

MARIES COUNTY R-I SCHOOL
2021-2022 School Year
Faculty and Staff Handbook
Table of Contents

<u>ARTICLE</u>	<u>PAGE NUMBER</u>
District Mission Statement	3
Discrimination and Harassment Policy (Policy AC)	4
Grievance Policy	4
Public Relations	5
Relations with Administration and Other Teachers	5
The Chain-of-Command	5
Confidentiality	5
Reporting Suspected Child Abuse	6
Professional Development	6
Personnel File	7
Attendance	7
Leaves and Absences	7
Leaving the Building	8
Arrival and Departure Times	8
Communication with Home	8
Professional Dress Code	8
Preparation for Class	9
Adult Conduct in or outside the Classroom	9
Classroom Management	10
Extracurricular Duties	11

Other Duties as Assigned	11
---------------------------------	-----------

<u>ARTICLE</u>	<u>PAGE NUMBER</u>
Instructional Assignments	12
Salary and Benefits Considerations	12
Employment Outside the District	12
Teacher Evaluation Procedure	12
Professional Improvement Plans	13
Membership in Professional Organizations	13
Reemployment of Teachers	13
Resignation/Termination of Certified Employees	13
Money Collection and Purchases	14
Guidelines for Computers	14
Telephone Usage	14
Year End Check-Out Guidelines	14
Evaluation of Support Staff	14
Vacation and Leave Procedures for Support Staff	14
Maintenance and Custodial Requests	15
Addendums	
▪ Policy AC	
▪ Grievance Form	
▪ Maintenance/Custodial Form	
▪ Acknowledgment of Receipt of Personnel Policies	

MARIES COUNTY R-I SCHOOL DISTRICT
Mission Statement

We are the E.A.G.L.E.S!

Everyone
Achieving
Goals and
Learning
Expectations
Successfully!

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

General Rule

The Maries County R-I 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, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others based on race, color, religion, sex, national origin, ancestry, disability, age genetic information or any other characteristic protected by law. The Maries County R-I School District is an equal opportunity employer. (See Policy AC in Addendum)

STAFF COMPLAINTS AND GRIEVANCES

It is the intent of the Board of Education to address staff complaints and grievances at the earliest possible time and at the lowest level of supervision. Therefore, the Board directs the superintendent or designee to create a procedure detailing how employees may bring complaints and receive responses to their complaints.

If a complaint has been made to the employee's immediate supervisor, building-level supervisor, and the superintendent or their designee and the employee has received responses from these persons; the employee may appeal to the Board of Education. The employee must submit a written request for an appeal within five (5) workdays after receiving a decision from the superintendent. The decision of the Board will be final.

Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because a complaint was filed.

(See Grievance Form and a copy of Policy AC included in Addendum)

PROFESSIONALISM

Public Relations

Because education is so highly valued at the community level, the constitution of the United States of America specifically omits most educational issues. Schools are to be administered by local control. It is, therefore, imperative that employees of schools remember they are guests in the school district and are employed there because the community is entrusting their children's educational experience to them.

There will be a staff member appointed who will be responsible for providing school news and promoting positive public relations in various ways. Teachers and district employees are asked to assist this person and make information concerning students available for promotion.

Teachers and administrators will maintain a climate of open communication with the community in general and parents specifically. Educational research identifies open communication between home and school as one of the most effective tools in raising student achievement. The Maries County R-I School District is committed to meaningful engagement with the parents of Vienna students.

The Board of Education is the elected governing body of the local school district and governs the district in ways that will benefit students and the community. The Maries County R-I School District is committed to a high standard of excellence that will be apparent within and outside the walls of the school. *Teachers, administrators, and staff members are expected to uphold the school and present it in a positive manner to the public.*

Relations with Administration and Other Teachers

Effective schools are those in which collaboration and cooperation are present and visible in an ongoing manner. The relationships among the adults of a school do much to determine the state of school culture. The Maries County R-I School District is committed to a high standard of excellence both academically and socially. The way in which adults conduct themselves and interact with others serves as a model for students. Teachers, administrators, and staff are expected to work together as a team, making visible the characteristics of respect for others, responsibility for making positive contributions to the school and willingness to work for the good of all.

The Chain-of-Command

The Maries County R-I School District is an organization based on cooperation, fairness, and open communication. Effective lines of communication are necessary for any organization to run smoothly. A distinct chain-of-command, therefore, must be in place. Teachers, administrators and staff are expected to honor the appropriate manner in which decisions or conflicts are resolved. When confronted with an issue of uncertainty or conflict, employees should address suggestions, questions, or concerns to the immediate supervisor. If, after discussing the matter with that supervisor and a resolution is not possible at that level, an employee must make an appointment with the individual at the next level of the chain-of-command. Supervisors are expected to make sure the issue was initially presented at the appropriate level before acting upon it. Teachers should talk to their building level principal before approaching the superintendent, and obviously, the Board of Education. If meeting with the superintendent becomes necessary, an employee must make an appointment with the administrative assistant. Exceptions will be made on an emergency basis. The Administration will meet with representatives of the CTA upon request of the CTA at a mutually agreed upon time to discuss matters of mutual concern. Such a meeting shall not be used to resolve formal grievances.

