

**GERNER FAMILY
EARLY EDUCATION CENTER
HANDBOOK
2016-17**



Park Hill School District

Building Successful Futures • Each Student • Every Day

Table of Contents

PARK HILL VISION, MISSION, AND VALUES	4
HUMAN RIGHTS STATEMENT.....	4
PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND RETALIATION	4
WORKPLACE ACCIDENTS AND INJURIES	11
FAMILY EDUCATIONAL RIGHT TO PRIVACY (FERPA)	12
USE OF DISTRICT TECHNOLOGY RESOURCES.....	13
STAFF CONDUCT	17
STAFF/STUDENT RELATIONS.....	18
REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT	22
REPORTING BULLYING	23
REFERENCES FOR CURRENT & FORMER DISTRICT EMPLOYEES.....	23
TOBACCO USE ON DISTRICT PROPERTY	24
FINGERPRINTS – BACKGROUND CHECK.....	24
PHYSICAL MANAGEMENT OF CLASSROOM	24
FACULTY EXPECTATIONS.....	26
Hours of Employment.....	26
Faculty Meetings	26
GENERAL RESPONSIBILITIES.....	26
Supervision of Students.....	26
Arrival and Dismissal Duties	27
Hall and Restroom Supervision	27
Lunchroom/Playground Supervision	27
Telephone Calls.....	27
Mailboxes, Voicemail, and E-mail.....	27
Informal Discussions/Student Information	27
Professional Appearance	28
Identification Badges	28
Teacher Supervision/Evaluation.....	28
Classroom Walk Through (CWT).....	28
GENERAL PROCEDURES.....	28
Supplies and Equipment.....	28
Custodians	28
Student Dismissal	29

Releasing Students from Room at Dismissal	29
Assemblies	29
Field Trips.....	29
Student Participation/Travel Opportunities.....	30
Use of Private Vehicles to Transport Students.....	30
Guidelines for the Health Room	30
Student Medication	31
Book Orders	31
Inclement Weather Guidelines.....	31
The Library Media Center (LMC)	31
CAFETERIA/PLAYGROUND	31
Food Services	31
Outdoor Play Time.....	32
REPORTS AND RECORD KEEPING	32
Attendance	32
Lesson Plans.....	32
Grading and Reporting	32
Permanent Records – Cumulative and Discipline Files.....	32
Communication Logs	33
COMMUNICATIONS AND PUBLIC RELATIONS.....	33
Parent Conferences/Communication	33
Parent-Teacher Association and Other School Related Events.....	33
Attorney Contacts.....	33
SUBSTITUTE MANAGEMENT	33
CLASSROOM ACTIVITIES.....	35
Park Hill Visual Media Guidelines	35
Tests/Assessments	35
End of Year Planning.....	35
STUDENT DISCIPLINE.....	35
CRISIS RESPONSE.....	37
ASBESTOS ISSUE UPDATE.....	38

PARK HILL VISION, MISSION, AND VALUES

Vision

Building Successful Futures • Each Student • Every Day

Mission

Through the expertise of a motivated staff, the Park Hill School District provides a meaningful education in a safe, caring environment to prepare each student for success in life.

Values

Continuous Improvement

High Expectations

Integrity

Visionary Leadership

Student Focus

HUMAN RIGHTS STATEMENT

The Park Hill School District is committed to maintaining an environment that promotes a positive school climate. Any behavior, verbal or physical, that stigmatizes or victimizes an individual on the basis of race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, marital status, disability or genetic information is considered inappropriate. Behavior that involves an expressed or implied threat to an individual's academic efforts, employment, and participation in school-sponsored extra-curricular activities or personal safety will not be tolerated. Any violation of human rights should be reported to any administrator.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND RETALIATION

(Board Policy AC)

General Rule

The Park Hill Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment. 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 Park Hill 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 discrimination, harassment or retaliation that occurs off District property and that is unrelated to the District's activities negatively impacts the school environment, the District will investigate and address the behavior in accordance with this policy, as allowed by law.

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.

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. 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 to the Children's Division (CD) of the Department of Social Services.

Illegal Harassment

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.

Compliance Officer

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

Assistant Superintendent for Human Resources
Park Hill School District
7703 NW Barry Road
Kansas City, MO 64153
816.359.4040 (phone)
816.359.4049 (fax)

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:

Assistant Superintendent for School Improvement:
Park Hill School District
7703 NW Barry Road
Kansas City, MO 64153
816.359.4160 (phone)
816.359.4029 (fax)

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 Park Hill 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. Coordinate District compliance with this policy and the law.
12. Receive all grievances regarding discrimination, harassment and retaliation in the Park Hill School District.
13. 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.

14. 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.
15. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
16. Determine whether District employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
17. Communicate regularly with the District's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
18. 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.
19. Seek legal advice when necessary to enforce this policy.
20. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
21. Make recommendations regarding changing this policy or the implementation of this policy.
22. 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.
23. Perform other duties as assigned by the superintendent.

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 potential victim of discrimination, harassment or retaliation does not make 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 made, 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.

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 making 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 making the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The District will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The District will only share information regarding an individually identifiable student or employee with the person making a 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 made with the District's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate person 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 making 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 made the grievance, the victim if someone other than the victim made 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 making the grievance, the victim if someone other than the victim made 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 made the grievance, the victim if someone other than the victim made 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 making the grievance, the victim if someone other than the victim made the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person making 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 made the grievance, the victim if someone other than the victim made 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 making 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.

