



K I R K W O O D
S C H O O L D I S T R I C T

2020-2021

SUBSTITUTE EMPLOYEE HANDBOOK



The Kirkwood R-7 School District does not discriminate on the basis of sex, race, religion, age, national origin, handicap, or disability in admissions to, or treatment or employment in its programs and activities. Any person having inquiries concerning the District's compliance with Title IX, Section 504 for student issues should contact Dr. Matt Bailey, Assistant Superintendent of Data, Intervention and Supports, at (314) 213-6106 and for employee issues, should contact Dr. Howard Fields, Assistant Superintendent of Human Resources, by calling (314) 213-6103.

This employee handbook is a general guide to the District's employment practices and to some of your benefits and responsibilities as an employee. This booklet is not intended to be and should not be construed as a contract. Its sole purpose is informational. The District reserves the right to review the policies, procedures and benefits and to make revisions based on the need for or desirability of change. Thus, any policy, procedure or benefit outlined in this booklet may be modified with or without advance notice. For a complete listing of all policies, please go to:

<https://www.kirkwoodschoools.org/Page/115>

All substitute employees are at will and are not employed for a definite time period.

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WELCOME TO THE KIRKWOOD SCHOOL DISTRICT

Your teaching services provide our school district the opportunity to continue a quality educational program for students when their teacher must be absent. The teaching staff realizes and fully commends you for the support you give to our teachers and to our total educational commitment. Your role as a substitute is highly valued by this district. We realize that the job of a substitute teacher has moments of challenge and gratification, and trust that this handbook will assist you in facilitating the latter.

Christina Testa
 Substitute Coordinator
 Department of Human Resources

CONTACT INFORMATION

**KIRKWOOD SCHOOL DISTRICT MAIN PHONE LINE
 (314) 213-6100**

**Substitute Coordinator – Christina Testa
 Ext. 7805**

ELEMENTARY SCHOOLS

KEYSOR

Kelly Eschenroeder, Secretary **Ext. 2301**
 Jeremy Mapp Asst. Principal
 Alyssa Taylor Principal

NORTH GLENDALE

Monica Mercer, Secretary **Ext. 3000**
 Amber Spencer Asst. Principal
 Jennifer Sisul Principal

ROBINSON

Lynn Friedrich, Secretary **Ext. 4000**
 Christina Wilson Asst. Principal
 Angeline O’Neal-Hogrefe Principal

TILLMAN

Kate Austin, Secretary **Ext. 5301**
 Adam Crnko Asst. Principal
 Maria Stobbe Principal

WESTCHESTER

Diana Brockman, Secretary **Ext. 6301**
 Stefanie Limpert Asst. Principal
 Robert Ricker Principal

MIDDLE SCHOOLS

NIPHER

Aimee Moore, Secretary **Ext. 8301**
 Nathan Alwood Asst. Principal
 Kelly Dickinson Asst. Principal
 Laura Havener Principal

NORTH KIRKWOOD

Angie Pillman, Secretary **Ext. 7301**
 Dana Liberton Asst. Principal
 Tim Cochran Principal

HIGH SCHOOL

KIRKWOOD HIGH

Jackie Ravenscraft, Secretary **Ext. 1301**
 Mike Havener Principal
 Jeff Townsend Gr. 9 Asst. Principal **Ext. 1303**
 Mike Gavin Gr. 10 Asst. Principal **Ext. 1312**
 Mike Wade Gr. 11 Asst. Principal **Ext. 1305**
 Jessica Vehlewald Gr. 12 Asst. Principal **Ext. 1309**
 Romona Miller Pioneer Pathways Admin **Ext. 1307**

Personal Protective Equipment (PPE)

Use of Personal Protective Equipment and Containing the Spread of a Disease

The District may require staff to adhere to safety guidelines during a pandemic or other situation that poses a health or safety risk to students, staff and families. These guidelines will be disseminated by the Superintendent or designee and will be followed by staff members. The District may supply safety equipment and materials to staff members with the expectation they be used for work purposes only. Safety measures may also include employee health screenings while on campus. This information will be maintained consistent with policy GBE: Staff Health and Safety.

The Superintendent or designee will inform staff when it is no longer necessary to implement the safety measures and may alter the safety measures at any time.

CONDITIONS OF EMPLOYMENT APPLICATION

Application is made through completion of the regular forms provided by the District. A list of substitutes is compiled before the opening of each school year. Names will be added to the list at any time during the year on an as-needed basis.