Confidentiality

According to the Family Educational Rights and Privacy Act (FERPA), any information known by a school district employee pertaining to students' records, discipline, or other area of student life (both inside and outside school), must be maintained in strict confidence. This information is used only by school officials to assure order and safety within or outside the school walls. FERPA articulates these regulations in this manner:

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

- *Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.*

- *Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.*
- *Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):*
 - ✓ *School officials with legitimate educational interest;*
 - ✓ *Other schools to which a student is transferring;*
 - ✓ *Specified officials for audit or evaluation purposes;*
 - ✓ *Appropriate parties in connection with financial aid to a student;*
 - ✓ *Organizations conducting certain studies for or on behalf of the school;*
 - ✓ *Accrediting organizations;*
 - ✓ *To comply with a judicial order or lawfully issued subpoena;*
 - ✓ *Appropriate officials in cases of health and safety emergencies; and*
 - ✓ *State and local authorities, within a juvenile justice system, pursuant to specific State law.*

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

Reporting Suspected Child Abuse

The welfare of students both within and outside the school walls is a primary concern of the Maries County R-I School District. Teachers are mandated by law to report suspected cases of child abuse and the district expects this law to be followed. There are, however, certain procedures a teacher or other school official is expected to follow when concerned about a particular child's safety. Teachers or support staff must report child abuse suspicions to the building level principal to whom the child is assigned. The principal then involves the counselor, nurse, or other personnel or agency in completing the abuse report. The teacher will be expected to submit a written account of the report. Under no circumstance should a teacher or school official report a suspected case of abuse without notifying the principal in charge.

Expectations, Responsibilities and Duties of Certificated Staff

The following regulations are outlined in this handbook to insure all Maries County R-I School District employees are given sufficient information to perform their jobs with confidence and security.

Professional Development

In effective and successful schools, continual professional growth is provided for teachers and administrators and the expectation is that teachers will participate and benefit from those activities. Attendance at professional development activities is mandatory unless approved by the building level principal. Extracurricular activities, practices or other faculty meetings are not to be scheduled in conflict with professional development activities.

The district will maintain a strong mentoring program for first and second year teachers. Mentors will be compensated for their work with beginning teachers and will, in conjunction with the superintendent, follow a prescribed plan to assist in the professional growth of new teachers.

As prescribed by law, a Professional Development Committee (PDC), consisting of representatives from each area of the school, has been established, funded by one percent of state-allocated formula funds. Members meet on a monthly basis to provide supportive and developmental programs for beginning and experienced teachers. The responsibility of this group is to promote student achievement by focusing on activities that will strengthen building and district CSIP plans. Administrators shall serve as ex-officio members of this committee.

Personnel File

Employees of the Maries County R-I School District will have on file, in the Superintendent's office, the following information: Certificated Staff: 1) a current Missouri Teaching Certificate, 2) a current college transcript(s), 3) registration in the Missouri Public School Retirement System, 4) the employment data form, 5) background check from a Missouri law enforcement agency. Support Staff: 1) registration in the Missouri Non-Teacher Retirement System, 2) employment data form, 3) background check from a Missouri law enforcement agency.

A teacher's personnel file also contains evaluations and if applicable, Professional Improvement Plans. Personnel files shall be open only to the teacher, administration, and Board of Education.

Attendance

To achieve high degree of student success, it is critical that teacher attendance is high. The Board of Education expects and appreciates the diligent effort of teachers to attend school to the best of their ability and according to life circumstances. In accordance with Board policy, teachers and principals do not earn compensation time.

In the instance an absence is necessary, the teacher will call the building level principal or the principal's designee before 6:30 a.m. on the morning of the absence. If it is possible, teachers are encouraged to call their principal or the principal's designee the evening before the missed day.

Leaves and Absences

The Maries County R-I Board of Education recognizes occasional absences due to illness of the employee or immediate family members (defined as: spouse, parent, grandparent, child, sibling, mother or father in law, daughter or son in law, brother or sister in law or non-family member residing in the employee's home) are necessary. The Board has adopted specific policies that afford leave for employee under these circumstances. Policies, contained in the Board Policy Book, include:

- Sick Leave
 - 8 days per year allowed, accumulative to 90 days
 - Administration may require a physician's statement
 - Upon resignation or retirement from the district, unused sick leave will be paid to the employee for unused leave at a rate of ½ sub pay a day not to exceed 90 days.
 - Employees who have accumulated 90 sick days will be compensated for each day over 90 gained during the current school year in the June paycheck at a rate of full sub pay.
- Personal Leave
 - 2 days per year for certificated staff, unused personal days will accumulate as sick days the next year (up to the total of 90 allowed).
 - Full pay given upon approval of written request provided to supervisor, three days in advance unless in an emergency situation. Reason for request is not required.
 - Personal leave cannot be taken the day before or day after a holiday, unless in an emergency situation.

- Unused personal days roll over as sick days.
- Professional Leave
 - Full pay given upon principal and superintendent's approval of absence one week in advance
 - Full pay given upon Professional Development Committee and superintendent's approval of absence one week in advance
- Bereavement Leave
 - Approved for immediate family members, as defined above
- Emergency Leave
 - Granted on an as-needed basis at the discretion of the administrative team.
- Leave for Jury Duty
 - To qualify for paid leave, payment for jury duty from the judicial system, excluding food, lodging, and mileage shall be paid to the district.
- Religious Holidays
- Military Leave
- Professional Leave of Absence
- Family and Medical Care Leave (FMLA)

If a teacher's absences exceed the number of days of leave authorized or for a reason not approved by the administration, one day's pay will be deducted for each day of absence. (Employee leave request forms are available in your appropriate office.)