WORKPLACE ACCIDENTS AND INJURIES

(Board Policy GBEA)

An employee of the Park Hill School District who is injured, killed or who is exposed to and contracts any occupational disease arising out of and in the course of employment is eligible for compensation in accordance with this policy and the Missouri Workers' Compensation Law. The District will not retaliate against an employee who exercises his or her rights under the Workers' Compensation Law.

Reporting

Immediate notification of employee injuries is essential in effectively treating our employees, returning the employee to work, and lowering the total cost of workers' compensation claims. Park Hill School District data indicates a direct correlation between the time it takes to report an injury to a supervisor, and the employee's recovery time and ultimate cost to the school district. For example, injuries that are reported more than five days after the actual injury cost the district **three times more** than that of a claim made within the first four days.

In short, when an employee is injured, one or more of three events should occur immediately:

1. Contact 911 for serious and/or life threatening injuries.
2. Report injuries requiring any medical attention to the Office of the Assistant Superintendent of Business Services at 359-4020.
3. Employees with injuries that do not require immediate medical treatment should go to the nearest school health room. The Nurse will notify the District Office.

An employee must report all injuries immediately to his or her immediate supervisor by completing the District's incident report form. The District expects incident forms to be completed within 72 hours. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

Upon receiving a report of an injury or illness, the supervisor will immediately forward the report to the executive administrative assistant for Business Services at District Office. Business Services will

promptly forward a copy of the report to the District's workers' compensation insurance carrier and will be responsible for keeping the carrier informed of the employee's status.

Use of Leave

The District does not permit the use of paid leave for absences during the period when the employee receives workers' compensation wage benefits. Because by law an employee will not receive workers' compensation wage benefits for the first three (3) days of absence if the total absence is less than 14 days, the District will apply available paid leave for those days. However, the employee will only receive compensation for those days once the District knows that the employee will not receive workers' compensation wage benefits for those days.

Employees who are absent due to an illness or injury compensable under workers' compensation and who are receiving such compensation will not lose seniority or any accumulated paid leave due to the absence. However, the employee will not continue to accumulate paid leave during the absence.

Employees are required to use accumulated paid leave to receive medical treatment, evaluation or to attend physical rehabilitation during work time. If paid leave has been exhausted and the employee must be absent during work time to receive medical treatment, evaluation or to attend physical rehabilitation in conjunction with a work-related injury or illness, the employee may be granted unpaid leave.

Medical Providers

The District will designate medical providers to be used in the administration of workers' compensation claims and treatment. A list of District-designated providers will be available to employees upon request. If the employee chooses to use his or her own provider, the employee is responsible for all costs associated with the provision of those services.

Loss of Benefits

An injury caused by the failure of employees to use safety devices provided by the District or obey rules adopted by the District for the safety of employees will result in the reduction of benefits payable under this policy and pursuant to law.

Violation of the District's Drug-Free Workplace policy or any other District policy, procedure or rule relating to the use of alcohol or nonprescribed controlled substances will result in a reduction or loss of benefits if the injury was sustained in conjunction with the use of alcohol or nonprescribed controlled substances.

The Board authorizes post-injury testing for nonprescribed controlled substances or alcohol in accordance with Board policy and law. Refusal to submit to the test will result in the loss of benefits.

FAMILY EDUCATIONAL RIGHT TO PRIVACY (FERPA)

The Family Educational Rights & Privacy Act (FERPA) provides for the privacy of educational records and ensures access to educational records by parents and students. All employees of the Park Hill School District are expected to maintain confidentiality of student education records as prescribed by law and as prescribed by Policy JO and Regulation JO-R.

Release of Student Information

The release of student information may occur with a school official who has a *legitimate educational interest* by meeting one of the following criteria:

1. Performing a task that is specified in his or her position description or by a contract agreement.
2. Performing a task related to a student's education in accordance with the school official's position.
3. Performing a task related to the discipline of a student in accordance with the school official's position.
4. Providing a service or benefit relating to the student or student's family, such as healthcare, counseling, job placement or financial aid.
5. Maintaining the safety and security of the campus.
6. Under the direct supervision of a staff member and, with authorization from the district, assisting a staff member in performing his or her job.

Do not use social media websites to share information on a student. Private and identifiable information covered by FERPA may be shared among/with teachers, administrators, and substitute teachers for specific educational reasons. Unless a statutory exception applies, 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 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.

USE OF DISTRICT TECHNOLOGY RESOURCES

(Board Policy EHB)

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

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

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

Technology Resources. Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: mobile phones, computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, including

wireless access, multi-media resources, hardware and software. Technology resources may include technologies, devices and services provided to the district by a third party.

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

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

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

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the Superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the District's User Agreement or another document, into which the terms of EHB and EHB-R are incorporated prior to accessing or using District technology resources, unless excused by the Superintendent or designee.

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

User Privacy

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

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrator's or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigation potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the Superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

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

Content Filtering and Monitoring

The district will monitor the online activities of users and operate a technology protection measure (content filter) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable a content filter installed by the district is prohibited.

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

Online Safety, Security and Confidentiality

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

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

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

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

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote

system; copy district files without authorization; interfere with the ability of others to utilize technology; secure higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

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

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

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney may issue a litigation hold directive to the Superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Use of the district's technology resources in a disruptive, manifestly inappropriate or illegal manner shall not be tolerated.

Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges and/or other discipline. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same

discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, may be charged to the user. The Superintendent and designee have the authority to contact legal authorities in regard to damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

STAFF CONDUCT

(Board Policy GBCB)

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

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

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

STAFF/STUDENT RELATIONS

(Board Policy GBH)

Definitions

Educational Purpose: A reason associated with the staff member's duties in the district including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.

Staff Member: For the purposes of this policy, a staff member is any individual employed by the district, including part-time and substitute employees and student teachers.

Student: Individuals currently enrolled in the Park Hill School District.

General

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

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

Absolute Prohibitions

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

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may use as evidence, in considering whether a violation of this provision has occurred, if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Exceptions to this Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Failure to Maintain Boundaries

This policy includes a list of staff conducts which are absolutely prohibited. In addition to those specific conducts, the Board wants to ensure that its students and staff are protected from situations in which an appearance of impropriety may arise, even if no absolutely prohibited conduct occurs. For instance, the following is a nonexclusive list of potential situations in which a staff member may fail to maintain professional physical and emotional boundaries, if no exception applies or no educational purpose exists:

- Being alone with a student in a room with a closed or locked door or with the lights off. Note that counselors or others who need to work with students confidentially may need to meet with a student with a closed office door, but such practice should be discussed with their supervisors to ensure it is the appropriate manner of meeting with students.

- Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
- Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
- Discussing the staff member's personal problems with or in the presence of students.
- Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
- Being present when students are fully or partially nude.
- Sending students on personal errands.
- Allowing a student to drive the staff member's vehicle.
- Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
- Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
- Giving gifts to individual students (as opposed to giving gifts of nominal value to all members of a class, for example).
- Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication

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

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

1. When communicating electronically with students for educational purposes, staff members must use district-sponsored, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-sponsored, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-sponsored forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or

parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.

2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Consequences

Staff members who violate this policy 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 (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports. The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and

adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT

(Board Policy JHG)

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

Employees failing to follow the directives of this policy or state or federal law will be subject to discipline including, but not limited to, termination, and may be subject to criminal prosecution.

All District employees are considered “mandatory reporters” according to Missouri law. Employees will complete annual training that covers the following:

1. Provide current and reliable information on identifying signs of sexual abuse in children and danger signals of potentially abusive relationships between children and adults.
2. Emphasize how to establish an atmosphere of trust so that students feel that their school has concerned adults with whom they feel comfortable discussing matters related to abuse.
3. Emphasize that all mandatory reporters shall, upon finding reasonable cause, directly and immediately report suspected child abuse or neglect. These reports must be made even if the person suspected of abusing the child is another mandated reporter, such as another school employee.
4. Emphasize that no supervisor or administrator may impede or inhibit any reporting under state law.
5. Emphasize that no person making a report in accordance with law shall be subject to any sanction, including any adverse employment action, for making such a report.

Reporting Child Abuse/Neglect

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, shall directly and immediately make a report to the Children’s Division. Employees who make such reports to the CD must notify the school principal or designee that a report has been made.

Additional information or assistance with mandatory reporting is available through school principals, supervisors, or the Child Abuse hotline.

Immunity

In accordance with law, any person who in good faith reports child abuse or neglect; cooperates with the CD or any law enforcement agency, juvenile office, court, or child-protective service agency of this or any other state in reporting or investigating child abuse or neglect; or participates in any judicial proceeding resulting from the report will be immune from civil or criminal liability.

REPORTING BULLYING

The Park Hill School District prohibits all forms of bullying, intimidation and/or harassment. Policy JFCF specifically states that “District staff, coaches, sponsors, and volunteers shall not permit, condone, or tolerate any form of bullying or plan, direct, encourage, assist, engage, or participate in any activity that involves bullying.” Park Hill Policy requires District staff to report any instance of bullying to the building principal or supervisor.

REFERENCES FOR CURRENT & FORMER DISTRICT EMPLOYEES

(Board Policy GBLB)

Policy GBLB and Regulation GBLB-R provide a list of persons who are authorized to provide District-endorsed references for current and former District employees. Employees other than those identified in the policy may provide personal references at the request of a current or former employee but, by doing so, they are acting outside of the scope of their employment. Such employees may not use District letterhead or otherwise indicate that the reference is sponsored by the District.

Reference Requests

Except in situations in which a reference request is made involving a current or former employee who was terminated, non-renewed or allowed to resign in lieu of termination as a result of allegations/findings of sexual misconduct with a student, the Superintendent designates the following categories of persons which may provide District-authorized references:

- District and Building Administrators, including Assistant Superintendents, Directors, Coordinators, Principals and Assistant Principals; and/or
- Employees with direct supervisory responsibility over the position currently/previously held by the individual about whom the reference inquiry is made.

Disclosing Allegations of Sexual Misconduct to Other Public and Private Schools

If a potential public and private school employer requests a reference regarding a former employee whose job involved contact with children, the District will, in accordance with state law, notify the potential public and private school employer if the employee was terminated, nonrenewed or allowed to resign in lieu of termination as a result of allegations of sexual misconduct with a student or as a result of such allegations being substantiated by the Missouri Children’s Division child abuse and neglect review board.

If a potential public and private school employer contacts the District for a reference for any former employee about whom the Missouri Children’s Division has investigated allegations of sexual misconduct with a student and reached a finding of substantiated, the District will provide the results

of the Missouri Children’s Division investigation to the potential public and private school employer, regardless of whether the employee's job involved contact with children.

Finally, the District will not endorse any reference provided outside the directives of Policy GBLB and is not responsible for providing legal representation or protection for unauthorized employees who provide references.