CERTIFICATION

Requirements: The law concerning teacher certification applies to substitutes as well as full-time teachers. A teaching certificate is required of anyone substitute teaching. If interested in obtaining a substitute teaching certificate please apply using the following link:

<http://dese.mo.gov/educator-quality/certification/substitute-teachers>

Once certified, your certificate will be valid for 4 years.

TAX FORMS

All employees of the District are required to keep updated Federal and Missouri withholding tax forms on file in the Human Resource Office. The Human Resources Department will provide these forms, or they are located on the Kirkwood website.

TERMINATION

Your name will be removed from the substitute list if the Department of Human Resources receives requests from two or more buildings that your services are no longer desired due to performance standards. The District reserves the right not to follow this practice in instances when, in the judgment of the District, consideration for the health and safety of the employee, other employees and/or students, or the effective operation of the District would dictate prompt action requiring removal of the employee from his/her work situation. **You may be removed from the list if you have not worked a minimum of two days per semester or for failure to report to work without advance notice.**

GENERAL INFORMATION

SCHOOL HOURS

High School	7:45am to 2:42pm
Elementary	8:40am to 3:45pm
Nipher Middle School	8:00am to 3:00pm
North Middle School	8:00am to 3:00pm
Early Childhood Ctr.	8:30am to 3:30pm
Administrative Office	7:45am to 4:30pm

ACCEPTING SUBSTITUTE ASSIGNMENTS

To view possible assignments please log onto www.aesoponline.com and enter your email address and password. Whenever possible, arrangements for substitutes will be made well in advance. **Substitute teachers must arrive 20 minutes before the start of the school day. Substitutes are paid by the hour and may be utilized in another area of the building during the absent teacher's planning period.** Specific instructions regarding the assignment are given to the substitute by the absent teacher, through Aesop or by the school secretary when the substitute reports for duty.

CLOSING THE DAY'S WORK

The substitute is required to make a detailed written report for the regular teacher, secure the classroom before leaving the building, and return keys, lesson plan books, and other materials to the office when signing out.

PAY INFORMATION

RATE OF PAY - SHORT TERM ASSIGNMENT

Pay for **10 or fewer consecutive days in the same assignment** is paid at the rate of **\$15.00 per hour**. The substitute is responsible for noting the start and end time for each assignment accepted.

RATE OF PAY - LONG TERM ASSIGNMENT

When it is known in advance that a teacher will be absent for a period of **11 consecutive school days or more**, a fully qualified substitute may be employed at a rate of **\$27.00 per hour**. You will only be paid for those hours that you are in the classroom. Any time absent, including holidays, will not be paid. If the students do not report for school, then substitutes will not be paid. The long term rate applies to general education sub teachers and Special School District sub teachers and Special School District assistants only, not general education sub assistants or sub nurses.

Due to the Affordable Care Act, substitute teachers will be limited to working no more than 130 hours per month. Exceptions will be made for long-term substitute teachers. Substitute Teachers will now be paid per hour instead of a daily rate. Upon arrival, subs will sign in at the main office, if the time the sub arrives differs from the time posted in Absence Management, the sub must write in the actual time of arrival. At the end of each day the sub must sign out at the main office, if the sub is signing out any later

than the time posted in Absence Management, the sub must write in the actual end time. SUBS ARE NOT ALLOWED TO START WORK BEFORE THE START TIME POSTED IN Absence Management.

PAY PERIODS

The paychecks are a pay period in arrears and are payable on the 15th and the last business day of each month. The list below breaks down the actual pay periods for each paycheck. **Please refer to this list prior to calling payroll with questions.** Please document each subbing assignment on your personal calendar for reference. Paychecks will be directly deposited to your specified account.

2020-2021 SCHOOL YEAR PAY INFORMATION

Pay Date	Pay Period
09/15/2020	First Day – 08/31/2019
09/30/2020	09/01/2020 – 09/15/2020
10/15/2020	09/16/2020 – 09/30/2020
10/30/2020	10/01/2020 – 10/15/2020
11/13/2020	10/16/2020 – 10/31/2020
11/30/2020	11/01/2020 – 11/15/2020
12/15/2020	11/16/2020 – 11/30/2020
12/31/2020	12/01/2020 – 12/15/2020
01/15/2021	12/16/2020 – 12/31/2020
01/29/2021	01/01/2021 – 01/15/2021
02/12/2021	01/16/2021 – 01/31/2021
02/26/2021	02/01/2021 – 02/15/2021
03/15/2021	02/16/2021 – 02/28/2021
03/31/2021	03/01/2021 – 03/15/2021
04/15/2021	03/16/2021 – 03/31/2021
04/30/2021	04/01/2021 – 04/15/2021
05/14/2021	04/16/2021 – 04/30/2021
05/28/2021	05/01/2021 – 05/15/2021
06/15/2021	05/16/2021 – Last school of day

DEDUCTIONS

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

- Social Security
- City Tax
- Federal Tax
- State Tax
- Medicare Supplement
- Retirement (If applicable)

It is the responsibility of the employee to notify the Payroll Department of any change that will affect his/her tax deductions by completing new tax forms. If an employee earns approximately \$200 or less per month, little or no federal and state income tax will be withheld. However, if you wish to have an additional amount withheld each check, please state the desired amount on your W-

4 form when you are hired or anytime thereafter by completing a new tax form.