Leaving the Building

Supervisors must give approval for an employee to leave the school during contracted hours, including designated plan time. The employee must notify their supervisor upon their return.

Arrival and Departure Times

Teachers will report to work at 7:45 a.m. and shall remain in the building until 3:40 p.m. In the instance of an early dismissal, teachers should stay until 20 minutes after the final dismissal bell.

Communication with Home

Any letters, bulletins, flyers, etc. to be sent home with students must have prior approval of the building level principal. Any posters, announcements, etc. to be hung in the hallways of the school must have the building level principal's initials visible.

Professional Dress Code

Because teachers and staff are important role models for students and represent our school to parents, visitors, and community members; every aspect of demeanor and appearance is critical. A very important issue in school improvement that has been recognized by the Maries County R-I Board of Education is raising the expectations district employees have for students and themselves. In light of our commitment to higher standards, this employee dress code will be a means to ensure professional appearance.

Appropriate dress for women will consist of:

1. Conventional and appropriate dresses, the length of which should reflect good judgment and common decency. (No mini-skirts)
2. Skirts, dress sweaters, dress sweatshirts, pant suits, slacks, jumpsuits which reflect style, good taste, and common decency.
3. Professional dress should be worn on professional development or inservice days unless otherwise designated by the administration.

4. Tee shirts, jeans (regardless of color or material), leggings, sweatpants and sweatsuits are inappropriate for professional staff except for days designated as Jeans Days. Denim skirts or dresses are acceptable but denim bib overalls are not (unless a day is designated as a jeans day).
5. On days designated as Jeans Days (designated for scholarship contribution) or teacher workday, dress should remain appropriate with no faded or torn jeans. If bib overalls are worn, they should be fashionable and appropriate.
6. Dresses, blouses, or shirts should be cut appropriately. Showing too much of the chest area is not appropriate for school dress.
7. Appropriate footwear will consist of: dress shoes, dress canvas shoes, or **dress** sandals. Very casual sandals, flip flops, or athletic shoes are not appropriate footwear. (Individuals with medical conditions requiring the use of special shoes need to provide the administration with documentation from a physician denoting the length of the necessity.)
8. P.E. teachers should dress in athletic attire. (Shorts should not be worn in the classroom setting, except the gymnasium.)
9. Custodial staff may wear jeans and tee shirts that are in good taste. Tee shirts must be without inappropriate or suggestive print.
10. The dress for food service personnel will be determined by the Superintendent and Head Cook.

Appropriate grooming will consist of:

1. Clean hair which is attractively styled and neatly combed.
2. Clothing that is neatly pressed and clean.
3. Clothing should not be too tight or transparent enough to allow undergarments to show.
4. Clothing should completely cover undergarments.
5. There should be evidence of good daily hygiene.

Appropriate dress for men will consist of:

1. Dress shirt, sweater, or dress sweatshirt worn with casual or dress slacks, and socks.
2. Tee shirts, jeans (regardless of color or material), sweatpants and sweat suits are inappropriate for professional staff except for jeans on designated jeans days or work days designated by the administration.
3. Professional dress should be worn on professional development or inservice days unless otherwise designated by the administration.
4. On days designated as jeans days on Fridays (designated for scholarship contribution) or teacher workdays, dress should remain appropriate with no faded or torn jeans.
5. Shirts should be cut appropriately. Showing too much of the chest area is not appropriate for school dress.
6. Appropriate footwear will consist of: dress shoes or dress canvas shoes. Flip flops or athletic shoes are not appropriate footwear. (Individuals with medical conditions requiring the use of special shoes need to provide the administration with documentation from a physician denoting the length of the necessity.)
7. P.E. teachers should dress in athletic attire. (Shorts should not be worn in the classroom setting, except the gymnasium.)
8. Custodial staff may wear jeans and tee shirts which are in good taste. Tee shirts must be without inappropriate or suggestive print.
9. The dress for food service personnel will be determined by the Superintendent and Head Cook.

Appropriate grooming will consist of:

1. A cleanly shaven face, a neatly trimmed mustache or beard.
2. Clean and neatly combed hair.
3. Clothing that is neatly pressed and clean.

4. Clothing should completely cover undergarments.
5. There should be evidence of good daily hygiene.

Preparation for Class

Organization and planning of lessons is not only beneficial to regular teachers, but critical to substitute teachers. Teachers shall have, at their desks, daily lesson plans for each hour of the day. These plans shall be visible to the principal or superintendent who will be visiting classrooms to gain better understanding of the instructional practices of the teaching staff. Teachers who do not show adequate planning by having lesson plans available for review may be required to turn lesson plans in to the principal on a daily or weekly schedule.

Adult Conduct in or outside the Classroom

Adult behavior in schools is often overlooked as a visible characteristic of school culture. It is the expectation of the Maries County R-I Board of Education and administration for adults to conduct themselves appropriately and professionally as role models for students. Some behaviors to avoid include: 1) eating or drinking in the classroom. If a teacher or other adult in the classroom chooses to drink coffee or soda, they may do so by placing it in a cup. 2) leaving students unsupervised. The amount of litigation against districts in general, and teachers individually stems from negligence on the part of adults who were in a position of responsibility. 3) using inappropriate language. In addition to cursing, the use of sarcasm or discussing alcohol, drugs, or sexual behavior is not acceptable.