TOBACCO USE ON DISTRICT PROPERTY

(Board Policy AH)

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation and on all district grounds, including but not limited to outdoor smoking by adults on the parking lots surrounding the buildings in the district. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, before and after school care, transportation services or early childhood development services to children. This prohibition may also extend to private residences during the period of time during which homebound instruction or other educational services are provided to a Park Hill student.

Students who possess or use tobacco products on district grounds, district transportation or at district activities will be disciplined in accordance with Board policy.

FINGERPRINTS – BACKGROUND CHECK

All employees hired by the Park Hill School District who have direct contact with students must submit fingerprints to the District to be used as part of a criminal history background check. All employees, 18 years of age or older, will also submit to a background check through the Child Abuse/Neglect registry.

The offer of employment is specifically and explicitly conditioned upon the receipt of satisfactory report(s) resulting from all criminal background checks and other inquiries of fitness for employment in the District.

The District reserves the right to require any employee to submit at any time, a criminal record background check and/or a random background check through the Child Abuse/Neglect Registry.

PHYSICAL MANAGEMENT OF CLASSROOM

Teacher attention to the following guidelines will create more attractive rooms and extend the life of materials and equipment:

Bulletin Boards

Bulletin boards should be maintained and reflect grade level curriculum objectives, and school and district goals. Classroom rules and procedures for fire, tornado, earthquake, and lock down drills must be posted near the door in the classroom.

Energy Conservation

Please make every effort to conserve energy and reduce waste by shutting off lights and computers, and reducing other consumption whenever possible within the parameters of comfort and safety. Exterior doors should not be propped open in an attempt to control temperatures, since this offsets energy management efforts and negatively impacts the safety of our building.

Security

Classroom doors are to be closed and locked anytime the room is not in use for extended periods of time such as field trips, all-school assemblies, and after school. Personal and professional items such as keys, purses, money, cell phones, laptops, plan books, and grade books should be secured to prevent theft and maintain confidentiality.

Cleanliness

Cleanliness of the room is a shared responsibility. The custodian will clean your room at night; however, routine cleanliness during the school day should be maintained by having students pick up trash from the floor and under desks. Teachers and Associate Teachers should sweep classrooms throughout the day to prevent accumulation of food and debris on the floors. Chairs should be stacked at the end of each day to facilitate cleaning. An orderly and attractive environment will help students develop good organization skills and enhance their sense of pride. It is important that students maintain a neat work area on top of their desks at all times. Tape is not to be used on doors, walls, furniture, light fixtures or carpeting. Windows, including door windows, should be free of visual obstructions.

A bleach mixture will be made up each Monday by a staff member. The bleach mixture will be tested with litmus strips. One staff member from each classroom will need to fill their spray bottle with the bleach solution to clean tabletops. Spray bottles should be stored and washed in compliance with applicable regulations.

Tuition Preschool Only - Cots will be cleaned at least weekly by teaching staff. Parents will be expected to take home blankets to wash each Friday. If parents are unable to do so, the staff member should wash the bedding in building facility.

Food/Drinks

Faculty should exercise professional judgment regarding their use of food or drink in the classroom. The Park Hill School District Wellness Committee provides a list of healthy snacks and food alternatives for consideration. Please see the building Health Champion for more information. If a student suffers from a food allergy, notification must be posted outside the classroom, and the classroom teacher must work to comply with the terms of the Food, Allergy Management Policy and Guidelines, as well as

the student's Food Allergy Action Plan. The teacher must work to ensure all foods in the classroom are safe. Teachers are also responsible for notifying substitute teachers about students with food allergies.

Reference: Board Policy JHCF; JHCF-R

Chewing gum is not permitted by students or staff except for special occasions. Outside food should not be brought in and eaten in front of the children. Staff should eat their lunch in the staff lounge during their scheduled break or staff may eat the school lunch with the children during the classroom lunch time.

FACULTY EXPECTATIONS

Hours of Employment

Certified staff are to arrive at their building by 8:15 a.m. each morning and to remain until 3:55 p.m. or until the last bus leaves, whichever is later. All certified staff are to stay until all buses have left.

Tuition Preschool Staff should clock in after all belongings have been put away and are ready to work and before leaving for the day.

Faculty Meetings

Faculty meetings will be held before or after school; attendance and promptness are required. All faculty meetings will be scheduled through and called by the principal. As per the negotiated agreement, these meetings may total up to four (4) additional hours per month.

Tuition preschool lead teachers will attend the monthly faculty meetings. All efforts will be made to ensure classroom coverage is available during that time.

GENERAL RESPONSIBILITIES

Supervision of Students

It is important for students to be properly supervised at all times. As a general rule, do not leave students unattended. Students should be within sight and sound at all times. Classes/groups must maintain district designated ratios.

Students in the Tuition Preschool Program must stay in ratio for NAEYC guidelines. If the class is not in ratio, the teacher should contact the administrator to make staffing arrangements. Staff should not work over their allotted time to maintain ratio without administrator approval.

Arrival and Dismissal Duties

Certified staff are to be at their classroom door or duty position to receive students at 8:35 a.m. The same guidelines apply to the release of students at 3:40 p.m. Greeting students in the morning helps set the tone for the day. Classroom teachers are responsible for walking students to the school buses. Other staff members may have assigned arrival and dismissal duties.

Hall and Restroom Supervision

Hall Behavior

Each teacher has the responsibility to help maintain good hall behavior. Students should, to the extent practical, be under adult supervision in all areas of the building.

