is to foster and maintain an open line of communication with all district employees. The Board of Education encourages communication to begin with the employee’s immediate supervisory and follow the chain of command whenever possible. District employees have the right to communicate directly with members of the Board of Education, without repercussions from the superintendent, building principal, or other administrative staff.

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent, and the superintendent will employ such media as are appropriate to keep the staff fully informed of the Board’s concerns and actions.

## Employment

### ***Notice of Nondiscrimination (AC)***

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

### ***Building – Starting and Ending Times (refer to teacher expectations)***

High School	7:45-2:45
Middle School	7:50-2:45
Elementary	8:00-3:00
Early Childhood	8:00-3:00
Lex-La-Ray Tech	8:00-2:41

### ***Proper Check-In/Check-Out Procedure***

When leaving the building, staff is required to time out and time in. In no instance will a staff member be absent from his/her building for longer than thirty (30) minutes without prior approval or knowledge of his/her supervisor.

### ***Reporting of Accidents/Injuries***

The Lexington School District provides worker compensation insurance for employees that may be injured in the course of their duties. In the event of an injury at work, please contact your supervisor and school nurse to complete an injury/accident report form. All injuries should be reported as soon as practical, but within 24 hours.

### ***Activity Passes***

Activity passes are provided to all district employees through the Activities/Athletic Director's office. These passes exclude all State-sponsored activities.

### ***Use of Personal Vehicles for School Use (EEAE-AP)***

If an employee uses a personal vehicle to carry students, the district insurance will provide coverage only for liability as it relates to the school district. The district insurance will not cover property damage to the vehicle or other property. *Before using a personal vehicle for transportation of students, the employee must have on file a copy of their valid driver's license and proof of insurance for the vehicle they are driving.* The building principal shall oversee the file.

### ***Driver's License***

An employee occupying a job which may require the use of a district vehicle must possess a valid Missouri Driver's License. A departmental supervisor may from time to time request to see such license to determine its validity. Failure to obtain or show evidence of such license will result in a job reassignment or termination of employment. Staff who routinely transport students in a personal or distinct vehicle are required to have Class E endorsement on their driving license.

### ***Inclement Weather***

All full-time employees will work on inclement weather or "snow days." Work missed due to bad weather may be deducted from vacation time. Arrangement of work schedule and vacations is to be determined by the supervisor and the individual employee. The superintendent must approve any exception to this. If a

“make-up” day occurs on a district designated holiday, those employees who were required to work regardless of weather conditions may be requested to work on that “make-up” day and if they choose to work, they will be compensated.

Any employee who works less than 12 months is not required to report to work on a “snow day” unless instructed to work by their supervisor or the superintendent. If the employee works on a “snow day,” they will be compensated. All employees are required to work on all designated “make-up” days.

### ***Loss of Personal Property***

The school district will not assume responsibility for loss of, or damage to, personal property stored, installed, or used on the school premises.

### ***Personal Legal Liability***

Employees having concerns or questions pertaining to their legal liability for acts performed in the scope of their employment in the district should address these concerns to their supervising principal, director, or coordinator for referral to the superintendent. The principal, director, or coordinator shall not undertake to give legal advice to employees individually or collectively.

### ***Copyrighted Materials (EGAAA)***

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.

Details about "fair use" and other relevant information regarding copyright law will be made available to all employees. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The Board does not sanction or condone illegal duplication, reproduction or distribution in any form. It is the responsibility of all district staff to notify the superintendent or designee of any potential violation of law or policy. Once notified of a violation, the superintendent or designee will take reasonable steps to remedy the violation. Employees who violate this policy may be disciplined or terminated. Students who violate this policy may be disciplined. All persons who use district resources in violation of law may be prohibited from using district resources in the future and will assume liability for their actions. The district may also seek other legal remedies.

### ***Lunchroom Charges (EF)***

The district expects students and employees to pay for meals prior to or at the time of receipt. Staff will not be allowed to charge for meals. Students will be allowed to charge up to \$5.00 to their account before being given a Minutemen Meal.

### ***Staff ID***

ID cards for faculty and staff help identify those who are supposed to be on campus – and those who are not.

District-wide safety procedure is that all staff members must wear their photo identification badges while performing work-related functions on Lexington R-V School District property. Staff members performing school related duties off-campus are also required to wear their identification badges. Staff members are

expected to wear the identification badges once they enter the school buildings at the start of the day. . If badges are lost, immediately contact your building administrator so your ID can be turned off. Replacement cost for new ID's are as follows: 1<sup>st</sup> \$5, 2<sup>nd</sup> \$10, 3<sup>rd</sup> \$15. Throughout the 18-19 school year the district plans to collect building access keys from staff as everyone has access through ID cards.

Volunteers, substitute teachers, student teachers, and other persons doing business on Lexington R-V School District property are required to wear ID badges.

Visitors must report directly to the school office upon arrival. Visitor ID badges will be issued.

## **Employment Policies**

### ***Professional Staff Recruiting and Hiring (GCD)***

Because an effective educational program requires quality staff members, the Board and the administration of the Lexington R-V School District will make every effort possible to attract and retain the best-qualified personnel. The Board of Education will employ personnel in accordance with law.

The district's hiring procedures will comply with all federal and state laws, including laws prohibiting discrimination. All teachers and administrators must have valid certification to teach in Missouri schools. The district is an equal opportunity employer and hires only citizens of the United States and persons who are legally authorized to work in the United States. The Lexington R-V School District will enroll and actively participate in a federal work authorization program in accordance with law.

### ***Recruiting***

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

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

All requests for information concerning professional staff vacancies in the district shall be directed to the superintendent or designee. Persons interested in positions in the district must complete a formal application and provide all necessary information requested by the superintendent or designee. The superintendent or designee shall conduct interviews, review references and obtain other information as deemed necessary.

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

## ***Hiring***

A position other than the superintendent's position will be filled by the Board of Education only after receiving the recommendation of the superintendent or designee. It is the policy of the Board of Education to employ highly qualified teachers with post-secondary degrees from fully accredited universities and the appropriate teaching certificates. In making recommendations, the superintendent or designee shall give first consideration to applicants who, in addition to proper general education qualifications, have special training and other qualifications for the particular type of vacancy to be filled. If a candidate is not acceptable to the Board, the superintendent or designee should recommend another candidate.

Before the Board votes to employ an applicant in a position that requires a certificate or other professional license, the superintendent or designee will verify that the applicant currently possesses the appropriate license or certification. The superintendent or designee will also reverify licenses and certifications once they are renewed. Any applicant found to have presented any document referencing fake academic credentials will immediately be removed from consideration.

All applicants will be promptly notified once a decision has been made on the position. As required by law, probationary teachers, principals, assistant principals and other certificated employees in positions ineligible for tenure, except the superintendent, shall be notified in writing concerning re-employment on or before April 15 of the year in which the current contract expires.

A spouse of a Board member will only be hired to fill a vacant or new position if the position has been advertised in accordance with this policy and if the superintendent has submitted a written recommendation supporting the employment of the spouse. If the spouse of a Board member is hired, the names of all applicants for that position as well as the name of the individual hired will be included in the appropriate Board minutes.

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

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

1. Made a good-faith effort to fill positions with candidates who have not retired.
2. Not offered early retirement incentives for either of the previous two (2) years.
3. Posted the vacancy for at least one (1) month and solicited applications through local newspapers, other media or teacher education programs.
4. Determined that there is an insufficient number of eligible applicants.
5. Declared a critical shortage of certificated teachers that is active for one (1) year.

The total number of retired teachers hired under this section cannot exceed at any one (1) time the lesser of ten (10) percent of the total teacher staff in the district or five (5) certificated teachers. This provision does not apply to a retired certificated teacher employed as a superintendent.

## ***Contracting***

Unless the terms of the contract state otherwise, newly hired employees who receive a written contract must return the contract within 15 calendar days of the receipt of the contract, or the offer of employment will be deemed rejected.

Probationary teachers, principals, assistant principals and other certificated employees in positions ineligible for tenure, except the superintendent, will receive a contract no later than May 15 of the year in which the current contract expires. Once such an employee has received a contract, the employee will have 15 calendar days to sign and return the contract or the contract shall be deemed to have been rejected.

Tenured teachers shall be notified in writing by May 15 regarding the beginning date and length of the next school year and the amount of compensation to be received for the next school year as provided by the salary schedule adopted by the Board. A tenured teacher who does not notify the district of his or her intent to leave the district by June 1 is contractually bound to the district for the upcoming school year.