If you are a retiree or you work for another school district, you must inform the Human Resources Department and include the name of the retirement plan you contribute to.

JOB VACANCIES

The Kirkwood School District is committed to a policy of notifying present employees about job vacancies within the District. Vacancy notices will be posted on-line at www.kirkwoodschoools.org/jobs. If you are interested in applying for a position, please fill out an application on-line at www.kirkwoodschoools.org/jobs.

INCLEMENT WEATHER

In the event of inclement weather, the district may be closed or on a snow schedule. The district will broadcast school closings or snow schedules on channels **FOX 2, KMOV, News Channel 4, and KSDK, News Channel 5.** Closings will also be posted to the Kirkwood School District Facebook page and website. On snow days, school will be closed and subs need not report to work. Subs will not receive pay for snow days. You will **not** receive a cancellation call, so it is your responsibility to check the school closings schedule. On **snow schedule** days, school begins one hour later than the regularly scheduled time.

EMPLOYEE ACCESS CENTER

The Employee Access Center is a web based program that allows employees access to their personal information, payroll checks, deductions, salary and benefits and leave information.

Please follow these steps to log into the Employee Access Center. Through your web browser use the following: <https://eac.kirkwoodschoools.org/eFP5.2/EmployeeAccessCenter/Web/MultDBlogin.aspx>

In the User ID box, enter your Employee ID. In the Password box, enter the last 4 digits of your Social security number. You will then be prompted to change your password, and every time you log in, until you change it. You will be given your Employee ID when you are hired. If you cannot successfully log in, call Christina Testa at ext. 7805.

The first screen to appear is Demographic Information. Click on “Update” if you need to make any changes to this page. Click “Save” after you have made the corrections.

HOW DO I SEE MY PAYCHECK?

<https://eac.kirkwoodschoools.org/eFP5.2/EmployeeAccessCenter/Web/MultDBlogin.aspx>

On the left of the screen, you will see a menu of Employee Tasks. Click on “Payroll Checks”. A listing of all your paychecks will appear. (Note: The Net Pay amount in the far-right column will always show \$0.00). Choose the check number of the check you want to view/print. If you want to re-set your password, click on “Update Account” located in the top right corner.

When you are finished working in Employee Access Center, click the "Logout" link in the top right corner.

CHANGE IN PERSONAL DATA

If you move to a different address, change your name, marital status, or receive a new telephone number, please change your data within five days in the Employee Access Center at:

<https://eac.kirkwoodschoools.org/eFP5.2/EmployeeAccessCenter/Web/MultDBlogin.aspx>

GENERAL EXPECTATIONS

THE SUBSTITUTE EXPECTS TO FIND IN THE CLASSROOM:

- A well-organized, well-oriented plan for the day which includes the name of text and page numbers listed.
- The daily schedule showing recesses, specials, and dismissal time (Elementary only).
- An up-to-date, easy to read seating chart.
- The teacher's guide and manuals on or near the desk.
- Procedures taken for fire and emergency drills.
- A teacher who does not criticize the work of the substitute in the presence of students or other teachers.
- An atmosphere of good will toward the substitute. Discussion will have preceded his coming, concerning the responsibilities of the students to the substitute.

THE CLASSROOM TEACHER EXPECTS THE SUBSTITUTE TO:

- Follow the regular plans and schedule as closely as possible.
- Check and correct workbooks and papers, which the students have done, as designated by the teacher.
- Try to maintain a neat, orderly, attractive environment and leave a tidy, clean room.
- Leave a detailed statement of the work covered, together with any comments about special difficulty or outstanding cooperation, work completed, and work unfinished.
- Keep accurate attendance records.
- Maintain good discipline in the room.
- Leave equipment in its proper place.
- Refrain from critiquing or discussing teacher's methods or ideas in or out of the classroom.
- Refer requests regarding a pupil's progress from parents to the teacher.
- Check teacher's mailbox for bulletins, announcements, special arrangements, etc.
- Become acquainted with the building rules and regulations.
- Call on any teacher(s) nearby for help on any particular problem, if principal is not available.
- Contact the teacher if the assignment lasts more than 3 days.
- Close windows, fix shades, turn off lights, and lock door before leaving.
- Work for hours assigned, regardless of teacher's planning periods.