Restroom Behavior

As a general rule, students should be escorted to the restroom and supervised.

Lunchroom/Playground Supervision

Each teacher has the responsibility to help maintain good lunchroom and playground behavior through discussion of expectations with students. Staff should be supervising children on the playground at all times. Staff should be strategically spaced out on the playground to ensure the safety of all students. Staff should not be in groups talking or on cell phones during supervision of children.

Staff are expected to participate in meal times with the children as part of NAEYC family-style eating guidelines.

Telephone Calls

Classroom telephones and personal cell phones should be turned off or put on vibrate mode during instructional time and should not be used during the school day when students are present, except for emergencies.

Mailboxes, Voicemail, and E-mail

Each certified staff member and lead preschool teacher has a mailbox, voicemail, and an e-mail address. All areas should be checked three times a day (morning, planning period, end of the day), and mailboxes should be cleaned out daily. See district policy EHB—Staff Use of Technology and EHB-R—Staff Use of Technology for specific guidelines in the use of e-mail.

Informal Discussions/Student Information

Discussions about students and students' families must be handled professionally. This is especially important to remember during informal conversations. Cumulative records, test scores, grades and other materials which contain information directly relating to a student are confidential. Volunteers are not to record scores of tests or assignments. Volunteers who assist in grading papers must be reminded of their obligation to maintain the confidentiality of those materials. Please use your professional judgment in handling situations which affect student privacy.

Professional Appearance

It is expected that all faculty dress appropriately and professionally. Your professional appearance is an example for your students. Neatness and proper dress encourage students to follow your example. Shorts, sweat suits,, flip-flops, and other casual attire are not considered professional dress. Jeans may be worn only on designated "Spirit Days," which are announced by the building administrator.

Identification Badges

Employees, substitute teachers, guests and all other individuals who are not enrolled students, shall wear personal identification badges while in school district facilities. Employees of the Park Hill School District shall be provided individual picture identification badges, which must be worn daily. Identification badges shall be clearly visible at all times. Report any adult or visitor not wearing an I.D. badge to the office or building security. An employee who needs a temporary badge for the day may secure one from an Administrative Assistant. Substitute teachers shall sign in the office and receive an identification badge. Upon leaving, substitute teachers shall sign out and return the identification badge. New employees shall be given an "Authorization for I.D. Badge" from the Human Resources Department. In the event the I.D. badge is lost or stolen, employees are expected to immediately report the incident to the Data Center at 359-5000 so appropriate security measures can be taken. Employees will be required to pay a nominal replacement fee for lost or stolen I.D. badges.

Teacher Supervision/Evaluation

The Park Hill School District has an Evaluation of Professional Staff policy. The purpose of the Evaluation of Professional Staff policy is to improve instruction and increase student learning. Please refer to policy GCN, Evaluation of Professional Staff, for specific details.

Classroom Walk Through (CWT)

Throughout the school year, administrators will conduct classroom walk through visits to collect data related to classroom instruction, including the implementation of high-yield instructional strategies. The data collected will be summarized and shared with staff for the purpose of reflection.

GENERAL PROCEDURES

Supplies and Equipment

Teachers will be allocated money to spend on classroom supplies and equipment. Remember to order for the number of students, not number of teachers. Ordered materials will be distributed as soon after their arrival as possible.

Custodians

Custodians are an important part of our school. Any work over and above the routine should be requested in advance and in writing to the Head Custodian.

Student Dismissal

Teachers are responsible for assuring all students follow their designated dismissal routine. Teachers are to supervise students through the completion of bus loading. Do not detain students at dismissal time, as bus routes are delayed. It is the teacher's responsibility to make sure every designated bus rider gets on the bus. In case of a late bus, students are to stay in their room or other designated area until the bus is called or other directions given. Permission from parents must be produced in order for a child to not follow regular dismissal procedures. Classroom teachers are responsible for contacting parents of students who miss the bus and for supervision of these students until the parent arrives.

In the event a student reports a change in transportation, the classroom teacher must contact the parent to confirm transportation arrangements prior to 11:00 a.m. (for morning students) or 3:00 p.m. (for afternoon students).

Releasing Students from Room at Dismissal

Students will be released only to a parent/guardian or someone authorized by the parent/guardian. A parent/guardian must sign the child out for Tuition Preschool or in the office for Title I, Early Childhood Special Education. The student will be escorted to the office by a staff member to meet his/her parents. Do not release a student to anyone without checking with the office.

Assemblies

Please review building expectations before attending each assembly. The teacher responsible for instruction will supervise students and monitor behavior. Teachers should model appropriate audience behavior (I.E. Do not grade papers or drink beverages during an assembly).

Field Trips

Field trips are to be taken in accordance with Board of Education Policy IICA. The supervision of students will be the responsibility of certified staff member(s) sponsoring the activity. Park Hill School District will only endorse and sponsor field trips that are directly related to the instructional program and designated as a segment of the grade level's ongoing curriculum program. Field trips that meet these criteria will be available for all students. No student will be denied the privilege of participating due to financial circumstances. Consideration regarding participation will be given to students with disabilities consistent with state and federal law. If there is a student in your classroom who requires a wheelchair accessible bus, a bus must be provided. The cost of the lift bus must be considered as part of the cost of the field trip. The additional expense of the bus must be covered by building funds. Field trips are for students, staff and designated chaperones only.