### ***Teacher Responsibilities (GBCB)***

In connection with and in addition to their teaching function, the major duties and responsibilities of teachers shall be:

- ◆ To cooperate in the development of a philosophy of education for the entire school system and, through democratic procedures, implement the philosophy into the program of the schools so that the needs of the children and youth of the community at large may be met effectively.
- ◆ To work for the maximum development of individual children and youth by maintaining a classroom environment conducive to growth and by applying principles of development consistent with
  - variation in rate of maturity
  - difference in native ability
  - development of the whole child – social, mental, physical and emotional
  - objective evaluation of individual development
- ◆ To work cooperatively to develop a wholesome and friendly atmosphere within the school and its community by being courteous, fair and sympathetic in dealing with children, youth, professional associates and citizens in the community.
- ◆ To cooperate with parents on problems of mutual concern relative to the total growth of the child and help parents to understand the philosophy of the school and the reasons for various school policies and practices.
- ◆ To maintain a high professional standard and to work to promote high standards within the entire staff
  - Membership in professional organization best fitted to individual interests and areas of work
  - Attendance and participation in professional meetings
  - Planning, conducting, and evaluation research and experimentation
  - Attendance at summer schools, evening classes and travel
  - Reading professional literature and making contributions through writings of a professional nature
- ◆ To cooperate with the administrative staff
  - Carry out policies approved by the Board of Education
  - Adjust readily to the organization of the school
  - Carry out the routine procedures necessary for the smooth functioning of the school
  - Suggest needed changes in policies and practices and participate in formulating new ones



- Assume responsibility for the proper use and care of equipment and supplies which are used for teaching

***Staff Conduct (GBCB)***

**Teachers shall report for duty from 7:30-3:30 or as determined by the building principal or superintendent.**

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

13. Refrain from using language, gestures, emotional control and mannerisms that are manipulative, profane, threatening, belittling, demeaning or discriminating to students and/or other staff.
14. Dress professionally and in a manner that will not interfere with the educational environment.
15. Refrain from leaving the building during the regular school day whether on school business or not, unless approved by the principal, so that a substitute may be found to carry on or so that the principal may be able to locate the employee if needed. In case of an emergency such as illness, the employee should make an effort to notify the principal, or in his or her absence, the superintendent.
16. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees, who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination. Teachers are expected to be in their respective buildings 20 minutes before the beginning of the school day and remain until 15 minutes after the end of the school day, unless otherwise arranged with the building administrator. Support staff is expected to be in their assigned building as directed by the designated administrator.
17. 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.
18. 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.
19. 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.
20. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
21. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.
22. Employees of the district, including professional and support staff, are expected to set an appropriate example for the students attending the district. All employees shall refrain from conduct, which if committed by a student, would subject the student to discipline. Prohibited conduct includes that conduct prohibited by policy JG-R, except that policy AH shall regulate use of tobacco by adult employees.

No employee of the district shall directly or indirectly, individually or with others, perform any act or refrain from performing any act, which action or inaction is, or may be, illegal, immoral, contrary to regulations or disruptive of good order or of discipline, nor shall any employee incite, advise, counsel or assist others to do so.

Failure to adhere to this policy may result in disciplinary action against an employee, up to and including termination of employment, depending upon the severity of the violation.

### ***Staff/Student Relations (GBH)***

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries will be maintained regardless of the student's age, the perceived consensual nature of the relationship, the location of the activity or whether the staff member directly supervises the student.

Staff members will maintain these physical and emotional boundaries unless there is an educational purpose justifying deviation from these standards. When such justification exists, the staff member must be prepared to articulate the appropriate educational purpose of the deviation and must demonstrate that appropriate precautions were taken. When possible, the staff member should consult his or her supervisor prior to engaging in behaviors or activities that might violate professional boundaries. Such notification is not required when a behavior is part of the employee's duties. For example, a nurse does not need to notify a supervisor each time he or she must be alone with a student to provide nursing care.

Unless an educational purpose exists, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off on district property, in district transportation or any time the employee is serving in his or her capacity as an employee.
2. Caressing, fondling or kissing students.
3. Dating a student or discussing or planning a future romantic or sexual relationship with a student.
4. Making advances toward a student or engaging in a sexual relationship with a student.
5. Meeting students in non-work settings without the parent/guardian being present, even if the parent/guardian grants permission.
6. Associating with students in any setting that involves the use of alcohol, tobacco or drugs.
7. Discussing sexual topics with students verbally or by any form of written, pictorial or electronic communication.
8. Discussing the staff member's personal problems with students.
9. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
10. Telling sexual jokes or engaging in conversation that includes sexual innuendos verbally or by any form of written, pictorial or electronic communication.
11. Being present when students are fully or partially nude.
12. Sending students on personal errands.
13. Allowing the student to drive the staff member's vehicle.

14. Providing students with private cell phone numbers or e-mail addresses without the prior approval of a supervisor.
15. Allowing any student to engage in behavior that would not be tolerated if done by other students.
16. Giving gifts to individual students.
17. Frequently pulling a student from another class or activity to be with the staff member.

Additionally, staff members may not:

1. Knowingly allow students access to the staff member's personal social networking website or webpage that discusses or portrays sex, nudity, alcohol or drug use or other behaviors associated with the staff member's private life that would be inappropriate to discuss with a student at school.
2. Knowingly grant students access to any portion of the member's personal social networking website or webpage that is not accessible to the general public.
3. Post information about identifiable students on a personal website or webpage on a social networking site without the permission of a supervisor.

Staff members who engage in any of the above behaviors or in any other conduct that intrudes on a student's physical or emotional boundaries without a valid educational or health purpose will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

### ***Student Discipline (JG, JG-R, JGA, JGD, JGS, JGF)***

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

No student may be confined in an unattended locked space except in an extreme emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

### ***EVALUATION OF PROFESSIONAL STAFF (GCN)***

The Board requires a program of comprehensive, performance-based evaluations for the teachers and other professional staff members it employs in order to ensure high-quality staff performance that improves student achievement. Evaluation instruments used by the district will minimally reflect the standards for evaluation of professional staff adopted by the Missouri State Board of Education (State Board).

#### Evaluation of Professional Staff Other Than Teachers

All professional staff members contribute toward the achievement of the district's students and the overall success of the district. To ensure continuous improvement and growth, the supervisors of professional staff members or their designees will set performance goals in consultation with the employee, conduct continuous performance evaluations and complete a written summative evaluation annually.

#### Teacher Evaluations

The superintendent or designee ("evaluator") will annually complete a summative evaluation of the performance of the district's teachers.

The primary purpose of the evaluation is to improve student performance by promoting the continuous growth of teachers in a manner that is aligned with the district's Comprehensive School Improvement Plan (CSIP) and, where applicable, building improvement plans (BIPs). Results of the evaluation will inform employment decisions, but may not be the only factor considered.

The superintendent or designee, in consultation with the district's teaching staff, will develop procedures and instruments for professional staff evaluation.

#### Teacher Evaluation Standards

Teachers in the Lexington R-V School District will be held to the following standards:

1. *Content Knowledge Aligned with the Appropriate Instruction:* The teacher understands the central concepts, structures, and tools of inquiry of the discipline(s) and creates learning experiences that make these aspects of subject matter meaningful and engaging for all students.
2. *Student Learning, Growth and Development:* The teacher understands how students learn, develop and differ in their approaches to learning. The teacher provides learning opportunities that are adapted to diverse learners and support the intellectual, social and personal development of all students.
3. *Curriculum Implementation:* The teacher recognizes the importance of long-range planning and curriculum development. The teacher develops, implements, and evaluates curriculum based on student, district and state standards data.
4. *Critical Thinking:* The teacher uses a variety of instructional strategies and resources to encourage students' critical thinking, problem-solving and performance skills.

5. *Positive Classroom Environment:* The teacher uses an understanding of individual/group motivation and behavior to create a learning environment that encourages active engagement in learning, positive social interaction and self-motivation.
6. *Effective Communication:* The teacher models effective verbal, nonverbal and media communication techniques with students, colleagues and families to foster active inquiry, collaboration and supportive interaction in the classroom.
7. *Student Assessment and Data Analysis:* The teacher understands and uses formative and summative assessment strategies to assess the learner's progress and uses both classroom and standardized assessment data to plan ongoing instruction. The teacher monitors the performance of each student and devises instruction to enable students to grow and develop, making adequate academic progress
8. *Professionalism:* The teacher is a reflective practitioner who continually assesses the effects of choices and actions on others. The teacher actively seeks out opportunities to grow professionally in order to improve learning for all students.
9. *Professional Collaboration:* The teacher has effective working relationships with students, parents/guardians, school colleagues and community member.

#### Counselor and Librarian Evaluation Standards

The district adopts the model standards for librarians and counselors developed by the Department of Elementary and Secondary Education and adopted by the State Board.

#### Recordkeeping

The summative evaluation and any written responses by the teacher or professional staff member will be maintained in the employee's personnel file in accordance with the state retention manuals applicable to schools. The district will not share the evaluation with any state or federal agency unless it is required by law to do so.