- Observe and assist the student teacher when in that particular setting, including leaving detailed notes about the student teacher's performance for the absent teacher. Also, be available to help keep students on task in all classes.

THE SUBSTITUTE EXPECTS THE PRINCIPAL/SECRETARY TO:

- Escort the substitute to his/her teaching station if it is their first experience in the school and unlock the door.
- Locate the plan book, attendance register, seating chart, and daily lesson schedule.
- Explain events, changes in routines and programs, fire drills, special money collections, special events, inclement weather procedure, etc.
- Inform the substitute how to obtain supplies or equipment.
- Relate to the substitute if his/her work is satisfactory; or if unsatisfactory, suggest ways for improvement.
- Explain location of rest rooms, study halls, library, cafeteria, faculty room, or special building information.
- Give information concerning fire and emergency drill directions, toilet privileges, hall permits before, during, and after school, and handling irregularities.

THE PRINCIPAL EXPECTS THE SUBSTITUTE TO:

- Arrive as soon as possible on the first day of the assignment. Thereafter, arrive 15-20 minutes before the start of the school day, as is expected of the regular staff.
- Report to the office immediately upon arrival and inquire about any special directions for the day with regard to daily schedule, bulletins, lesson plans, reports to be compiled, drill procedures, and other pertinent information.
- Check teacher's mailbox and room keys, if available.
- Be familiar with and follow emergency and fire drill procedures.
- **Remain in the building at all times (including lunch hours) unless an emergency occurs and with approval of a principal.**
- Report to the office at the end of the day to inquire if services will be required the following day.
- Sign "in" and "out" sheet posted in the principal's office at the beginning and end of the day to verify payroll.
- Refer any student to the office whose attire or personal hygiene causes you concern.
- Attend faculty and PTO meetings if on a long-term assignment.

CLASSROOM RESPONSIBILITY:

- Direct any outsider to the office who is seeking information about, or permission to take, a child from the room.
- Follow the program as outlined by the regular teacher.
- Be prompt in releasing your students for their

scheduled activities.

- Notify the principal or nurse immediately in the event of a student's illness, injury or accident.
- Abide by the seating arrangements or any other parts of the room's organization.
- Organize and label completed student work. These papers are to be left on the teacher's desk or mailbox, with appropriate explanation.
- Leave room neat and in order. Close windows, turn off lights, and lock door before leaving.
- **Supervise your students at all times. Never leave students unattended or allow students to leave school during the school day!**
- Check with the school office regarding how to get classroom coverage should you need to leave in an emergency or accompany a student to the office.

HINTS FOR SUCCESS:

- Efficiently get the class to work. Avoid unnecessary and irrelevant talking, while remembering to be kind.
- Write directions or lesson plans neatly on the board; this will be of great help in the orderly beginning of a day's work, if time permits.
- Be ready when the bell rings to supervise the passing in and out of the classroom and getting settled in seats.
- Be an informed substitute; know the school rules.
- Take firm control of the class from the beginning.
- Physical punishment, sarcasm, ridicule, or hasty decisions are not accepted ways of pupil control.
- Use positive, rather than negative, requests and suggestions.
- Visit the schools you intend to serve. You should observe methods, specific techniques, lesson plans, materials used, and the participation of students.
- With principal's approval, attend professional meetings which occur during your appointment, especially those meetings called to aid you in your work.

DISTRICT POLICY AC: PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

GENERAL RULE

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

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination

against those who:

- a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
 3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

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

ADDITIONAL PROHIBITED BEHAVIOR

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

BOY SCOUTS OF AMERICA EQUAL ACCESS ACT

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

SCHOOL NUTRITION PROGRAMS

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

INTERIM MEASURES

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

CONSEQUENCES AND REMEDIES

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

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

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

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

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

DEFINITIONS

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

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, gender, national origin, ancestry, disability, age, genetic information or any other

characteristic protected by law, or based on a belief that such a characteristic exists.

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

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

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, gender, 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 gender. 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 gender 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 gender.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual

assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.

8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

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

COMPLIANCE OFFICER

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

Assistant Superintendent of Human Resources
Kirkwood R-VII School District
11289 Manchester Rd.
Kirkwood, MO 63122-1122

Phone: 314-213-6100
Fax: 314-213-6190

howard.fields@kirkwoodschoools.org

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

Superintendent of Schools
Kirkwood School District R-VII
11289 Manchester Rd.
Kirkwood, MO 63122-1122

Phone: 314-213-6100
Fax: 314-213-6190

david.ulrich@kirkwoodschoools.org

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 Kirkwood R-VII School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.