Approval requests for field trips will be submitted in accordance with this policy and any accompanying District regulations, as well as guidelines established by the Assistant Superintendent for Academic Services. Any exceptions to field trip regulations or guidelines must be approved by the Assistant Superintendent for Academic Services in advance of commitments to students, parents, commercial establishments or carriers.

Field trips which require students to be absent from school and require overnight lodging will be allowed only with the knowledge and approval of the principal and the Assistant Superintendent for

Academic Services. "Field Trip Guidelines and Procedures" are to be followed for any field trip. See Policy IICA and IICA-R.

Student Participation/Travel Opportunities

Staff must seek principal approval/direction when an activity involving students falls outside the regular classroom setting/program. Under no circumstances should such an activity or opportunity be pursued or discussed without prior approval from the building principal.

Use of Private Vehicles to Transport Students

Students should only be transported for school functions in district-leased or charter buses. Due to liability factors, staff should not transport students in private vehicles. This applies to activities before and after school, as well as during the school day.

Guidelines for the Health Room

Students should be sent to the health room for the following:

- Any injury, old or new, that you feel may be serious – e.g., infections and broken bones.
- Any marks or bruises of a suspicious nature.
- Any health related confidential concern or problem a student wishes to discuss with the health room aide.
- Fainting, bleeding excessively, or having trouble breathing. Complaining of headache, dizziness, weakness, nausea, blurred vision or any similar complaints, after hitting his/her head, even if already seen by the health room aide.
- Any severe or suspicious, unexplained rash.
- Any skin area that is swollen, red, hot, or has drainage.

Students do not necessarily need to have checked:

- Old injuries – e.g., scrapes, sprains, bruises, etc.
- Slight cuts – e.g., paper cuts can be washed at the sink with soap and water and band-aid applied.
- A blister from a shoe that just needs a band-aid.
- Lip balm- e.g., chapped lips

All students must be escorted by an adult to the health room. Also, please use discretion in directions. For example: Do not say, "Go to the health room and get an ice pack," or "Go to the health room to be sent home," or "Go to the health room, because I think you have a fever." These types of statements can cause problems among the nurse, student, teacher, and parent.

You need to communicate with the nurse regarding any concerns you may have about student wellness.

Student Medication

All medicine must be checked into school through the health room. Students are not to keep. All prescription medication must have the container label attached by the pharmacist/physician. All non-prescription (over-the-counter) medication must be sent in the original container with a written request from a parent or the student's physician. The student's name must be on the medication container. A Medication Authorization Form must be completed and signed by the parent/guardian for all medications given at school. These are available from the health room aide. On occasion, teachers or other staff may dispense medication to a student. Guidance and training will be provided through the health room. The school does not provide any medication for students, including aspirin, acetaminophen, cough drops or throat lozenges.

Book Orders

Book orders may be collected and processed by the classroom teacher. Book order accounting is the responsibility of the classroom teacher.

Incllement Weather Guidelines

Several factors need to be considered when making weather related decisions about outdoor recess. These factors may include: ice on the playground, lack of snow removal, temperature, wind chill, heat index, or air quality. These conditions may vary based on building location and playground site. After consulting with recess supervisors and assessing current weather conditions, the building principal or designee will decide if there is a need for recess to be held indoors.

The Library Media Center (LMC)

The LMC will be available for scheduled story times. Student supervision and assistance will be provided by classroom teacher and associate teachers / teacher assistants.

The LMC will be available for flexibly scheduled activities. These should be coordinated through the Library Media Center or the front office.

Adult checkout will be available at all times.

CAFETERIA/PLAYGROUND

Food Services

All classrooms will pick up snacks daily from the Multi-Purpose Room for non-refrigerator items. Cold snacks will be stored in the coolers and need to be picked up that day.

Tuition Preschool

Tuition Preschool will be provided breakfast, lunch, and two snacks daily. Students participating in a hot breakfast must arrive prior to 7:40 a.m. – the hot breakfast will be served family style in the 3-4 year old younger preschool classrooms; older pre-K students will eat breakfast in the Multi-Purpose Room

classrooms. Between 8:00 a.m. and 8:15 a.m. a Grab and Go breakfast will be available for families to pick up and take to the classroom.

Early Childhood Special Education and Bright Futures

ECSE and Bright Futures students will be provided with a snack for the morning and afternoon session. Parents will purchase snacks through the Gerner Center office. Snacks are served family-style as appropriate for the students.

Outdoor Play Time

Playground conduct is a shared responsibility. It is expected that teachers supervise the playground and ensure the safety of the students. During the summer months, teaching staff are required to apply sunscreen to students prior to going outside.

REPORTS AND RECORD KEEPING

Attendance

Daily attendance should be entered by 9:00 a.m. each morning. Accuracy is the responsibility of the classroom teacher.

Lesson Plans

It is important for lesson plan books to be up to date and complete. Lesson plan books should be clear enough that a substitute can interpret and implement them upon an unplanned absence. Lesson plan books must be available for administrative review upon request. Lesson plans must be posted on the teacher's Parent Communication Bulletin Board located by the classroom door.

Grading and Reporting

Parents are to be informed when a teacher is concerned about a student's progress. Teachers are to document these contacts and should not wait until the end of a quarter to share concerns.

English Language Learner teachers and special education teachers will also receive a schedule indicating when their progress reports are due to regular classroom teachers.

Permanent Records – Cumulative and Discipline Files

Teachers will be responsible for placing performance information in permanent records. Student files are stored in the office and may be checked out by the classroom teachers. Student information is confidential and may not be shared legally with anyone other than the individual student, his/her parent or guardian, or school personnel with a need to know. Student records shall not be taken from the building.