#### Teaching Standards

All teachers in the Lexington R-V 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.

### ***FERPA or Confidentiality of Student Records***

A student's individually identifiable education records cannot be released to anyone besides school employees and the parent/student without the parent/student's written consent. Further, information obtained from an education record cannot be released to anyone besides school employees and the parent/student with out the parent/student's written consent. The Missouri Safe Schools Act also forbids disclosure of student records to any person who is not employed by the school district or to any governmental agencies other than another school district or juvenile or family court, absent a subpoena or statutory requirement to report a crime on school property. Any violation of this statue is a criminal misdemeanor.

### ***Things to Know Regarding FERPA***

1. Do not discuss individual student achievement with others.
2. Do not discuss student disciplinary actions.
3. Do not use e-mail to gather or share information on a student.
4. Do not reveal information pertaining to special services provided to a student.

Private and identifiable information covered by FERPA may be shared among/with teachers, administrators, and substitute teachers for specific educational reasons. This information may not be shared for other purposes.

Hold as confidential any material or knowledge concerning the school (teachers, pupils, parents, principal, etc.) you gain while in a particular building. Student records that are available to school personnel are personal in nature and their contents must be treated as privileged communication. Student "records" are not to be discussed outside the confines of the school.

### ***Conflict of Interest (GBCA)***

Employees of the Board will not engage in any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the Lexington R-V School District staff and may be disciplined or terminated for doing so.

### ***School Buildings (ECA)***

The superintendent or designee will determine which district employees need access to district buildings or grounds outside regular building hours and provide those employees keys or electronic access. The district will maintain a list of employees with access and will routinely monitor this list to ensure that only current employees continue to have access. An employee's access may be revoked at any time.

All district employees and volunteers are required to maintain security in district buildings, enforce building access rules and take action when doors are left unsecured or district security is otherwise compromised.

### ***Movies (IIA-AP2)***

Classroom time is to be devoted to instruction. Movies that are shown during instructional time are to be shown only if related to the curriculum being taught at the time of the movie. Movies are to be evaluated for content and parents must be notified, prior to the moving being shown, if rated R or if the content is considered controversial. K-4 students will view only G rated movies.

### ***Field Trips (IICA)***

The Board believes that field and activity trips often enhance the program of instruction and add much to the education of a student. Trips may be authorized by the superintendent or delegated representative when the activities contribute substantially to the achievement of desirable educational goals. All field trips should be planned with an educational purpose and in relation to a unit of study. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class and opportunities for students to assimilate the experience during and at the conclusion of the trip. All trips must have the approval of the building administrator and the superintendent. Out of state trips require board approval.

### ***Sponsoring Student Activities (IGD)***

Sponsors are responsible for:

- ◆ setting up and maintaining some type of procedure for all meetings.
- ◆ organizing a bookkeeping system of the organization and supervising fundraising.
- ◆ all activities undertaken by the organization and operation of these activities.
- ◆ any purchases made by students of the organization and shall attend the functions of their sponsorship and class.
- ◆ clearing dates on the master calendar in the Activities Director's office. Students may check for open dates but cannot schedule dates.
- ◆ setting up concessions if their organization is in charge. Clean up should be done as soon as possible and no later than the day before school resumes. Sponsors shall be present at all functions of their organization. Prom clean up shall be set by the principal.
- ◆ reporting any damage or misconduct to facilities that occurs while they are supervising.

### ***NonSchool Employment (GCQA)***

When a person is hired on a regular, full-time basis, the Board considers that it has given him or her full-time employment. It shall, therefore, expect all employees to give the responsibilities of their positions in the district precedence over any type of outside, part-time work.

### ***Computer Usage (EHB)***

The district prohibits employees from using any communication device 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 communication device used is owned by the employee or provided by the district.

Employees are responsible for keeping communication devices secure and, if possible, password protected.

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 communication devices when they are responsible for supervising students unless any of the following conditions occur:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of an employment-related duty.
3. The employee has received specific and direct permission from a supervisor.
4. There is an emergency.



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 of District-Provided Communication Devices**

The district may provide communication devices 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 communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices 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 communication devices must abide by any use limitations included in the district's service contract.

### ***Personal Use of District-Provided Communication Devices***

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

### ***Drug- Free Workplace (GBEBA)***

Staff members are expected and required to report to work on time and in appropriate mental and physical condition for work. It is the District's intent and obligation to provide a drug-free and alcohol-free environment. Employees must, as a condition of employment, abide by the terms of the Drug-Free/Alcohol-Free Workplace policy which is stipulated in Board Policy GBRAB. Employees needing help in dealing with such problems are encouraged to use our 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. The following are substance abuse centers in Missouri. Alcoholics Anonymous, Central Office, 245 Landmark Building, 309 North Jefferson, Springfield, MO 65806, (417)826-9264 or (800) 492-3322, ext.3869; Burrell Center, Inc. 1300 Bradford Parkway, Springfield, MO 658804, (417) 833-5400; Cox Care Center, 1423 North Jefferson, Springfield, MO 65802, (417)269-2273; Franciscan Alcohol/Chemical Dependency TRT Program, 221 Saint Francis Drive, Cape Girardeau, MO 63701, (573)335-1251; Greater Kansas City MH Foundation, 600 East 22<sup>nd</sup> Street, Kansas City, MO 64108, (816)471-3000, ext. 465 and MID-Missouri Mental Health Center, 3 Hospital Drive, Columbia, MO 65201, (573)449-2511.

### ***Drug/Alcohol (GBEBA, GBEBB, GBEBA-AF)***

Any employee who is reasonably suspected of having violated Board Policy GBEBA, Drug-Free Workplace, will be required to submit to breath analyzer, urine, blood and/or other screening tests.

- ◆ Any employee who refused to submit to a for-cause drug and/or alcohol screen after having been warned of the consequences of such refusal will be terminated.
- ◆ An employee subject to the for-cause drug and/or alcohol screen will be suspended without pay pending the test results. If the results are negative, the employee will be reimbursed for the time lost.
- ◆ The results of the drug and alcohol screens will not be released to anyone outside the Lexington R-V School District or to anyone within the Lexington R-V School District who does not have a need to know the information in the regular course of business.
- ◆ Records of the results of drug and alcohol screens will be maintained in a separate file and will not become a part of the employee's personnel file, unless discipline is involved. In that case, results of drug and alcohol screens may be attached to the disciplinary form which becomes part of the personnel file.

***Prescription Drugs (GBE, GBEBA, GCPD)***

An employee taking prescription drugs which may affect his/her job performance or may endanger the employee or others must report his/her treatment to his/her supervisor. Examples of such prescription drugs are codeine and amphetamines.

***Conditions of Health (GCBDA, GBE)***

All employees are expected to perform their assigned job as specified by the job descriptions regardless of condition of health, except during periods of authorized leave for physical limitations resulting from an occupationally-related injury or illness incurred while the employee of the Lexington R-V District. Application for a position is the employee's statement that he/she is physically fit.

## ***Probation against Discrimination, Harassment, and Retaliation (AC)***

### General Rule

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

The Board also prohibits:

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

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

### Additional Prohibited Behavior

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

### Boy Scouts of America Equal Access Act

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

### School Nutrition Programs

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

#### Interim Measures

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

#### Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

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 district property or otherwise restricted while on district property. 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.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

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

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

#### Definitions

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

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national

origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

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

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, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; 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.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

#### Compliance Officer

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

Director of Student Services

2323A High School Dr.

Lexington, MO 64067-1499

Phone: 660-259-4369; Fax: 660-259-499

E-mail: [awilliams@lexington.k12.mo.us](mailto:awilliams@lexington.k12.mo.us)

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

2323A High School Dr.

Lexington, MO 64067-1499

Phone: 660-259-4369; Fax: 660-259-4992

The compliance officer or acting compliance officer will:

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

#### Public Notice

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

## Reporting

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

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

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

## Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation 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, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which

the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of 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 (the preponderance of the evidence standard) 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 compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. 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. To the extent permitted by law, 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 implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation 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 five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will



recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. 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, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator 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 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 initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator 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 secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

### 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. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

### Training

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

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

### **Job Assignment (GCI)**

Job assignments (position placements) will be made by the principal, director, or coordinator of the employee's department with the approval of the superintendent or designee.

### ***Job Transfer (GCI)***

The district has the right to transfer an employee at any time to any position in the district to meet its operational requirements. Payment to the employee may not be reduced until a new school year commences. An employee may request a transfer of assignment within his/her current department or to another department within the district by placing such a request in writing to the office of the superintendent with a copy to the appropriate principal, director, or coordinator by March 1<sup>st</sup>. If the requested new assignment carries a lower or higher salary, placement on this lower or higher salary schedule shall become effective with the completion of the transfer.