6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

PUBLIC NOTICE

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

REPORTING

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district. Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the

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

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

STUDENT-ON-STUDENT HARASSMENT

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

INVESTIGATION

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

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

GRIEVANCE PROCESS OVERVIEW

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

GRIEVANCE PROCESS

1. **Level I** – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate. Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance. Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other

than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. **Level II** – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate. Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.
3. **Level III** – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

CONFIDENTIALITY AND RECORDS

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary

to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

TRAINING

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

DISTRICT POLICY AH: TOBACCO-FREE DISTRICT

The Board of Education's most important priority is the health, safety and welfare of district students. Given the rising rates of tobacco use among district students and the demonstrated links between tobacco use and disease, the district seeks to provide its students, parents, staff and visitors a tobacco-free environment. The significant, predictable health risks of tobacco use and second-hand smoke exposure are well established, as are the associated costs of tobacco-related disease.

This policy has been formulated to:

1. Provide a clear, concise stipulation that the district is a tobacco-free environment;
2. Reflect and emphasize the hazards of tobacco use;
3. Demonstrate commitment to smoke and tobacco-free environments beyond standards prescribed in § 191.775, RSMo.;
4. Protect the health and safety of all students, employees and the general public; and
5. Set a non-tobacco use example by all adults.

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

items, electronic cigarettes or imitation tobacco or cigarette products.

TOBACCO-FREE ENVIRONMENT

To support and model a healthy lifestyle for our students, the Board of Education establishes the following tobacco-free policy.

1. All district properties, campuses, vehicles, grounds and any district-sponsored event or activity while off campus are tobacco-free at all times. This includes all days when school is not in session, after-school hours and all functions taking place on school grounds, such as athletic functions and other activities not associated with or sponsored by the school.
2. Possession, use, sale or transfer of any tobacco products by students on district property, in district vehicles or at school-sponsored functions both on and off district property is prohibited.
3. The use of any tobacco products by any school employee is prohibited on district property and in district vehicles. The use of any tobacco products by any employee is prohibited at school-sponsored functions on district property, and off district property if the employee is acting in his or her official capacity as an employee of the district.
4. The use of any tobacco products by any visitor on district property is prohibited at all times.

CONSEQUENCES

Students and employees who violate this policy will be disciplined in accordance with applicable Board policies and may be offered referrals to smoking cessation programs. Employees may be terminated for repeated violations. Visitors who violate this policy may be asked to leave or may face other consequences in accordance with district policies and procedures.

DISTRICT POLICY EHB: TECHNOLOGY USAGE

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

The 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: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

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

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

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

AUTHORIZED USERS

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

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

USER PRIVACY

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

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not

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

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 at any time.

CONTENT FILTERING AND MONITORING

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene, 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 a non-student user for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

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

ONLINE SAFETY, SECURITY AND CONFIDENTIALITY

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on

appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

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

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

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

CLOSED FORUM

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

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

INVENTORY AND DISPOSAL

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

VIOLATIONS OF TECHNOLOGY USAGE POLICIES AND PROCEDURES

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

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

DAMAGES

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

NO WARRANTY/NO ENDORSEMENT

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

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

DISTRICT POLICY EHB-AP: TECHNOLOGY USAGE

(Technology Safety)

Student Users

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

Employee Users

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

External Users

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

GENERAL RULES AND RESPONSIBILITIES

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

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited and users will be responsible for any actions taken by those using the ID or password.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.

8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
 9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
 10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
 11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
 12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
 13. Users may only install and use properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
 14. At no time will district technology or software be removed from district premises, unless authorized by the district.
 15. All users will utilize the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator or designee. All users will be held accountable for any damage they cause to district technology resources.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
 4. The unauthorized copying of system files is prohibited.
 5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
 6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
 7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

ONLINE SAFETY AND CONFIDENTIALITY

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

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

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

ELECTRONIC MAIL AND MESSAGING

A user is responsible for all e-mail and other electronic messages originating from the user's e-mail or other electronic messaging accounts.

1. Forgery or attempted forgery of electronic messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Attempts at sending unsolicited spam, for-profit messages, or chain letters are prohibited.
4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any district wide electronic messages.