Children need appropriate and close relationships with adults. Teachers and/or coaches are often one of the most important persons in a student's life. There are, however, very few times when it is appropriate for school officials to have relationships with students beyond school business. Teachers, and other school representatives, are strongly advised not to have students visit in their homes or meet students outside school for purposes other than within the educational framework.

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

1. There is an emergency.
2. The use is necessary to the performance of an employment-related duty at that particular time and cannot be avoided.
3. The employee has received specific and direct permission from a supervisor. Supervisors shall limit such permission to unusual circumstances such as communication regarding a family birth or surgery.

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

Additionally, **staff members may not:**

1. Knowingly allow students access to the staff member's personal social networking website or webpage that discusses or portrays sex, nudity, alcohol or drug use or other behaviors associated with the staff member's private life that would be inappropriate to discuss with a student at school.

2. Knowingly grant students access to any portion of the member's personal social networking website or webpage that is not accessible to the general public.
3. Post information about identifiable students on a personal website or webpage on a social networking site without the permission of a supervisor.

Classroom Management

For each student to be given the opportunity to learn and grow at school, an atmosphere of order and safety is necessary. Each teacher is responsible for the organization, classroom management, and use of discipline (if necessary) of her/his classroom.

To promote an orderly atmosphere, each teacher should have classroom rules posted at the front of the room and review these rules with the students at the beginning of the year and whenever necessary. The list of rules should be short, general, and easily understood by students and parents. District rules include:

- Students are not allowed food or drink in classrooms.
- Teachers may not schedule parties, free time, movies, or snacks without submitting written justification and gaining approval from the principal.
- Students may not bring electronic mechanisms to school without prior permission.
- Students are not allowed in teachers' workrooms.

All teachers must post attendance at the beginning of the school day (high school teachers every hour). In the instance a student leaves before the regularly scheduled afternoon dismissal, the parent/guardian must sign the student out in the appropriate office.

For elementary students, the faculty shall establish playground rules in a collaborative manner. These rules should be reviewed in each classroom and administered in a consistent manner by all teachers.

Although the building level principal is available for discipline measures for above normal intervention, teachers are expected to maintain an atmosphere of order rather than sending students to the principal for issues that are best solved in the classroom. Teachers are to control their classrooms and handle issues with appropriate guidance and action

Extracurricular Duties

An effective school provides opportunities for students to participate in various activities outside the classroom. These activities promote teamwork, respect, and maturity as a well-rounded individual. Outstanding adult supervision and coaching can ensure student and school pride and success. Extracurricular sponsors and coaches will:

- Remain on duty at the school, or appropriate location, until the building is closed or all students have been released.
- Students may be released to their parents only after personal contact with an administrator.
- All students participating in an activity that requires transportation by bus, must travel to the activity on the bus. Students wishing to use other transportation home must be released only by the sponsor or coach and only to their parents.
- Extracurricular pay shall be determined by the Board of Education and Administration and shall be offered on a yearly contractual basis.

Other Duties as Assigned

The Board of Education and Administration may assign duties not specifically mentioned in the district contracts or job descriptions. These duties will be reasonable and within expectations of individuals in the teaching field.

- **Faculty Meetings** – Teachers shall attend monthly building level faculty meetings during before or after-school hours. The day of the month scheduled for faculty meetings will be decided on a building basis.

- **Collaboration** – Teachers will be given the opportunity, and are expected, to collaborate with their colleagues. Building level principals will be responsible for organization of collaborative activities.
- **Supervision of Students** – Student safety is a concern that cannot be compromised. A rotation of duty will ensure no teacher has the bulk of the responsibility for supervision.
 - **Lunchroom Supervision:** Building level principals will be responsible for the organization of supervision in the lunchroom.
 - **Playground Supervision:** Each classroom teacher is responsible for familiarizing students with the rules of the playground and, when supervising, apply those rules in a consistent manner.
 - **Bus Loading Supervision:** Elementary teachers are to walk their students to the bus loading area and supervise students until all are boarded. Middle school and high school teachers are to dismiss their students in orderly fashion.
- **Parent/Teacher Conferences** – It is again noted that open communication between home and school is one of the most effective tools in raising student achievement. The Maries County R-I School District is committed to meaningful engagement with the parents of Vienna students. Two annual conferences, both outside the school day, are held. Attendance is mandatory on conference days unless approved by the Superintendent. Teachers are strongly encouraged to communicate with parents outside the school day at their mutual conveniences.
- **Attendance at the All-District Open House** – The importance of the partnership between parents and teachers in the success of students and the entire Maries County R-I School District is upheld by the Board of Education. Therefore, all professional staff are expected to attend Open House activities.
- **Attendance at the Maries County R-I School District graduation ceremony** – Graduation from high school is a celebration of success of not only students, but of outstanding instruction and leadership from teachers at every level. The basic mission of any school system is to form a close relationship with students for thirteen years. All teachers, at all levels, have participated in this relationship. It is appropriate for teachers to attend the graduation celebration.
- **Teachers may be required to assist in extra-curricular activities, including activities outside their usual grade level assignment.**

Instructional Assignments

The Maries County R-I School District Board of Education and administration will remain committed to the recruitment and retention of quality teachers, as well as assigning personnel to appropriate levels and subjects. It is desirable to consider the interests and aspirations of teachers when making instructional assignments and every effort will be made to do so. If possible, grade levels or subjects will be assigned to teachers at the time employment contracts are issued.