### ***Promotions and/or Requested Change in Job Assignment (GCI)***

An employee will receive a promotion and/or an employee requested job assignment change based on his/her prior job performance in the district; the degree of skill he/she possesses which will affect the performance of the new assignment; and the length of service within the district. Length of service in the district will not be a primary factor used in promoting or changing an employee's job assignment unless all other factors are equal.

### ***Attendance at Meetings (GBCB)***

All employees are expected to attend all special meetings requesting their attendance called by the superintendent or the employee's immediate supervisor.

### ***Insubordinate Actions (GBCB)***

Actions, which interfere with the orderly functioning of the school district, are improper procedures to be used by public school employees. No salaries will be paid for services withheld due to such action and termination of employment may result from the participation in such action.

### ***Criminal Background Check (GBEBC)***

The Lexington R-V School District is committed to providing a safe environment for students to learn. As part of this effort, in accordance with this policy, the district will require criminal background checks of employees as well as certain volunteers and others working on school grounds. The Board directs the superintendent or designee to develop procedures and practices consistent with this policy. Generally, the district will conduct a criminal background check in accordance with law on all new employees before they

have contact with any student; however, the district will forgo a criminal background check on any employee hired on a part-time or substitute basis if the employee is hired within one (1) year of having retired from the Lexington R-V School District. Any offer of employment is contingent upon the satisfactory outcome of the criminal background check, when required. The district has the sole and absolute discretion to determine whether the outcome is satisfactory.

### ***Arrests***

All employees must notify their immediate supervisory of any arrests or charges, other than a speeding ticket, within forty-eight (48) hours after being charged or arrested.

### ***Grievance Procedures (GBM, GBM-AF)***

A formalized grievance procedure has been established to provide all employees a systematic and equitable means of resolving, at the earliest date and at the lowest possible administrative level, an issue which may arise with respect to terms and conditions of employment. The procedure is available to any employee who feels there has been a misinterpretation or inequitable application of rules, regulations, policies, practices, or laws.

The purpose of this grievance procedure shall be to settle equitably at the lowest possible administrative level and at the earliest possible date, issues which may arise from time to time with respect to the terms and conditions of employees of Lexington R-V non-certified personnel provided for in this procedure. It is recognized that differences in the operation of the schools/departments in the district may occur in order to provide the services required.

#### **Definitions**

- ◆ Grievance – A grievance is an allegation based upon an event or condition which affects the welfare, conditions or circumstances under which an employee works allegedly caused by a misinterpretation or inequitable application of personnel management procedures, application of a policy, or a misinterpretation or inequitable application of a practice which is followed in the operations of a school or schools in the district.
- ◆ Day – Day refers to a school or working day.
- ◆ Representation – A person designated by the grievant or the respondent to act either with or for the grievant or respondent in this procedure.

#### **Procedure**

- ◆ See Board Policy: GBM, GBM-AF

#### **Rights and Responsibilities of Interested Parties**

- ◆ No reprisals of any kind shall be taken by any party to this procedure against any party in interest, any witness, or any other participant in this grievance procedure by reason of such participation.

#### **Adherence to Time Limits**

- ◆ Failure at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

### ***Leave for Professional Staff (GCBDA)***

Professional staff employees may be terminated for excessive absences or tardiness. Unless authorized by the Board or the superintendent or otherwise authorized by law, an employee's absence or tardiness 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.
3. Is for a reason authorized by Board policy but exceeds five days a month, 20 days in a semester or 40 days per school year.

Even if the absence or tardiness is authorized by the Board or the superintendent, if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked.

Teachers are expected to be in their respective buildings 30 minutes before the beginning of the school day and remain until 15 minutes after the end of the school day, unless otherwise arranged with the building administrator.

No employee will be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law (see Board policy GBBDA).

It is expected that requests for leave will be made in writing to the designated administrator at least five days in advance of the time that the leave is requested, whenever possible. However, 30 days notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request.

This policy does not apply to temporary or substitute staff members unless otherwise noted.

**Leave** – Professional staff employees whose assignments call for 12 months of full-time employment will receive 12 days of paid time off. Eleven-month and 10.5 month full-time employees will receive 11 days of paid time off. Professional staff employees whose assignments call for full-time employment only during the regular school term will receive ten days of paid time off. Absences of over one through four hours shall be counted as a half-day leave. Unused leave will be cumulative to 90 leave days. Professional staff will be paid \$35 per day at the end of the school year for all days of accumulated leave beyond 90 days. Upon retirement from the district, the professional staff member will be paid \$35 for each of the unused cumulative days. A professional staff member leaving the system other than through retirement forfeits all entitlement to accumulated leave days.

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

Absences may be charged against leave for the following reasons:

1. **Sick Leave** (deducted from leave)
  - a. Illness, injury or incapacity of the employee. The Board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
  - b. Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include:

- ▶ The employee's spouse.
- ▶ The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee.
- ▶ Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

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

- c. Illness, injury or incapacity of other relatives, with permission granted by the superintendent.
- d. Pregnancy, childbirth and adoption leave in accordance with this policy.
- e. Absences under leaves authorized by law, policy or the Board that would otherwise be unpaid including, but not limited to, leave under the FMLA.
- f. Leave for other purposes as approved by the principal.

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.

2. **Personal Business** (deducted from leave)

3.

If the employee's absence may disrupt district operations, the superintendent has the discretion to deny a request for personal business leave or limit the time of year the employee may take his or her personal business leave.

3. **Bereavement** (up to three days, not deducted from leave)

Death/Funeral for a member of the immediate family. The Board defines "immediate family" to include:

- ▶ The employee's spouse.
- ▶ The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee.
- ▶ Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

4. **Vacation** – Administrators employed on a 12-month basis will receive 20 vacation days per 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. Unused vacations days will not be carried over after June 30th.

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

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

1. **Holidays** – Administrators employed on a less than 12-month basis will receive the following holidays: Labor Day, Thanksgiving and day after, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday and Memorial Day.

Administrators employed on an 12-month basis will receive the following holidays: Labor Day, Thanksgiving and day after, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day and July 4<sup>th</sup> (two days).

If a holiday falls on Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.

2. **Professional Leave** – Employees may be granted professional leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the superintendent or designee, arranged well in advance and is not considered leave time.
3. **Military Leave** – The Board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 – September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.
4. **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 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.
5. **Leave to Vote** – Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit the employees three

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.

6. **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.
7. **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 personal leave.
8. **Firefighter Leave** – Employees will be allowed to use personal, 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 the Federal Emergency Management Agency (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.
9. **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, personal or sick 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.
10. **Civil Air Patrol Leave** – Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counternarcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotics missions without loss of time, regular leave or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri. The district may request that the employee be exempted from responding to a specific mission.
11. **Coast Guard Auxiliary Leave** – Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri or upon any

navigable waterway within or adjacent to the state of Missouri. The district may request that an employee be exempted from responding to a specific mission.

### **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 weeks of accrued paid leave to such absences.

Employees who are ineligible for FMLA leave may take up to six 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 weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave.

### ***Family and Medical Leave (GBBDA)***

The district will administer leave that qualifies for Family and Medical Leave Act (FMLA) protection in accordance with federal law. This policy is intended for guidance and shall not be interpreted to expand the district's responsibilities beyond the requirements of the law. For employees who are not eligible for FMLA leave, including employees who have exhausted available FMLA-protected leave, requests for leave shall proceed according to the district's established policies.

### **Definitions**

The following definitions apply to FMLA leave:

*Armed Forces* – Army, Navy, Air Force, Marine Corps and Coast Guard, including the National Guard and Reserves.

*Child* – A biological, adopted or foster child; a stepchild; a legal ward; or a child of a person acting as a parent if the child is under 18 or 18 or over but incapable of self-care due to mental or physical disability at the time that FMLA leave is to commence. For the qualifying exigency leave and military caregiver leave only, the age of the child does not matter.

*Covered Active Duty* – In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in accordance with law.



*Covered Servicemember (for qualifying exigency leave)* – The employee's spouse, child or parent under a federal call or order to covered active duty.

*Covered Servicemember (for military caregiver leave)* – The employee's spouse, child, parent or next of kin who is 1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or 2) a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date the eligible employee takes FMLA leave to care for the veteran.

*Instructional Employees* – Employees whose principal function is to teach and instruct students in a class, a small group or an individual setting. This term includes athletic coaches, driving instructors and special education assistants, such as signers for the hearing impaired. It does not include teachers' assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists or curriculum specialists. It also does not include cafeteria workers, maintenance workers or bus drivers.

*Next of Kin* – For the purposes of military caregiver leave, the nearest blood relative other than a spouse, parent, son or daughter, in order of priority as established by 29 C.F.R. § 825.127.