TECHNOLOGY SECURITY AND UNAUTHORIZED ACCESS

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

COMMUNICATION DEVICES

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

EXCEPTIONS

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

WAIVER

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

DISTRICT POLICY EHBC: DATA GOVERNANCE AND SECURITY

To accomplish the district's mission and comply with the law, the district must collect, create and store information. Accurately maintaining and protecting this data is important for efficient district operations, compliance with laws mandating confidentiality, and maintaining the trust of the district's stakeholders. All persons who have access to district data are required to follow state and federal law, district policies and procedures, and other rules created to protect the information.

DEFINITIONS

Confidential Data/Information – Information that the district is prohibited by law, policy or contract from disclosing or that the district may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information regarding students and employees.

Critical Data/Information – Information that is determined to be essential to district operations and that must be accurately and securely maintained to avoid disruption to district operations. Critical data is not necessarily confidential.

RESPONSIBILITY AND DATA STEWARDSHIP

All district employees, volunteers and agents are responsible for accurately collecting, maintaining and securing district data including, but not limited to,

information that is confidential or is critical to district operations.

INFORMATION SECURITY OFFICER

The assistant superintendent is the district's information security officer (ISO) and reports directly to the superintendent or designee. The district's information security officer is directed to create and review district procedures on collecting and protecting district data including, but not limited to, securely maintaining confidential and critical information. The ISO is responsible for implementing and enforcing the district's security policies and procedures applicable to electronic data and suggesting changes to these policies and procedures to better protect the confidentiality and security of district data. The ISO will work with the district's technology department to advocate for resources and implement best practices to secure the district's data. The director of technology is the district's alternate ISO and will assume the responsibilities of the ISO when the ISO is not available.

DATA MANAGERS

All district administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the district's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the district and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing district policies and procedures regarding data management.

CONFIDENTIAL AND CRITICAL INFORMATION

The district will collect, create or store confidential information only when the superintendent or designee determines it is necessary. The district will provide access to confidential information to appropriately trained district employees and volunteers only when the district determines that such access is necessary for the performance of their duties. The district will disclose confidential information only to authorized district contractors or agents who need access to the information to provide services to the district and who agree not to disclose the information to any other party except as allowed by law and authorized by the district. District employees, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the district's superintendent, ISO or designee is authorized to secure resources to assist the district in promptly and appropriately addressing a security breach.

Likewise, the district will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All district staff, volunteers, contractors and agents who are granted access to critical and confidential information are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of confidential information. All individuals using confidential and critical information will strictly observe protections put into place by the district including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information in a confidential and secure manner.

USING ONLINE SERVICES AND APPLICATIONS

District staff members are encouraged to research and utilize online services or applications to engage students and further the district's education mission. However, before any online service or application is purchased or used to collect or store confidential or critical information, including confidential information regarding students or employees, the ISO or designee must approve the use of the service or application and verify that it meets the requirements of the law and Board policy and appropriately protects confidential and critical information. This prior approval is also required when the services are obtained without charge.

TRAINING

The ISO will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. In accordance with law, all school employees will receive annual training in the confidentiality of student records.

DATA RETENTION AND DELETION

The ISO or designee shall establish a retention schedule for the regular archiving and 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.

LITIGATION HOLD

In the case of pending or threatened litigation, the district's attorney will 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 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.

CONSEQUENCES

Employees who fail to follow the law or district policies or procedures regarding data governance and security may be disciplined or terminated. Volunteers may be excluded from providing services to the district. The district will end business relationships with any contractor who fails to follow the law, district policies or procedures, or the confidentiality provisions of any contract. In addition, the district reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The district may suspend all access to data or use of district technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The district will cooperate with law enforcement in investigating any unlawful actions. The superintendent or designee has the authority to sign any criminal complaint on behalf of the district.

Any attempted violation of district policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

DISTRICT POLICY GBCB: STAFF CONDUCT

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

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians and 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 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 OFF-DUTY CONDUCT

The public's trust toward education employees has to be sanctioned and protected. Education employees are to serve the public and aspire to a high degree of integrity to maintain the public's trust, support and cooperation. The district has the utmost duty to protect and provide for the safety and well-being of students. The district also has a concern about providing a safe place to work for its employees.

It is important that all education employees exhibit exemplary judgment and conduct both on and off duty. This judgment and conduct will maintain a culture of trust and safety among employees, students, parents and the

community. A lapse in this judgment could be grounds for dismissal.

Any immoral conduct must adversely affect the employee's performance or otherwise render the employee unfit for the performance of his or her duties.

The following list sets out types of conduct that shall constitute the basis for termination from employment, even if such conduct does not occur while at work or on school property or during a school activity or school-approved activity.