If a teacher's assignment changes, the principal will discuss the change and reasons for it with the teacher concerned. When vacancies occur, those teachers who have expressed an interest in the identified area, will be considered first to fill the vacancy. If the administration finds it necessary to modify a teaching assignment(s), after contracts have been issued, but before the end of the school year, a letter explaining the change will be issued and the appropriate administrator will confer with the teacher involved.

Salary and Benefits Considerations

When funding is available, a salary schedule with base pay and increments for certificated employees will be recommended annually by the administration and approved by the Board of Education. All teachers of the Maries County R-I School District are employed by the approval of the Board of Education and the Board reserves the right to waive the approved salary schedule and employ teachers who are experienced in areas of great need.

When funding is available, teachers who complete additional graduate hours toward a higher degree by August 1st, may request a contract modification to reflect an increase in salary for the coming school year.

Individuals requesting a modification will be required to provide an updated transcript or grade report to the superintendent.

The Board of Education will adhere to the requirements set forth by the Missouri Department of Elementary and Secondary Education concerning continuing education classes, election and retention of teachers, and awarding tenure.

Employment Outside the District

The Maries County R-I Board of Education reserves the right to prohibit or limit employment outside the district by employees if, in the opinion of the Board, that employment would be a hindrance to the performance of the employee to perform expected duties or if that employment would cast a negative light on the school district.

Teacher Evaluation Procedure

The purposes of teacher evaluation are to aid individual teachers to grow professionally, raise standards of the teaching profession as a whole, and to raise the quality of instruction and educational services provided to the students of the district. Evaluation is developmental in nature and is designed to assist teachers in identifying strengths and concerns for professional improvement. The evaluation also serves a guideline for moving teachers from probationary to permanent status as required by the Missouri Teacher Tenure Act.

The primary responsibility for teacher evaluation rests with the building level principal with input and assistance from the superintendent. Each principal is to review the evaluation procedures with their faculty and familiarize them with the criteria upon which she/he will be evaluated.

Teacher evaluation is an on-going process that has formal and informal components. Building level principals are expected to visit classrooms and conduct informal observations or walk-throughs, every day. These walk-throughs are not always evaluative in nature, but used to enhance dialogue between the principal and teacher concerning effective instruction. The principals will familiarize teachers with the tools and expectations used by administrators in conducting walk-throughs. A formal, formative evaluation and conference will be conducted three times a year with first-year teachers, twice a year with other probationary teachers, and once every three years with tenured teachers. Additionally, summative evaluations will be conducted annually for all teachers, regardless of tenure status. All teachers will be informally observed several times a week. Additional observations, formal or informal, will be conducted at the discretion of the administration. Evaluations may be scheduled or unscheduled, depending upon the principal's assessment of need.

High student achievement and success is the foundation of a highly effective school. Student performance, in many areas, is the measurement of achievement and success. Student progress will be a component of teacher evaluation and will be documented with data, quantitative and qualitative, gathered by the administrative team. An individual teacher's effect on student performance will be considered over time and will be measured on a multi-criteria basis, including but not limited to test scores. Teachers will be given copies of all evaluation reports that will appear in each teacher's file.

Professional Improvement Plans

In the instance a teacher's work is not up to the district's expectations, the principal shall take immediate steps to insure the opportunity for improvement. These activities may include a Professional Improvement Plan that clearly identifies the area(s) of concern and what remediation should take place to correct for sufficient improvement. Principals must submit a copy of all Professional Improvement Plans to the superintendent and discuss steps for the identified teacher with the superintendent. This plan requires the signatures of the teacher, principal, and superintendent. The Professional Improvement Plan shall be in place until sufficient evidence of improvement is noted by the principal. If improvement is not evident in an appropriate amount of time, the administration will proceed to other measures that may include a change in assignment or dismissal.

Membership in Professional Organizations

Membership in the Missouri State Teachers' Association, other professional organization(s), and the Vienna Community Teachers' Association is encouraged as an indication of professional commitment. The Board of Education and superintendent shall entertain communication from one professional organization of the faculty's choosing.

Reemployment of Teachers

The superintendent and principals shall recommend the reemployment of teachers to the Board of Education before the first day of April. The Board will consider the recommendations and notify teachers of the intent to rehire in accordance with Missouri laws governing the election of teachers. In the consideration of the reemployment of teachers, the Board shall act in strict adherence with the terms, conditions, and procedures set forth by the Teacher Tenure Act of the State of Missouri.

Probationary teachers will be notified, in writing, concerning reemployment on or before the 15th day of April of the year in which their contract expires. Failure to notify permanent teachers of a change in their employment status will constitute reemployment in the same staff position as provided in the contract for the current year. The Board will present a contract or a letter of intent to each teacher no later than May 15th of the current year. Probationary teachers must provide written acceptance or rejection of the Board's offer within 15 days of the issuance of the contract. Failure to present the acceptance in such time constitutes a rejection of the Board's offer.

Resignation /Termination of Certificated Employees

Teachers must realize that a contract is tendered in good faith and when returned as signed implies an obligation to fulfill it. After contracts have been signed by both parties concerned, serious consideration shall be given before requesting release from the obligation outlined in the contract. The welfare of Vienna students will always be held paramount in decisions of teacher placement or resignation. Individuals who wish to resign, therefore are expected to do so in writing before June 1st.

After June 1st, the Maries County R-I Board of Education will consider requests for release from a signed contract using the following guidelines:

- Health – a documented statement verifying a physical condition, including pregnancy or adoption, that precludes an employee from fulfilling contractual agreements.
- Transfer of spouse or other significant other – this shall be contingent upon the employment of a qualified replacement.
- The securing of employment that will greatly benefit the employee's personal situation. This also shall be contingent upon the employment of a qualified replacement.