*Outpatient Status* – Covered servicemember assigned to a military medical treatment facility or a unit established for the purpose of providing command and control of members of the Armed Forces as outpatients.

*Parent* – The biological, adoptive, stepparent or foster parent of a "child" as defined in this policy.

*Qualifying Exigency* – Issues that arise due to covered active duty or a call to covered active duty of an employee's spouse, child or parent, including issues involved with short-notice deployment, military events and related activities, childcare and school activities, the need for financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care, and other activities as defined by 29 C.F.R. § 825.126.

*Serious Health Condition* – Illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical facility or continuing treatment by a healthcare provider.

*Serious Illness or Injury (for military caregiver leave)* – 1) In the case of a current member of the Armed Forces, an injury or illness incurred in the line of duty on active duty in the Armed Forces (including the National Guard or Reserves) or that existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty, that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank or rating; and 2) in the case of a veteran, an injury or illness that meets one or more of the standards listed in 29 C.F.R. § 825.127 and that was incurred in the line of duty on active duty in the Armed Forces, or that existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty, and that manifested itself before or after the servicemember became a veteran.

*Spouse* – Husband or wife. In accordance with law and for the purposes of this policy, this includes the other person with whom an individual entered into marriage as defined or recognized under state law in the state in which the marriage was entered into. If the marriage was entered into outside of any state, the

marriage will be recognized if it is valid in the place where it was entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage.

*Veteran* – An individual who was a member of the Armed Forces (including a member of the National Guard or Reserves) and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the veteran. For veterans discharged or released prior to March 8, 2013, the period between October 28, 2009, and March 8, 2013, does not count toward the determination of the five-year period mentioned in the previous sentence.

### **Eligibility**

To be eligible for FMLA leave benefits, the employee must:

1. Have been employed in the district for at least 12 months (but not necessarily consecutively).
2. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave.
3. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite.

An absence may qualify for FMLA protection if it is for one of the following reason

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 that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
4. Care of a spouse, child, parent or next of kin who is a covered servicemember (including some veterans) with a serious illness or injury (military caregiver leave).
5. A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces.

### **Notice to Employees**

#### ***General Notice***

The district will post notice to employees explaining FMLA benefits in accordance with law. If the district employs 50 or more employees, it will include FMLA notice in an employee handbook or other written guidance to employees concerning employee benefits or leave rights or will distribute a copy of the general notice to each new employee upon hiring. Notice may be provided electronically in accordance with law.

#### ***Eligibility and Rights and Responsibilities Notices***

Absent extenuating circumstances, the district will provide the employee notice of the employee's eligibility to take FMLA leave and the rights and responsibilities of the employee within five business days of the request for leave or acquiring knowledge that an employee's leave may be for an FMLA-qualifying

reason. Such notice will be provided at the commencement of the first instance of leave for each FMLA-qualifying reason in the applicable 12-month period, and no subsequent notice is required in the 12-month period unless leave is taken for a different qualifying reason or the employee's eligibility status has changed.

### ***Designation Notice***

When the district has enough information to determine whether the leave is being taken for an FMLA-qualifying reason, the district will provide written notice to the employee within five business days, absent extenuating circumstances, regarding whether the leave will be counted as FMLA leave. The district will notify the employee if a fitness-for-duty certification is required before returning to work and, if required, include a list of the essential functions of the employee's position. The district will notify the employee of the number of hours, days or weeks that will be counted against the employee's FMLA leave entitlement, if known. The district may designate leave as FMLA leave retroactively if the retroactive designation will not cause harm or injury to the employee.

### **Employee Notice to the District**

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

In all cases of foreseeable leave, the employee must provide notice, in the same manner that is required under the district's leave policies, to the superintendent or designee of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave. If an employee fails to provide the required notice, the district may delay or deny the FMLA-protected leave.

When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the district as soon as practicable under the facts and circumstances of the particular case, in the same manner that notice is required under the district's leave policies. The employee or the employee's spokesperson, if necessary, shall provide sufficient information for the district to reasonably determine whether the FMLA may apply to the leave request.

If the leave is for a qualifying exigency, an employee must provide notice as soon as practicable, regardless of how far in advance the leave is foreseeable. For all other qualifying reasons, an employee must provide 30 days' notice of the need to take FMLA leave when the need for leave is foreseeable. When 30 days' notice is not practicable, the employee must provide notice as soon as practicable and must explain upon request why 30 days' notice was not practicable.

"As soon as practicable" means as soon as both possible and practical under all the facts and circumstances of the individual case.

### **Leave Use**

For all FMLA purposes except military caregiver leave, the district adopts a 12-month leave year beginning on July 1 and ending the following June 30.

1. All eligible employees are entitled to leave for a period not to exceed 12 workweeks per leave year for:
  - ▶ The birth and first-year care of the employee's child.
  - ▶ The adoption or foster placement of a child with the employee.
  - ▶ A serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
  - ▶ A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces. The amount of leave available for a particular type of qualifying exigency may be limited by law.
2. The FMLA leave year for military caregiver leave begins on the first day that such leave is taken and runs for the following 12 months. All eligible employees are entitled to military caregiver leave for a period not to exceed 26 workweeks of leave per single 12-month period for the care of a spouse, child, parent or next of kin who is a covered servicemember. Twenty-six weeks of leave are available per covered servicemember, per injury/illness; however, no more than 26 weeks of leave may be used during each single 12-month period.
3. An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during a single 12-month period, provided that the employee is entitled to no more than 12 workweeks of leave for one or more of the following: the birth of the employee's child or to care for such child; the placement of a child with the employee for adoption or foster care; in order to care for the employee's spouse, son, daughter or parent with a serious health condition; for the employee's own serious health condition; or because of a qualifying exigency. For example, an employee could take 16 weeks of military caregiver leave and still have ten weeks available for the birth of a child. However, an employee who used ten weeks of military caregiver leave could not take 14 weeks for the birth of a child because that exceeds the 12 weeks allowed for such leave. Leave that qualifies as both military caregiver leave and leave for the serious health condition of a parent, spouse or child will be designated first as military caregiver leave.
4. When both spouses are employed by the district and eligible for FMLA leave, the leave will be limited to an aggregate total of 12 workweeks during a 12-month period in cases where the leave is taken for the birth or first-year care of the employees' child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition. However, where both spouses use a portion of the total 12-week FMLA leave entitlement for the same qualifying event, the spouses would each be entitled to the difference between the amount he or she has taken individually and 12 weeks for another qualifying purpose. When both spouses are employed by the district and use military caregiver leave or a combination of military caregiver leave and leave for the birth or first-year care of their child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition, both employees will be limited to an aggregate total of 26 workweeks of leave.
5. The district shall apply all appropriate paid leave to an FMLA absence to the extent allowed by law and policy, giving proper notice to the employee. If an employee's accrued paid leave is exhausted, but an FMLA-qualifying reason for absence persists or a new FMLA-qualifying reason for absence

occurs, the resulting absences will continue to be protected FMLA leave until allowable FMLA leave has been used, but such absences will be unpaid.

6. When an employee has an absence that meets the criteria to be an FMLA-qualified absence, the district will designate such absence as part of the employee's total annual FMLA entitlement, even if the employee has not requested FMLA leave and/or is absent under paid or unpaid leave in accordance with law or district policy. If an employee is on a Workers' Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence will also be designated as an FMLA-qualifying absence and charged against the employee's FMLA-protected time entitlement.
7. FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced-schedule leave in increments no greater than the shortest period of time that the district uses to account for use of other forms of leave, provided that it is not greater than one hour and provided that the FMLA entitlement is not reduced by more than the amount of leave actually taken. Instructional employees may take intermittent or reduced-schedule leave to be with a healthy newborn only when the district and the employee have reached agreement for how the leave will be used.
8. The district reserves the right to require adequate certification and recertification of any FMLA-qualifying event or condition of the employee or employee's spouse, child, parent or next of kin and authentication or clarification of such certification as the district deems necessary. Failure to provide such certification when requested will result in denial of the leave, and may result in discipline or termination of employment. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work.

### **Instructional Employees**

If intermittent leave or reduced-schedule leave equals more than 20 percent of instructional time, the district may require instructional employees who take such leave due to medical reasons to take block leave or to find an alternative placement for the period of planned medical treatment. When an instructional employee on FMLA leave is scheduled to return close to the end of a school term, the district may elect to use a special rule to prolong the employee's leave until the beginning of the next school term, thus extending the leave beyond the period where an FMLA-qualifying reason exists. In such an instance, the prolonged leave time is unpaid and is not charged against the employee's annual FMLA entitlement. In cases where the special rules for instructional employees apply, the superintendent may apply those special rules or the general FMLA rules as best serves the interest of the district.

