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## **ORGANIZATION**

### **Name and Identification**

### **Policy 0110**

Guadalupe Centers Charter School (“GCCS”) is an independent public school. GCCS is a nonprofit corporation organized under the authority of the State Legislature and exercises powers delegated directly and indirectly by the Missouri State Legislature.

The official corporate name of GCCS shall be Guadalupe Educational System, Inc. It operates under the name of Guadalupe Centers Charter Schools. Throughout these policies the Guadalupe Educational System, Inc. shall be referred to as GCCS.

As used in these Policies, the terms “Superintendent” and “School Leader” shall be interchangeable. The term “Board” shall mean the School Board or GCCS

## **ORGANIZATION**

### **Legal Status**

### **Policy 0120**

GCCS operates under a charter from the University of Central Missouri (UCM). The Charter serves as a contract between GCCS and its sponsoring institution.

The Charter includes the GCCS's mission statement, a description of the GCCS's organizational structure and bylaws, a financial plan, the policy for securing personnel services, the personnel qualifications, a professional development plan, a description of the grades and ages of its students, a calendar of operations and the criteria for measurement of the GCCS's effectiveness.

The GCCS's Charter also provides:

1. Educational goals and objectives
2. Description of the educational programs and curriculum
3. Terms of the Charter
4. Pupil performance standards
5. Governance plan
6. Policies on student discipline

The above referenced documents may be viewed at the office of the Superintendent during business hours.

The Board acknowledges that GCCS may be placed on probation by UCM at any time if GCCS fails to meet its statutory requirements or its commitments to GCCS's assurance. The purpose of the probationary period is to allow GCCS to change methodology, leadership, or other factors to bring GCCS in compliance with the law or the requirements of UCM.

The Board further acknowledges that the charter may be revoked by UCM if GCCS commits a serious breach of one or more provisions of its charter for:

1. Failing to meet academic performance standards
2. Failing to meet generally accepted standards of fiscal management
3. Failing to provide information necessary to confirm compliance with the procedure of this Charter within 45 days of request
4. Violating the law

## **ORGANIZATION**

### **Board Member Conduct**

**Policy 0310**

#### **Board Authority**

Authority of the Board rests only with the Board as a whole and not with any individual Board member unless expressly provided for in the Board's by-laws or through Board resolution. As such, each Board member shall act accordingly.

The Board vests authority for management of GCCS in the Superintendent. The Board shall not undermine the authority of the Superintendent or intrude into responsibilities that appropriately belong in the scope of management, including, but not limited to such functions as hiring, transferring, or dismissing employees.

The Board shall make reasonable efforts to keep the Superintendent informed of concerns or specific recommendations that any Board member may bring forth to the Board as a whole or a committee of the Board.

The Board shall honor the established protocol and respective policy related to student, parent, or staff grievances.

#### **Duties and Responsibilities**

Board members agree to communicate on Board related correspondence in a timely manner defined as no more than 24 hours.

Board members shall reflect through action that the Board member's first utmost concern is for the welfare of the students served by GCCS.

Each Board member shall uphold and enforce laws, rules, regulations, and other mandates pertaining to public charter schools.

#### **Accountability to Stakeholders and Community Relations**

Board members shall at all times maintain transparency in matters protected by law and shall endeavor to provide information in a timely, concise, and relevant manner to all stakeholders.

Each Board member shall work diligently to uphold the mission of the school, to be an ambassador in the community for the school, and support the appropriate and efficient use of resources, including financial and human capital.

Board members shall regularly and systematically communicate information to stakeholders including, but not limited to, academic achievement and fiscal health of the school.

Board members shall, in a timely manner, communicate to the Board or the Superintendent expressions of public reaction to Board policies and school programs.

### **Policy Development**

Board members shall regularly review and revise policies that improve the programs, services, safety, and practices of the school. Such reviews shall be performed by the Executive Committee no less frequently than on a quarterly basis to insure compliance with federal, state and local laws pertaining to public charter schools.