1. The manufacture, possession, distribution, use or sale of illegal drugs.
2. Sexual or physical misconduct involving a child, including, but not limited to, assault, battery, abuse, molestation, statutory rape, statutory sodomy, sexual intercourse, deviate sexual intercourse, sexual contact or sexual conduct with a child.
3. Sexual or physical misconduct including, but not limited to, assault, battery, murder, manslaughter, kidnapping, forcible rape, forcible sodomy, sexual assault, deviate sexual assault, indecent exposure.
4. Providing or making available alcohol to anyone who may not legally possess or drink alcohol.
5. Any conduct that the district determines could put students in danger or affect the ability of the district to protect and provide for students' safety and the well being or the safety of employees or that could have a negative effect on students.

DISTRICT POLICY GBE: STAFF HEALTH AND SAFETY

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

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

Individuals employed by the district or through a contracted service to drive district transportation must annually file a statement from a medical examiner with the district that indicates that they are physically qualified to operate district transportation for the purpose of transporting students. A new driver must file this statement prior to his or her initial operation of district transportation.

Medical records must be maintained on separate forms in separate medical files and shall be kept confidential.

DISTRICT POLICY GBEC: CRIMINAL BACKGROUND CHECKS

The Kirkwood School District is committed to providing a safe environment for students to learn. As part of this effort, in accordance with this policy, the district will require criminal background checks of employees as well as certain volunteers and others working on district property. The Board directs the superintendent or designee to develop procedures and practices consistent with this policy.

DEFINITIONS

Criminal Background Check – A search of all of the following:

1. Federal Bureau of Investigation's (FBI) criminal history files;
2. The Missouri State Highway Patrol's (MSHP) criminal history database and sexual offender registry;
3. The Family Care Safety Registry (FCSR) or the central registry of child abuse and neglect of the Children's Division (CD) of the Department of Social Services;
4. Missouri Case.net; and
5. Other databases required by law or by the district.

Driving Records – Traffic-related offenses contained in the Missouri Department of Revenue's databases.

RAP BACK

A program designed to provide school districts automatic criminal history updates about individuals who have been previously fingerprinted. "Rap" is an acronym for "record of arrest and prosecution." Rap Back is available on the state and federal level.

EMPLOYEES

Generally, the district will conduct criminal background checks in accordance with law on all new employees authorized to have contact with students prior to the employees working with students; however, the district may forgo a criminal background check when:

1. A teacher is employed to work on a part-time or substitute basis within one year of having retired from the Kirkwood School District.
2. An employee or potential employee has had a background check conducted by another Missouri public school within the past year and the district receives a copy of the background check directly from the other district or obtains electronic access to the previous background check.
3. An employee or potential employee has successfully completed a criminal background check, including a check of the FCSR, as part of the professional license application process within one year prior to employment.

In order to participate in Rap Back, the district must conduct its own background checks and may not use any of the above exceptions. Any employment offer is contingent upon the satisfactory outcome of any district-required criminal background checks. The district has the

sole and absolute discretion to determine whether the outcome is satisfactory.

DRIVERS

The district will conduct a criminal background check on all bus drivers the district employs. The district may allow bus drivers to operate district transportation pending the results of the criminal background check.

If the district contracts for student transportation services, the contract will require the transportation company to conduct background checks on the company's employees who will have contact with district students. The contract will require the company to exclude persons who have exhibited behavior that is violent or harmful to children or adults.

VOLUNTEERS

The district will conduct a criminal background check on all individuals volunteering in positions where they may be periodically left alone with students or have access to student records. Volunteers who chaperone students on overnight trips or are sponsors, advisors or coaches of district-sponsored activities must satisfactorily complete a criminal background check. The district is not required to conduct a background check on volunteers who have had a background check conducted by another Missouri public school within the past year if the district receives a copy of the background check directly from the other district or obtains electronic access to the previous background check.

In addition to the volunteers who are required by law to receive a full background check, the superintendent or designee may require other volunteers to undergo a background check or the district may conduct a search of the MSHP's criminal history database and the FCSR or the CD's central registry of child abuse and neglect.

Contracted Services If the district contracts with another person or entity to provide services to students, the district may include in the contract a requirement that a criminal background check be conducted on any person who will have regular contact with students. Staff members of an early childhood education program that is under contract with the district will undergo criminal background checks as required by law.

PAYMENT

In general, applicants for employment and volunteers are responsible for the cost of the criminal background check, but the district may later reimburse the person at the district's discretion. However, when an applicant has had a background check conducted by another Missouri public school within the past year and the district receives a copy of the background check directly from the other district or obtains electronic access to the previous background check, the district will not require an additional background check as a condition of employment unless the district pays the cost, in accordance with law.