In the instance of a request for release from a contract, district administration will determine if a qualified replacement is available. In the event a teacher leaves the district without proper release, the superintendent shall contact the Missouri Department of Elementary and Secondary Education for appropriate action.

In adherence to policy, the Board of Education, acting alone or on recommendation from the administration, may discharge any employee for incompetence, inattention to duty, discrimination, insubordination, or any other good cause. A grievance procedure is available to district employees as outlined in this handbook.

Money Collection and Purchases

There will be no money collected by individual teachers that is not presented at the building level office for deposit. The one exception will be teachers who organize and order books from commercial sources. Any and all purchases made for school use must be approved by the principal and superintendent's signature on an official purchase order.

Guidelines for Computers

ALL computer software will be purchased by the school, approved by building principals, and installed by the Technology Specialist. No copies of computer programs or software are allowed to be installed on any equipment owned by the Maries County R-I School District. Students are not allowed on computers in the computer lab or classroom unless they are supervised. There will be no access to chat rooms or other inappropriate sites. The technology agreement and internet protection policy are to be strictly enforced.

In the instance there is repair or update work needed on computers or other technology in classrooms or other areas of the school, employees must complete a technology work request.

Telephone Usage

Teachers should make every attempt to make phone calls during their planning time, except during an emergency. Students are not allowed to use the telephone during the school day. Usage of a telephone by a student must be approved by office personnel.

Year End Check-Out Guidelines

All employees are required to complete a Closing Procedures Form within one week from the last scheduled workday. Summer school teachers may check out on the last day of summer school, but must turn in an inventory and summer maintenance/custodial work requests within one week of the last scheduled workday. These forms must be completed, signed by the principal, and submitted to the appropriate office.

Evaluation of Support Staff

Every support staff employee of the Maries County R-I School District shall be evaluated by their immediate supervisor once a year. The evaluation will be filed in the superintendent's office and reviewed by the Board of Education annually.

Vacation and Leave Procedures for Support Staff

Every full-time support staff employee of the Maries County R-I School District will be given vacation, personal, and sick leave according to Board policy. Vacation and personal leave must be requested one week in advance, unless in an emergency situation, and approved by the supervisor before the leave will be considered for salary compensation.

An employee who is considered more than half-time, but less than full-time will receive half the designated vacation and leave time a full-time employee is allowed.

Maintenance and Custodial Requests

In the instance there is extra maintenance or custodial work needed in classrooms or other areas of the school, employees must fill out a request form and submit it to the principal in charge of the area in which the work is needed. If the request is approved by the principal, the superintendent will notify the maintenance or custodial personnel who will be completing the request. Maintenance and custodial personnel may not undertake an extra task without approval of the administration. (see Addendum)

GRIEVANCE FORM

(The definition of “grievance” shall be a claim of a violation, misinterpretation, or misapplication of provisions of Board Policy, Job Description, or Personnel Handbook or the existence of a condition which jeopardizes employee health or safety.)

Name of Grievant: _____

Position held: _____

Date grievance occurred: _____

Name of Direct Supervisor: _____

Did previous discussion with direct supervisor take place? _____

If yes, where? _____

Section of Board Policy, Job Description, or Personnel Handbook in question: _____

Briefly state problem:

What remedy is sought?

Date submitted: _____

Signature of Employee submitting Grievance: _____

Copies: Superintendent
Direct Supervisor
Grievant

**MARIES COUNTY R-I SCHOOL DISTRICT
Maintenance/Custodial Request Form**

DATE REQUESTED: _____

MAINTENANCE OR CUSTODIAL WORK NEEDED:

Signature of Individual Making Request: _____

Approved: _____ YES _____ NO

Signature of Building Principal: _____

Individual Completing Work: _____

Date of Completion: _____

**MARIES COUNTY R-I SCHOOL DISTRICT
Maintenance/Custodial Request Form**

DATE REQUESTED: _____

MAINTENANCE OR CUSTODIAL WORK NEEDED:

Signature of Individual Making Request: _____

Approved: _____ YES _____ NO

Signature of Building Principal: _____

Individual Completing Work: _____

Date of Completion: _____

TO: District Certificated and Support Staff Employees

FROM: Teresa Messersmith, Superintendent

DATE: August, 2021

**RE: Acknowledgment of Receipt of Personnel Policies
Contained in Faculty and Staff Handbook (To be returned to the Superintendent's office
before the September payroll.)**

**I am in receipt of the 2021-2022 Maries County R-I School District's Handbook
for Faculty and Staff.**

Employee Signature

Date

Appendix 1

Policy AC Prohibition Against Discrimination, Harassment and Retaliation

Policy AC-AF2 Prohibition Against Discrimination, Harassment and Retaliation Grievance Form

General Rule

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

The Board also prohibits:

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

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

Additional Prohibited Behavior

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

Boy Scouts of America Equal Access Act

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

School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary for Civil Rights or the district's compliance officer using the process outlined in policy EF.