### **Leave Protections**

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Eligible employees are entitled to continued participation in the district's health plan as long as they are entitled to FMLA leave protection; however, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

Eligible employees who are absent for an FMLA-qualifying reason generally may return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of

the leave, in accordance with law. However, the district has the discretion to assign employees taking intermittent leave or returning from FMLA leave to a different position or a position in a different building, grade level or classroom as long as the employee has the appropriate certification or license for the position. Depending on the circumstances, instructional employees may be assigned to substitute teacher positions, positions as in-school suspension supervisors or other district positions for which they are certificated if the district determines that such placement is necessary to ensure consistency of instruction.

The FMLA makes it unlawful for any employer to interfere with, restrain or deny the exercise of any right provided under the FMLA. Additionally, it is unlawful for any employer to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

### **Recordkeeping**

The superintendent or designee will ensure that personnel records regarding FMLA eligibility and leave are maintained in accordance with law and available for inspection, copying and transcription by representatives of the U.S. Department of Labor upon request.

### **Enforcement**

The U.S. Department of Labor is authorized to investigate and resolve complaints of violation of the FMLA. An eligible employee may bring a civil action against an employer for violations. For additional information, contact the nearest office of the U.S. Department of Labor's Wage and Hour Division.

## **Payroll Information/Fringe Benefits**

### ***Pay Periods***

Professional employees are paid on the 22nd of each month with the exception of when a payday falls during a scheduled holiday or school recess. Direct deposit of payroll checks is required.

Payroll deduction for professional membership dues (CTA, MSTA, MNEA, etc.) will be withheld if a teacher gives written authorization through the association for such withholding.

### ***Salary Deductions (DLB)***

Salary deductions are allowed only upon approval by the Board of Education. A variety of deductions are currently in effect.

- ◆ Public School Teacher Retirement System of Missouri
- ◆ Federal/State withholding taxes
- ◆ Tax-sheltered annuities
- ◆ FICA (Social Security) Medicare
- ◆ MSTA/CTA/MNEA Dues
- ◆ Credit Union
- ◆ Unreimbursed Medical/Dependent Care Expenses
- ◆ Dependent Insurance
- ◆ Life Insurance
- ◆ Preschool/MDZ Fees
- ◆

### **Voluntary Deductions**

The employee must authorize all voluntary deductions in writing. The district will deduct the administrative cost of compliance in addition to the deduction amounts authorized by the employee.

The Board may authorize voluntary payroll deductions from compensation earned by employees if ten or more employees so request. These deductions may be taken for, but are not limited to, credit unions, tax-sheltered annuities, individual retirement accounts (IRAs), membership dues, group insurance premiums or other voluntary contributions. The amount deducted will be remitted to the organization, company or association authorized by the employee. The Board shall not be responsible for any good-faith error in the administration of this service.

### **Involuntary Deductions**

The district will make all deductions as required by law and will make deductions when presented a garnishment, wage attachment or other legal order. The superintendent or designee may authorize an administrative fee for processing these mandatory deductions when allowed by law.

In addition, the district may make deductions from an employee's salary or wages for unauthorized absences, absences for which there is no paid leave or absences that exceed the paid leave provided to the employee. The district may also make deductions for disciplinary purposes, such as an unpaid suspension, in accordance with law and district policy.

The district may make deductions when an employee clearly owes the district money and the deduction does not otherwise violate the law.

Salary deductions for exempt employees shall be computed by dividing the salary, excluding extra-duty pay, by the number of days in the contract period. Deductions for nonexempt employees shall be based upon the hourly rate of the individual employee.

### ***Retirement Plan (GCPC)***

All eligible staff must enroll in the Public School Teacher Retirement System of Missouri. Employees who terminate their employment with the district may withdraw their contributions according to the rules and regulations of the Retirement System and must personally contact the Retirement Office in Jefferson City concerning this withdrawal. The address is P.O. Box 268, Jefferson City, Missouri 65102. The toll free number is 1-800-392-6848.

### ***Social Security Program***

Unless they hold Missouri teacher certification, all employees must contribute an amount as required by law to Social Security. The Lexington R-V District also contributes an amount as required by law. Under government regulation all employee earnings must be reported with the Social Security numbers. Because of this regulation, no payroll checks can be written without the employee's Social number. Any employee noting an error in his/her Social Security number should contact the Personnel Office immediately.

### ***Life Insurance***

A term life insurance policy is provided for full-time employees. This life insurance coverage terminates upon the last day of employment. A beneficiary form must be completed and presented to the Business Office for filing.

### ***Health Insurance (GCBC)***

The board provides a basic health insurance policy, which will be furnished by the district to all full-time employees. This will not include members of the family of those who are employed. However, family members may be covered by the district plan at employee expense. In the event of retirement, health insurance may be continued with the district plan at the individual's expense. Under certain circumstances other personnel leaving the district may continue their health insurance at their expense for a specified period of time.

### ***Dental Insurance***

Full-time employees receive district paid dental insurance.

### ***Short/Long Term Disability***

The district provides both of these to staff at no cost.

### ***Worker's Compensation***

All employees of the Lexington R-V School District are covered under the Worker's Compensation law for accidents, which occur on the job. All accidents must be reported to the immediate supervisor within twenty-four (24) hours. The district chosen doctor will treat the injury.

The method of payment of health care costs and salary is as follows:

- ◆ The Worker's Compensation insurance provided by the district will cover health care costs. The district-provided employee health insurance program will be utilized in accordance with company rules and state and federal law.
- ◆ The employee will receive his/her regular salary while absent from work due to a job-related injury or illness.
- ◆ The employee may receive portions of his/her pay while absent from the Worker's Compensation insurance and from the district. The full day's wages will be provided; however, only the amount paid by the district will be deducted from accumulated health leave.
- ◆ Employees injured on the job may utilize the short term disability if necessary.

### **Health Records**

The Lexington R-V School District is a covered entity under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and is therefore subject to HIPAA privacy laws and regulations. The district declares itself a hybrid entity under the law and designates the following components of its operation to be subject to the HIPAA privacy rule:

Protected Health Information (PHI) is individually identifiable health information, including demographic data that is created or received by a provider, a health plan or insurer, a data clearinghouse, a health authority, employer, school or university. PHI can be maintained or transmitted in any form or medium individually identifiable health information includes many common identifiers (i.e., name, address, birth date, Social Security number). PHI does not include summary health information or information that has been "de-identified" according to the standards provided for in the HIPAA Privacy Rule.



The district will maintain all PHI in accordance with law. Protected health information does not include information contained in education records covered by the Family Educational Rights and Privacy Act (FERPA) or employment records held by the Lexington R-V School District in its role as an employer.

Protected health information will only be available to designated employees who need to have access to those records in their employment capacity with the district and with other authorized entities. The district will train all employees who may have contact with protected health information on the law and the district's policies and procedures as necessary and appropriate for the employee's position. Any employee failing to comply with district policies, procedures or law may be disciplined or terminated.

The district will not intimidate, threaten, coerce, discriminate against or take other retaliatory action against any individual for exercising his or her rights; participating in any process; filing a complaint; testifying, assisting or participating in an investigation, compliance review, proceeding or hearing; or in good faith opposing any act or practice the individual believes is unlawful, in accordance with law.

The district's privacy official is:

Business Manager

2323A High School Drive

Lexington, MO 64067

(660) 259-4369, ext. 1014

The district privacy official's duties include, but are not limited to:

The development and implementation of the district's policies and procedures regarding protected health information.

Receiving and evaluating requests for amendments of protected health information.

Answering questions regarding privacy issues.

Providing training to district employees.

The district's contact person is:

Business Manager

2323A High School Drive Lexington, MO

64067

(660) 259-4369, ext. 1014

The district contact person's duties include, but are not limited to:

Receiving and reviewing complaints.

Providing information about matters covered in the district's privacy notices. The district's security official is:

Technology Director 2323A  
High School Drive Lexington, MO  
64067  
(660) 259-4369, ext. 1007

The district security official's duties include, but are not limited to:

Developing and implementing the district's security policies and procedures.

Performing tests and assessments of technology safeguards at the direction of the superintendent or designee.

The district's privacy official, contact person and security official are authorized to utilize an attorney as designated by the superintendent to assist in complying with this policy and with the law.

### ***Garnishments***

All garnishments are processed under the regulations of the Federal Garnishment Law.

### ***Current Personal Information***

In the event an employee has a change in name, address, telephone number of dependents, the employee shall immediately notify his/her department's administrative office and the Personnel Office of the change.

### ***Retirement Plan (GCPC)***

All eligible staff must enroll in the Public Education Employee Retirement System of Missouri or PEERS. Employees who terminate their employment with the district may withdraw their contributions according to the rules and regulations of the Retirement System and must personally contact the Retirement Office in Jefferson City concerning this withdrawal. The address is P.O. Box 268, Jefferson City, Missouri 65102. The toll free number is 1-800-392-6848.