Communication Logs

Staff must keep a contact log on every student. All communication (written or verbal) with parents should be documented. District expectations call for frequent and varied contacts between parents and teachers. All forms and methods of communication, such as parent-teacher conferences, curriculum nights, orientations, mail, telephone calls and school visitations by parents should be utilized.

COMMUNICATIONS AND PUBLIC RELATIONS

Parent Conferences/Communication

Telephone calls must be returned to parents and should be returned the same day. Check your mailbox, voice mail, and e-mail when you arrive at school in the morning, during your planning period, and prior to leaving for messages. Please remember it is extremely important to document all parent contact through the use of a communication log. If a problem arises, please keep the principal advised of all situations. Keep a copy of all notes sent, as well as documentation of your phone calls, on a contact log.

Parent-Teacher Association and Other School Related Events

Teachers are strongly urged to join and participate in the PTA. The PTA provides our school with valuable resources for both students and teachers. Attendance at PTA Unit meetings is required, but may be waived by the building principal. Your support of their efforts is encouraged. Teachers are required to attend school-sponsored plays, concerts and other after-school programs in which their class is involved. Teachers are also required to attend various school related events such as Parent Orientation Night, Curriculum Nights, and Open House. These events are not included as part of the monthly four hour meeting requirements.

Attorney Contacts

Attorneys will sometimes call a teacher directly to discuss a conflict with the school or to gather information related to domestic issues. In most cases you should politely re-direct the call to an administrator to avoid violating FERPA restrictions or becoming embroiled in what may be a very sensitive or contentious situation. If the parent has involved an attorney, it is becoming a serious matter, and your comments will be considered professional opinion that may be used to determine custody or assess liability. In some cases it may be important for a school district attorney to be involved to navigate the legal system successfully.

SUBSTITUTE MANAGEMENT

Substitute Teachers

In order for a substitute teacher to be most effective, they need basic information concerning scheduling, curriculum, and pupil information. Each teacher is required to prepare lesson plans and to have them readily available for use by a substitute teacher. If the classroom laptop is needed, it is the

teacher's responsibility to make arrangements to get the laptop to school. In addition, each teacher is required to have available alternative materials concerning each subject area in the event the substitute is unable to complete the regular lesson plans.

The following information is to be readily available at all times in the substitute teacher folder.

- Student roster and seating chart,
- Daily schedule,
- Severe weather, lock down, earthquake, and fire drill procedures for your class,
- Health room procedures,
- Special health or family considerations of pupils,
- Any duty assignments, such as bus or hall duty,
- Names and room numbers of teachers in your grade level,
- Copies of lunch count, attendance forms and transportation procedures,
- Notes regarding students with Individual Education Plans or Section 504 plans for students with disabilities.

Providing Evaluation and Feedback for Substitutes

All teachers should complete a substitute evaluation for any first time substitute in your classroom and as necessary for returning substitutes. If a substitute has performed particularly well or if concerns are noted, it is valuable to relay this information to the administrator in charge of monitoring substitutes in the building.

Concerns regarding inappropriate comments or interactions with students (i.e., use of profanity, uncomfortable touching) should be communicated directly to an administrator and should not be discussed unnecessarily with students or colleagues.

Substitute Teaching Within the Building

Most districts in our area struggle with hiring and maintaining a roster of qualified and available substitutes. The same is certainly true in the Park Hill School District. Occasionally, individual teachers within the building may be asked to work through a planning period in order to cover a classroom that has been left open due to the unavailability of district substitutes.

Leaves

The Negotiated Agreement covers leaves of absence. Be sure to read this agreement and understand it before requesting a leave. Any leave requested (except sick and professional leave) should be on the proper form or requested through Kronos, and submitted as far in advance as possible. Personal business days must be requested at least 24 hours days in advance. When taking leave of any kind it is necessary to call the SMARTFIND (SFE) line or enter your information on the website. To assure the District is able to obtain a qualified substitute for your position, please enter your unplanned absences by 6:00 a.m. or as soon as possible. Prearranging for a substitute is recommended for planned absences.

SMARTFIND (SFE) Line: 816-399-4128
<https://parkhill.eschoolsolutions.com>

Attendance at work is mandatory during the District's block out dates unless approved by the Assistant Superintendent for Human Resources. Block out dates include the first ten (10) days students are in

session at the beginning of the school year, the day before and after a school holiday, and the last five (5) days students are in school.

Emergency Leave

If it is necessary for you to leave campus during scheduled work hours, you must check with the principal or administrative assistant to the principal and submit the Building Emergency Leave Form for approval. Support staff will also need to time out through Kronos. The Building Emergency Leave forms are available in the office and will be kept on file. Personal errands do not represent an appropriate reason for submitting an Emergency Leave Form.

CLASSROOM ACTIVITIES

Park Hill Visual Media Guidelines

Early childhood teachers (including Title I, ECSE, and Tuition Preschool) are prohibited from viewing movies and/or videos to early childhood students due to NAEYC requirements.

Tests/Assessments

Test/assessments are used to determine student performance levels on a topic or objective, modify instruction, and communicate with parents. Tests/assessments must be evaluated by the teacher.

End of Year Planning

It is important the teacher plan educational experiences for students throughout the school year. This is especially important during the final days school is in session. Meaningful instruction, which relates to early childhood curriculum, should be taught up to and including the last day of school. This will help ensure an atmosphere of business-as-usual during those final days.