UPDATING INFORMATION

The district reserves the right to require any employee or volunteer to submit to additional criminal background checks at the district's expense or to rerun background checks at any time. The district will provide the Department of Elementary and Secondary Education (DESE) the relevant personnel information necessary to conduct postemployment background checks as allowed by law.

The district may update the driving records for all drivers of district transportation at least every 12 months. Any employee refusing to submit to a background check may be disciplined or terminated. The district may decline to utilize the services of volunteers or contractors who refuse to participate.

ONGOING BACKGROUND CHECKS

The district may participate in the state and federal Rap Back programs, which automatically notify the district when a district employee is arrested conducted an initial background check under the program. Once notified, the superintendent or for a reportable offense after the district has designee will discuss the incident with the employee. The superintendent or designee is authorized to take appropriate action as allowed by law and district policy and to contact the district's attorney to discuss any legal concerns. Continued participation in the program requires all employees to be fingerprinted every six years and comply with each program's terms and conditions.

DISTRICT NOTIFICATION

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

REPORTING REQUIREMENTS

The superintendent or designee shall immediately provide written notice to the State Board of Education and the attorney general upon learning that a certificated employee has pled guilty to or was found guilty of any offense that would authorize the State Board to seek discipline of or revoke a teaching certificate.

In accordance with law, the district will notify the Public School Retirement System (PSRS), the Public Education Employee Retirement System (PEERS) or any other relevant state retirement system when an employee or former employee is charged with or convicted of any of the following crimes committed in direct connection with or directly related to the employee's or former employee's duties as an employee with the district when the charge or conviction is a felony:

1. Stealing under § 570.030, RSMo., when the offense involved money, property or services valued at \$5,000

or more;

2. Receiving stolen property under § 570.080, RSMo., as it existed before January 1, 2017, when such offense involved money, property or services valued at \$5,000 or more;
3. Forgery under § 570.090, RSMo.;
4. Counterfeiting under § 570.103, RSMo.;
5. Bribery of a public servant under § 576.010, RSMo.;
6. Acceding to corruption under § 576.020, RSMo.; or
7. Any substantially similar offense under federal law.

CONFIDENTIALITY

Information received by the district pursuant to a criminal background check is confidential. Except as allowed by law, the district will use this information only for the district's internal purposes in determining the suitability of an applicant, employee, volunteer or other worker on district property. The district will keep this information in a location that is accessible only to persons who need to know the information to carry out their responsibilities with the district. Any person submitting to a criminal background check may receive a copy of the background check information received by the district during the time period the district has access to the information.

Pursuant to state law and upon the written request of an employee or former employee, the district may transfer a criminal background check to another school district within one (1) year of receiving the background check.

Pursuant to state and federal law, information submitted to the MSHP for background checks will be shared with state and national Rap Back criminal background check programs, if the District opts to use these programs. The information, including fingerprints, shall be retained by the state central repository and the FBI and shall be searched against other fingerprints on file, including latent fingerprints. Applicant fingerprints, while retained, may continue to be compared against other fingerprints submitted to or retained by the FBI, including latent fingerprints.

CONSEQUENCES

The superintendent or designee is directed to exclude from employment or to take action to terminate individuals whose criminal background checks reveal that they have exhibited behavior that is violent or harmful to children or adults and may terminate any employee or exclude any applicant if the background check reveals behavior that would make him or her unsuitable for the position in the discretion of the superintendent or designee. A person whose background check reveals behavior that would make the person unsuitable to volunteer in the district will not be allowed to volunteer. Employees who fail to keep background check results confidential as required by law or this policy or who violate any portion of this policy or district procedure will be subject to disciplinary action up to and including termination.

DISTRICT POLICY GBH: STAFF/STUDENT RELATIONS

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 Kirkwood 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 will be disciplined or terminated when the district determines such action is necessary to protect students.

ABSOLUTE PROHIBITIONS

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

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

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Meeting students in nonwork settings without the parent/guardian being present, even if the parent/guardian grants permission.
3. 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.
4. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
7. Inviting students to the staff member's home.
8. Being present when students are fully or partially nude.
9. Sending students on personal errands.
10. Allowing a student to drive the staff member's vehicle.
11. 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 an educational purpose.

12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
13. Giving gifts that are not related to an educational purpose to individual students.
14. 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 will only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. unless there are extraordinary circumstances. 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-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses, district-sponsored webpages, video conferences or social networking sites), when available. If district-provided devices, 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-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With supervisor 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. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. 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.

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 non-discrimination compliance officer. Staff members will be subject to disciplinary action 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.