### ***Personnel File***

A personnel file is maintained for each employee in the Board of Education Office. The file shall contain information pertinent to the individual's employment relationship with the district. An employee may review the contents of his/her personnel file in the presence of the superintendent at a mutually convenient time. All personnel files must be complete, including original teaching certificate and copy of transcript by September 15, or paycheck will be held.

## **Purchasing Information**

## ***Purchasing of Materials***

### ***Purchasing of Materials***

A budget is established by the Board each year. Spending is limited to the budgeted amount unless special approval is granted. Requisitions must be submitted and approved by the superintendent prior to purchase. A purchase made prior to approval and the issuance of a purchase order will result in the individual assuming responsibility for payment of the item.

- ◆ Purchases must be requested by completing an online requisition for, coded with the proper code for each account or department.
- ◆ The requisition must be approved by the building principal.
- ◆ The requisition is submitted to the superintendent for signature. (if needed)
- ◆ All items must be approved for purchase.
- ◆ The purchase of items through the school authority for personal items is prohibited. State sales tax laws prohibit this kind of transaction.
- ◆ If you anticipate a bill that has to be paid at the time of the service, you must get approval for the payment in advance.
- ◆ All activity accounts must follow the same procedures except that the principal is authorized to issue a purchase order if the account has the funds available.

### Receipt of Funds

Obtain a receipt from the person receiving the funds.

- ◆ Issue a receipt if you collect funds.
- ◆ Two individuals must tabulate funds.
- ◆ Deposit all monies on a daily basis.
- ◆ Do not keep money in your desk.

### Activity Fund Procedures

- ◆ Principals will be responsible for collecting and depositing of money for activities.
- ◆ All purchase orders must be approved by the principal. Prior to expenditures purchase orders must be issued through the building office staff.
- ◆ No fundraising projects will be initiated by any club, organization, class or individual without first receiving approval from the principal and superintendent.
- ◆ All concessions in the school will be awarded according to the needs of organizations and with respect to their goals and objectives.
- ◆ All teachers supplying students with items that are necessary for the classes such as physical education, athletics, music and laboratory supplies, other than books, will give the student a list of items needed. The student will report to the office, have the list itemized, and pay the amount. The receipt will be given to the teacher and the supplies issued.
- ◆ Organizations may not run their fund balances in the negative.

## ***Invoices and Reimbursement Requests***

Reimbursement of reasonable and necessary travel and subsistence expenses incurred while on school business:

1. Approved school credit cards shall be those cards issued and approved through the superintendent's office as valid for the purpose of billing the school.

2. Reimbursable travel expenses are limited to those expenses authorized and essential to the transaction of official business of the school.

Expenses incurred for the sole benefit of the school employee or official, such as any type of insurance, travel loan, finance charges, personal credit card fees or dues, radio or television charges, bar bills, extra meals, newspapers, magazines and other like charges shall not be allowed as reimbursable travel expenses.

3. Employees and officials shall not incur expenses for the purchase of alcoholic beverages for reimbursement as a travel expense or payment directly by the school.
4. School employees and officials may be reimbursed for travel expenses incurred for employees or non-employees provided the specific business reason necessary for doing so is indicated along with the names of those involved. This is intended to be used for those common types of travel situations where it is normal and practical for one individual to pay for an expense rather than be divided among all individuals. Examples may be a restaurant bill or hotel charge for which a room was shared.
  1. Reimbursement for spouse expenses at an official business function requires a written justification and pre-approval by the Board. The reimbursement must be for legitimate business reason where attendance of the spouse is required to represent the school.

## **Mileage**

1. Mileage reimbursement for official use of a private motor vehicle may be claimed at a rate of \$0.35 per mile. This amount shall be reviewed annually at the regular June Board of Education meeting by the superintendent with recommendation to the Board of Education. No reimbursement will be provided if the district van is available and not taken.
2. Mileage figures listed on any reimbursement request shall be rounded to the nearest whole mile, and be based upon round trip distances documented on the Board approved mileage chart. Toll charges for bridges and turnpikes as well as parking charges will also be allowed.
3. When more than one (1) person travels in the same automobiles, only the owner of the vehicle shall be allowed mileage. When transportation pooling is possible but not desired by the employees concerned, each employee will be limited to an equal share of the annually-determined reimbursement rate per mile.
4. The mileage allowance rate represents full compensation for the costs of operating your vehicle. Physical damage or loss to your private vehicle and/or its personal property contents is not covered by the school. Coverage should be obtained through personal auto insurance. Liability to others, including passengers, must be covered by your private auto policy. Refer to your policy or contact your agent for coverage specifics concerning use of your private vehicle for business activities.
5. Mileage reimbursement is not authorized for travel between home and office/base school. Employees who travel directly from home to somewhere other than their office/base school on official business are entitled to a mileage reimbursement for the distance in excess of their route from home to their office/base school. The same policy applies to return trips. Reimbursement

requests must show that all mileage requested excludes the round trip mileage from the employee's home to the office/base school.

6. Employees who use their own privately-owned vehicles for travel within the district on assigned job responsibilities as approved by the director of human resources and governed by the Fair Labor Standards Act are eligible for reimbursement from district funds for travel expenses at the annually-determined reimbursement rate.

## **Meals**

1. Employees and officials are expected to exercise the same care in incurring expenses as a prudent person would exercise if traveling on personal business. Guidelines for maximum amounts for meals are as follows:
  - a) Breakfast - \$8
  - b) Lunch - \$15
  - c) Dinner - \$20
2. Receipts are required for any reimbursement.
3. Partial days will be prorated. Employee must leave before 6:00 a.m. for breakfast to be reimbursable. Employees must arrive home after 7:00 p.m., or require an overnight hotel stay, for dinner to be reimbursable. In instances where employees incur breakfast or evening meals when leaving and returning to the school, they should indicate on their expense report that an early departure or late arrival was required to conduct school business.
4. No meals will be reimbursed to employees for travel to meetings that are less than 50 miles round trip unless the meal expense was incurred during the course of a school-related meeting.
5. Tips and taxes are a reimbursable expense, so long as it does not exceed the allotted amount per meal.

## **Hotel/Rental Cars/Air Fare**

1. Hotel expenses shall be at the single room rate and air travel is limited to no more than coach fare.
2. While traveling on school business, employees and officials will not be allowed hotel expenses when it would be more economical and advantageous to the school to return to their residence.
3. For travel by rented auto, the employee will be reimbursed the actual cost of the rental plus fuel. Direct billing is not allowed. Weekly car rental rates will be allowed if the cost is less than the total cost of renting at the daily rate.
4. The make/model of rental vehicles should be reasonable in relation to their business need.

## **General Rules for Reimbursement Requests**

1. Requests for reimbursement must include **original itemized receipts** submitted with the expense report or request for payment detailing reimbursement request.
2. The district is exempt from Missouri sales and use tax on purchases and requests for reimbursement of taxes will not be granted. The official Missouri Tax Exemption Letter should be presented to the vendor prior to purchase. Should the vendor not accept the use of the tax exemption letter, the employee is encouraged to NOT incur the expense and to seek another vendor for the purchase.
3. Receipts must be submitted for reimbursement within 10 days of the purchase date.
4. Expenses subject to request for reimbursement must be incurred and approved in line with the budgetary allocations for the specific types of expenses as outlined in purchasing procedure DJF-AP.

### **Documentation Requirements for Reimbursements**

1. If a reimbursement to an employee is the only possible way to obtain the needed good or service, in order to meet the requirements for auditing purposes the request must include:
  - a) The account number from which the reimbursement will be paid;
  - b) The name of the employee requesting the reimbursement;
  - c) The signature of the principal, department chair or activity account holder approving the reimbursement request.
2. All receipts accompanying the reimbursement request must include:
  - a) Date of purchase (must be within 20-day window for reimbursement);
  - b) Name of vendor and place services rendered;
  - c) Type of payment (cash, credit or debit card); for online purchases
  - d) Itemized list of goods or services received. This information is required for coding purposes.
3. Proof of payment for online purchases must include a copy of the receipt showing the charge for the goods or services purchased.

### **Accident Response and Prevention**

The school district shall be responsible for providing first aid or emergency treatment for students or members of the staff in cases of sudden illness or injury. Further medical attention to students in case of emergency is the responsibility of the student's parents/guardians or their designees.

A designated staff member will administer emergency aid. Procedures for handling emergencies will be established and made known to the staff in each school.