STUDENT DISCIPLINE

Each summer, the Park Hill Board of Education reviews Policy JG, relating to student discipline. It is important each teacher review Policy JG at the beginning of the school year, as the policy may have changed since the previous year. Policy JG, and all Board policies and regulations, are located on the District's website.

The goal of discipline is to bring about changes in individual conduct to provide all students the opportunity to learn. For the disciplinary form to be effective in bringing about these changes, it must be filled out accurately and completely to reflect the specific behavior being addressed and to provide a solution to the problem. The form also becomes the documentation necessary for the teacher, student, parent, and administrator to communicate about the problem and work together to change the behavior.

Our staff focuses on positive behavior supports which allows for the students to be reinforced for making positive choices in the classroom. Children will be encouraged to use self-control and will learn how to resolve conflicts in a positive and constructive manner. Our goal is to turn difficult situations into teaching moments for the children so they are learning the appropriate skills needed in a school setting.

We use the following general code of conduct for our students:

1. Stay with a teacher at all times
2. Clean up after yourself in the classroom, cafeteria and hallway
3. Show respect for yourself and others as well as their property and your property
4. Follow school rules for the area that you are in
5. Use only appropriate language

Strategies for inappropriate behavior will include one or more of the following:

1. Promote positive behaviors in the classroom
2. Redirect students who are not following classroom/school rules
3. Use a calm and appropriate tone of voice with students
4. Loss of privileges from the activity
5. Parent notification
6. Collect data on the behavior(s)
7. Referral to PBS Team
8. Implement interventions provided by the PBS team
9. Referral to office for significant behavior including weapons, violence, etc.
10. Documentation in file
11. Suspension and/or immediate dismissal from program may occur

Corporal Punishment

Corporal punishment is not to be used as a means of disciplining students. This includes the use of physical exercise as a form of punishment (i.e. requiring a student to run laps for inappropriate behavior).

To provide the very best educational climate in our building, we must all strive to be consistent.

Use of Restraint

Restraint is the act of controlling the action of the pupil(s) when such action may inflict harm to others or him/herself. Restraint should only be used as a last resort and only to the extent necessary to prevent harm to the student or others.

Upon use of physical restraint or force with a child, a written, signed report describing the incident must be submitted to the principal or designee. The written, signed report should be submitted before leaving the building on the day of the incident.

To provide the very best educational climate in our building, we must all strive to be consistent.

CRISIS RESPONSE

Crisis Response Manual

The Park Hill School District has developed a Crisis Response Manual to reduce the probability of panic through the establishment of pre-determined actions and assigned responsibilities. This manual is a quick reference for emergency guidelines and should be posted in every classroom. It is the responsibility of every faculty member to become thoroughly familiar with the guidelines in this manual.

In addition, each building has an established Crisis Response Team and First Responders Manual. In the event of a crisis, the classroom teacher's primary responsibility is his/her students.

Emergency Drills

Teachers shall review emergency drill procedures with students within the first five school days of each school year. At a minimum, drills will occur as follows:

- Fire Monthly
- Tornado Twice a year; once in the fall and once in the spring
- Earthquake Once per year
- Lock Down Once per year
- Evacuation Once per year

Special Education

Students with disabilities are entitled to a Free Appropriate Public Education. These rights are ensured under state law and federal law, and district policy. Parents, teachers, or state agencies may refer for possible evaluation those students who demonstrate learning challenges.. The principal and a school support team will make recommendations to the regular classroom teacher for alternative intervention strategies prior to referral for a special education evaluation. Placement in special education programs is based on evaluation results, the development of an Individualized Education Program and parental consent. The student's parent or guardian has access to the results of the evaluation and participates in the development of the Individualized Education Program. Parents and guardians maintain the right to inspect all information which is collected and to appeal the accuracy of such information.

Parents and teachers are advised of their rights, including the right to an impartial due process hearing if disagreements between the parent and the school cannot be resolved otherwise. Questions concerning services for students with disabilities may be directed to the principal, counselor, or District Special Services Office (359-4032).

Each building has a Response to Intervention (RTI) Team dedicated to implementing alternative intervention strategies. Teachers who have concerns about a student should follow the RTI Team procedure.

ASBESTOS ISSUE UPDATE

August 1, 2016

Dear Parents, Teachers, and Employee Organizations:

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada and South Africa. Asbestos properties made it an ideal building material for insulation, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses.

Park Hill School District contracted with E.T. Archer Corporation to develop an asbestos management plan for our facilities in 1988. That plan has called for this notification letter and a set of plans and procedures designed to minimize the disturbance of asbestos-containing materials. The plan also calls for semi-annual surveillance of the asbestos-containing materials.

At least once every three years after a management plan is in effect, each local education agency is to conduct a re-inspection of all friable and non-friable known or assumed asbestos-containing building material (ACBM) in each school building that is leased, owned or otherwise used as a school building. Our district had our buildings re-inspected in the summer, 2016. Copies of the asbestos management plan and the re-inspection report are available in our school administrative offices during regular office hours. The asbestos program manager for Park Hill is the Director of Operations. All inquiries regarding the plan should be directed to him.

We are intent on not only complying with, but exceeding federal, state, and local regulations. We will take whatever steps necessary to insure that your children and our employees have a healthy, safe environment in which to learn and work.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul V. Kelly". The signature is stylized with a large, sweeping loop at the bottom.

Paul V. Kelly
Assistant Superintendent for Business & Technology