Interim Measures

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

Consequences and Remedies

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

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

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

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

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

Definitions

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

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

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

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

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

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

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

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

Compliance Officer

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

High School Principal
P.O. Box 218
300 Fourth Street, Vienna, MO 65582
Phone: (573) 422-3363 / Fax: (573) 422-3185
imurray@viennaeagles.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:

Middle School and High School Principal Ian Murray, Middle School and High School Counselor Natalie Martin
P.O. Box 218
300 Fourth Street, Vienna, MO 65582
Phone: (573) 422-3363 / Fax: (573) 422-3185
imurray@viennaeagles.org or nmartin@viennaeagles.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 Maries County R-I 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 Maries County R-I 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.

© Portions 2019 (6/19), Missouri School Boards' Association.
Version: [AC-C.MC1]

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<u>State</u>	<u>Description</u>
<u>§§ 213.010-.137.RSMo.</u>	<u>State Statute</u>
<u>§§ 290.400-.450.RSMo.</u>	<u>State Statute</u>
<u>§105.255.RSMo.</u>	<u>State Statute</u>
<u>§160.261.RSMo.</u>	<u>State Statute</u>
<u>§162.068.RSMo.</u>	<u>State Statute</u>

<u>Federal</u>	<u>Description</u>
<u>20 U.S.C. § 1400-1417</u>	<u>Individuals with Disabilities Education Act</u>
<u>20 U.S.C. § 1681</u>	<u>Title IX of the Education Amendments of 1972</u>
<u>20 U.S.C. § 7905</u>	<u>Boy Scout Equal Access Act</u>
<u>29 U.S.C. §§ 621-634</u>	<u>Age Discrimination in Employment Act</u>
<u>29 U.S.C. § 206(d)</u>	<u>Federal Statute</u>
<u>29 U.S.C. § 794</u>	<u>Section 504 of the Rehabilitation Act of 1973</u>
<u>42 U.S.C. §§ 12101-12213</u>	<u>Americans with Disabilities Act</u>
<u>42 U.S.C. §§ 1751-1760</u>	<u>Richard B. Russell National School Lunch Act</u>
<u>42 U.S.C. §§ 1777-1785</u>	<u>Child Nutrition Act</u>
<u>42 U.S.C. §§ 2000d-2000d-7</u>	<u>Title VI of the Civil Rights Act of 1964</u>
<u>42 U.S.C. §§ 2000e-1-2000e-17</u>	<u>Title VII of the Civil Rights Act of 1964</u>

<u>42 U.S.C. §§ 2000ff-2000ff-11</u>	<u>Genetic Information Nondiscrimination Act</u>
<u>42 U.S.C. §§ 6101-6107</u>	<u>Age Discrimination Act</u>
<u>42 U.S.C. § 11435</u>	<u>Federal Statute</u>
<u>7 C.F.R. Part 210</u>	<u>National School Lunch Program</u>
<u>7 C.F.R. Part 215</u>	<u>Special Milk Program</u>
<u>7 C.F.R. Part 220</u>	<u>School Breakfast Program</u>
<u>7 C.F.R. Part 225</u>	<u>Summer Food Service Program</u>
FED COURT	<u>Burlington Indust. v. Ellerth, 524 U.S. 742 (1998)</u>
FED COURT	<u>Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999)</u>
FED COURT	<u>Faragher v. City of Boca Raton, 524 U.S. 775 (1998)</u>
FED COURT	<u>Oncale v. Sundowner Offshore Serv., 523 U.S. 75 (1998)</u>
FED COURT	<u>Harris v. Forklift Syst., Inc., 510 U.S. 17 (1993)</u>
FEDERAL COURT	<u>Gebser v. Lago Vista Ind. Sch. Dist., 524 U.S. 274 (1998)</u>

Cross References

<u>Code</u>	<u>Description</u>
<u>BCC-1</u>	<u>APPOINTED BOARD OFFICIALS</u>
<u>ECG</u>	<u>ANIMALS ON DISTRICT PROPERTY</u>
<u>EFB</u>	<u>FREE AND REDUCED-PRICE FOOD SERVICE</u>
<u>EHB</u>	<u>TECHNOLOGY USAGE</u>
<u>EHB-AP(1)</u>	<u>TECHNOLOGY USAGE - (Technology Safety)</u>
<u>EHB-AP(2)</u>	<u>TECHNOLOGY USAGE - (Access to Blocked or Filtered Content)</u>
<u>GBAC</u>	<u>STAFFING WITH AND EMPLOYING RETIREES</u>
<u>GBAD</u>	<u>TELEWORK</u>
<u>GBAD-AP(1)</u>	<u>TELEWORK</u>
<u>GBCB</u>	<u>STAFF CONDUCT</u>
<u>GBCC</u>	<u>STAFF USE OF COMMUNICATION DEVICES</u>
<u>GBH</u>	<u>STAFF/STUDENT RELATIONS</u>
<u>GBL</u>	<u>PERSONNEL RECORDS</u>
<u>GBL-AP(1)</u>	<u>PERSONNEL RECORDS</u>
<u>GBLB</u>	<u>REFERENCES</u>
<u>GCBA</u>	<u>PROFESSIONAL STAFF COMPENSATION</u>
<u>GCD-1</u>	<u>PROFESSIONAL STAFF RECRUITING AND HIRING</u>
<u>GCPB</u>	<u>RESIGNATION OF PROFESSIONAL STAFF MEMBERS</u>
<u>GCPD</u>	<u>SUSPENSION OF PROFESSIONAL STAFF MEMBERS</u>