## **Bodily Fluids**

The following Exposure Control Plan is implemented within the Lexington School District. An exposure occurs whenever bodily fluids (blood, semen, vaginal secretions, respiratory discharge, tears, vomit, urine, feces, saliva, etc. ) from one person are contacted by another person in a way that might compromise the skin barrier (needle sticks, human bites, cuts, abrasions, etc.) All possible exposures are to be reported immediately to the school nurse at each building.

The most at risk are custodians, school nurses, coaches, bus drivers and bus aides, secretaries, special education teachers and aides, and principals,. Hepatitis B vaccinations are available at the Lafayette County Health Department.

Universal Precautions is an approach to infection control. According to Universal Precautions, all bodily fluids are treated as if known to be infectious for Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV).

Personal protective equipment (PPE), including latex or Nitrile gloves, goggles, and dust mask, are provided to all classroom teachers, coaches, building administrators and custodians. Extra supplies of these items are stored in the nurse's office at each building. All PPE which is penetrated by bodily fluids should be removed as soon as it is feasible and place in the appropriate receptacle at the nurse's office. The district will maintain appropriate containers for the disposal of needles in the nurse's office.

Hand washing facilities are provided for all students and employees of the district. Washing one's hands with soap and running water is one of the most effective ways to prevent the spread of disease through bodily fluids.

### ***Procedures for Cleaning Blood and/or Body Fluids***

Many communicable agents can be found in the blood or body fluids of humans, including in individuals with no outward signs or symptoms of infection. The district requires all district personnel to adopt routine procedures for handling the clean-up of all bodily fluid spills. The procedures, as outlined by the Center for Disease Control, are as follows:

1. If available, absorbent floor-sweeping material should be used to cover fluids to keep them from spreading.
2. Vinyl or latex gloves should be worn, and all spills should be cleaned up with absorbent towels or tissues, using soap and water.
3. If the person doing the cleaning has any open skin lesions, precautions should be taken to avoid direct exposure of the lesions to the body fluids.
4. All surfaces that have been in contact with the fluids should then be wiped with a disinfectant approved by the Environmental Protection Agency (EPA). A 1:10 dilution of household bleach can also be used, but this solution should not be mixed in advance. After the disinfectant is applied, the surface should either be allowed to air dry or to remain wet for ten (10) minutes before being dried with a disposable towel or tissue.

**CAUTION:** The diluted bleach solution should not be used for any other purpose than the cleaning process described above. Mixing this solution with certain other chemicals can produce a toxic gas. Any EPA-approved disinfectant used should be diluted according to the manufacturer's instructions. Adding more disinfectant than the directions indicate is not necessary and will make the disinfectant more toxic, potentially resulting in skin or lung damage.

5. If the gloves worn to clean up the spill are reusable, they should be washed with soap and running water prior to removal. Disposable gloves should be removed without soiling the hands and should be disposed of in an impermeable plastic bag. The hands should always be thoroughly washed with soap and water after the gloves are removed regardless of whether any contamination has occurred.
6. After exposure to body fluids, good hand washing should consist of thorough use of soap and water for at least 15 seconds.
7. It is necessary to keep one (1) or more clean-up kits on hand for such spills. The clean-up kit should consist of the following items:
  - ▶ Absorbent floor-sweeping material
  - ▶ Liquid soap
  - ▶ Disinfectant
  - ▶ Small buckets
  - ▶ Vinyl or latex gloves
  - ▶ Disposable towels or tissues
  - ▶ Impermeable plastic bags

All of these materials should be kept together in one (1) or more central locations.

### **Emergency Procedures**

We will limit hazards by controlling access to the school. Except for the 30 minutes at the beginning of the school day and 15 minutes at the end of the day, all doors are secured against access from the outside except the main door by the office. All school personnel (staff and students) are to make sure the doors properly close and secure when exiting. Visitors must report the office when they enter the building. The office staff will screen them and issue them a visitor's badge if they are determined to be safe. Staff are expected to wear their identification badges at all times while at school. Any school personnel are expected to take appropriate action when they see an individual in the school without an appropriate identification or visitor's badge. Student should report the individual to the first staff member they can find. Staff members are expected to approach the individual, introduce themselves, respectfully ask the individual who they are and what their business is, then direct them to the office (escort them if possible). Notify the office to make sure the individual reports.

All school staff members should be familiar with the Emergency Standard Operating Guidelines for Classrooms (SOG). Those simple instructions, posted next to the door inside each classroom, are all that most staff members need to know with regard to emergency response. The SOG describes the buddy room system that is used in all buildings.



In the SOG are the following simple instructions regarding the use of fire extinguishers, which are located in all of our buildings. When a fire is detected (visible flames, visible smoke, or the smell of smoke), sound the fire alarm (continuous bell) using one of the pull stations located in each hallway.

*Fight the fire with a portable fire extinguisher only if the following are true:*

- *The evacuation of the building has been initiated and no one is dependent on you to assist in their evacuation.*
- *The fire department has been called.*
- *The fire is small and confined to the immediate area where it started.*
- *You can always keep your back to a safe escape route while fighting the fire.*
- *The portable fire extinguisher you have available is in good working order and is the proper type for the fire you are fighting.*
- *You are trained to use the extinguisher and can operate it safely.*

Some of the staff members in each school will be asked to serve as part of an emergency response team. Each building has the following emergency response teams: first aid, mental health, security, search and rescue/HAZMAT, and family reunification. The Lexington School District Emergency Operation Plan (EOP) provides details about the roles of those teams and how they work within the incident command system. A copy of the Lexington School District EOP is located at each building office.

## Health

### ***Smoking***

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products in all district facilities and on district transportation. This prohibition extends to all facilities the district owns, contracts for or leases to provide education services, routine health care, daycare or early childhood services to children. This prohibition does not apply to any private residence in which the district provides services.

### ***Wellness Policy***

The primary goals of the Lexington R-V School District's wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. The following procedures will guide the implementation of the district wellness program.

### **Nutrition Guidelines**

The district designates the following nutrition guidelines, based on the Missouri Eat Smart Nutrition Guidelines, for foods and beverages served in schools during the school day:

*School Breakfasts* – Comply with the advanced category of the Missouri Eat Smart Guidelines. Offer breakfast cereals with at least 1 gram of fiber. Use the WIC list of cereals as a guide. Serve fresh fruit when possible, with fresh (raw) fruit being served three (3) times per week. When serving canned fruit, the fruit may be in its own juice or light syrup.

*School Lunches* – Comply with the advanced category of the Missouri Eat Smart Guidelines for all schools. Serve fresh fruits and vegetables with lunches and offer peanut butter or low fat ranch dressing

for dipping. When serving canned fruit, the fruit must be in its own juice or light syrup. No candy may be sold during lunch.

*À La Carte Food Items* – Comply with the advanced category of the Missouri Eat Smart Guidelines for the elementary, middle and high schools. The ratio of healthier choices to the less healthier choices will be 2:1.

*À La Carte Beverage Items* – Comply with the advanced category of the Missouri Eat Smart Guidelines for the elementary, middle and high schools.

*Food Items Sold in Vending Machines and School Stores* – All vended food will be in compliance with the USDA regulations prohibiting the sale of “Foods of Minimal Nutritional Value” where school meals are served or eaten during the meal period. At least 50% of the items offered must exceed minimal nutritional value. No candy will be sold at the elementary school. No candy will be sold at the middle school during school hours.

*Beverage Items Sold in Vending Machines and School Stores* – All vended beverages sold will include water, 100% fruit juice, and at the high school level, sports drinks. No soft drinks will be sold during the school day in any building.

*After-School Programs* – Comply with the advanced category of the Missouri Eat Smart Guidelines for the elementary, middle and high schools

*Rewards* – No foods or beverages of any kind will be given as an individual student reward for academic performance or student behavior. All reward parties will meet the Missouri Eat Smart Guidelines.

*Celebrations and Parties* – Classroom parties for the elementary building will be limited to three (3) parties per year (fall, winter holiday and Valentine’s Day). There will be a limit to one (1) snack and one (1) drink per child per party. Suggested beverages are at least 50% fruit juice or bottled water. All food items are to be individual prepackaged items. Each classroom party is limited to one (1) prepackaged take home treat. It is suggested for no edible birthday treats to be brought to school. Prizes for games played at the party may only be non-edible items.

*Fundraisers* – All foods and beverages sold are in compliance with USDA regulations of prohibiting the sale of “Foods of Minimal Nutritional Value” where school meals are served or eaten during the meal period. The fundraising procedure does not pertain to events or fundraising activities held outside of school hours.

*Intramural Activities* – S2P sales of food and beverage must meet the Missouri Eat Smart Guidelines. Three (3) times per year the parent or Star group may serve prepackaged food and beverages of at least 50% fruit juice or bottled water.

### ***Staff Wellness***

The Lexington R-V School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The district will offer staff wellness programs that include education on nutrition, healthy eating behaviors and maintaining a healthy weight for optimal health.