<u>GCPE</u>	<u>TERMINATION OF PROFESSIONAL STAFF MEMBERS</u>
<u>GCPF</u>	<u>RENEWAL OF PROFESSIONAL STAFF MEMBERS</u>
<u>GDBA</u>	<u>SUPPORT STAFF COMPENSATION</u>
<u>GDC-1</u>	<u>SUPPORT STAFF RECRUITING AND HIRING</u>
<u>GDPB-1</u>	<u>RESIGNATION OF SUPPORT STAFF MEMBERS</u>
<u>GDPD</u>	<u>SUSPENSION OF SUPPORT STAFF MEMBERS</u>
<u>GDPE</u>	<u>NONRENEWAL AND TERMINATION OF SUPPORT STAFF MEMBERS</u>
<u>IGAEB</u>	<u>SEXUAL HEALTH INSTRUCTION</u>
<u>IGB</u>	<u>ACCOMMODATION OF STUDENTS WITH DISABILITIES</u>
<u>IGB-AP(1)</u>	<u>ACCOMMODATION OF STUDENTS WITH DISABILITIES - (Section 504 and ADA Procedures)</u>
<u>IGBA-1</u>	<u>SPECIAL EDUCATION</u>
<u>IGBA-1-AP(1)</u>	<u>SPECIAL EDUCATION - (Services for Incarcerated Youth)</u>
<u>IGBA-1-AP(2)</u>	<u>SPECIAL EDUCATION - (Evaluation Criteria for District and Independent Evaluations)</u>
<u>IGBCB</u>	<u>PROGRAMS FOR MIGRATORY STUDENTS</u>
<u>IGBCB-AP(1)</u>	<u>PROGRAMS FOR MIGRATORY STUDENTS - (K-12 Districts)</u>
<u>IGBH</u>	<u>PROGRAMS FOR ENGLISH LEARNERS</u>
<u>IGCD</u>	<u>VIRTUAL COURSES</u>
<u>IGCD-AP(1)</u>	<u>VIRTUAL COURSES - (Best Educational Interest Determination)</u>
<u>IGD</u>	<u>DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS</u>
<u>IGD-AP(1)</u>	<u>DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS</u>
<u>IGD-AP(2)</u>	<u>DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS - (Athletics&#8212;K-12 Districts)</u>
<u>IGD-AP(3)</u>	<u>DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS - (Participation of Part-Time Students in MSHSAA-Governed Activities)</u>
<u>IICC</u>	<u>SCHOOL VOLUNTEERS</u>
<u>IICC-AP(1)</u>	<u>SCHOOL VOLUNTEERS</u>
<u>INC-1</u>	<u>SPEAKERS AT DISTRICT EVENTS</u>
<u>IND</u>	<u>CEREMONIES AND OBSERVANCES</u>
<u>IND-AP(1)</u>	<u>CEREMONIES AND OBSERVANCES - (Flag Displays)</u>
<u>JFCF</u>	<u>BULLYING</u>
<u>JFCG</u>	<u>HAZING</u>
<u>JG</u>	<u>STUDENT DISCIPLINE</u>
<u>JHCF</u>	<u>STUDENT ALLERGY PREVENTION AND RESPONSE</u>
<u>JHCF-AP(1)</u>	<u>STUDENT ALLERGY PREVENTION AND RESPONSE</u>
<u>JHG</u>	<u>REPORTING AND INVESTIGATING CHILD ABUSE AND NEGLECT</u>
<u>KG</u>	<u>COMMUNITY USE OF DISTRICT FACILITIES</u>

KG-AP(1)

COMMUNITY USE OF DISTRICT FACILITIES

KK

VISITORS TO DISTRICT PROPERTY/EVENTS

KK-AP(1)

VISITORS TO DISTRICT PROPERTY/EVENTS - (Public Conduct on District Property)

KL

PUBLIC CONCERNS AND COMPLAINTS

KLA

CONCERNS AND COMPLAINTS REGARDING FEDERAL PROGRAMS

Copyright © 2021 eBOARDsolutions Inc. - All rights reserved. | [Privacy Notice](#) | [Accessibility Notice](#)
Version: 18.0.0.23

FILE: AC-AF2
Critical

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION
(Grievance Form)

Once completed, file this form with the compliance officer. If you have any questions or need assistance, contact the compliance officer at:

Superintendent
P.O. Box 218
300 4th Street
Vienna, MO 65582
Phone: 573-422-3304
Fax: 573-422-3185
Email: tmessersmith@viennaeagles.org

Grievant's Contact Information

Name: _____ / _____ / _____

Address: _____

Phone Number(s): _____

School (if applicable): _____

Relationship to the District: ___ Student ___ Parent/Guardian ___ Employee ___ Other: _____

Discrimination/Harassment/Relation Grievance (Use additional sheets if necessary.)

Please list all factual information you have regarding the alleged discrimination, harassment or retaliatory actions, as well as the reasons you believe these actions violate district policy. Be complete and use full names/titles, dates, exact locations and specific occurrences, if appropriate.

List the names of witnesses to the alleged misconduct.

List the names of any persons who may have been victims of this alleged discrimination/harassment/retaliation.

Grievance Form Page1

FILE: AC-AF2
Critical

Have you brought your concern to the attention of a district employee or any other person? If so, list the names of those individuals:

What results are you seeking by filing this form?

I have read policy AC, including the time limits and other provisions governing the grievance process.

Signature of Grievant

Date

Note: The reader is encouraged to review policies and/or procedures for related information in the administrative area.

Implemented: 2/20/18

Revised: 10/31/18

Maries County R-1 School District Vienna, MO 65582