Each Board member shall make policy related decisions only after full discussion at publicly held Board meetings following an established policy or procedure formally adopted by the Board.

### **Board Meetings**

To ensure proper execution of duties and active engagement in the work of the Board, board members shall attend no less than 75% all Board meetings and functions sponsored by the Board.

To ensure proper execution of duties and active engagement in the work of the Board, Board members shall attend all meetings fully prepared to actively discuss and deliberate on matters requiring Board attention or resolution. This extends to fully reviewing all documentation provided in advance of board meetings including meeting agendas, minutes, and attached documentations supporting Board discussions or action.

Board members shall work in a spirit of harmony and cooperation in spite of differences of opinion or philosophy that may arise during discussion and resolution of issues.

Each Board member shall comply with the provisions of the Missouri Sunshine Law related to participating in executive and closed sessions.

Board members shall maintain confidentiality of all discussions and other matters pertaining to Board business during executive sessions of the Board or related to matters or information protected by law.

Each Board member shall in good faith make decisions related to the greater good as opposed to any particular segment or group.

Each Board member shall engage fully in discussion prior to casting a Board vote and shall vote only on matters where the member has full understanding and adequate and appropriate information to make an informed decision.

After casting a vote on any issue, each member agrees to abide by and support all majority decisions of the Board.

### **Personnel Decisions**

Board members shall only consider employment of personnel after receiving and fully considering the recommendation of the Superintendent.

Consideration for employment of the Superintendent shall be made based on the needs and interest of GCCS. Decisions shall be made based on qualifications, experience, philosophy, verifiable performance, and fiscal feasibility related to compensation. All hiring decisions shall be made in accordance with the Missouri Human Rights act and shall not be made based upon race, gender, color, national origin, disability or other factors prohibited by law.

Board members shall ensure regular and impartial evaluations of all staff and the appropriate supervisor or supervising body shall provide timely, written feedback related to formal evaluations.

### **Financial Governance**

Board members shall refrain from and guard against use of any Board member for personal or partisan gain or to benefit any person or entity over the interest of GCCS. Such gain refers to more than nominal or incidental amounts which would tend to impair or hinder independent judgment or action in the performance of official duties.

Each Board member shall require and regularly review financial information and shall ensure proper stewardship of public funds related to appropriate, efficient, and responsible use. In addition, each member shall carefully protect and monitor the fiscal health of the school and support actions which ensure sustainability of the school.

## **Board Member Conduct**

Each Board member shall conduct him or herself publicly in a manner befitting a public official and shall remember that personal actions and behavior reflect upon GCCS.

Members shall communicate with fellow Board members, staff, parents, and community members in a respectful, professional manner at all times.

Each Board member shall refrain from any private action which would compromise the integrity, honor, function, or reputation of the Board or the school.

Every member of the Board shall annually file a written statement acknowledging that he or she is in compliance with this Code of Ethics and supports the responsibilities of board service.

## **ORGANIZATION**

### **Board Officers**

**Policy 0321**

The Board will meet annually in February to elect a president, vice-president, a secretary, and a treasurer.

## **ORGANIZATION**

### **Resignation of and Replacement of Board Members**

**Policy 0323**

Any Board member who wishes to resign from office shall inform the Board President in writing. The Board President shall certify to the Board that the office is vacant. The Board will then accept nominations to fill the vacated position. The vacated position will be filled from the nominated persons by a majority vote of the Board. If more than two persons are nominated for the vacated position a vote will take place among the Board and the top two nominees will be identified. A separate vote among the Board will be taken of the two remaining candidates with the candidate receiving the majority of the votes being appointed to fill the remaining term of the vacated position.



## **ORGANIZATION**

### **Board Member Conflict of Interest Policy**

**Policy 0342**

#### **Purpose**

The purpose of the conflict of interest policy is to protect this organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of GCCS or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. As a charter school, certain special state conflicts of interest policies apply as discussed within this Policy.

#### **Definitions**

1. Interested Person - Any director, officer, or member of a committee Board delegated powers, who has a direct or indirect financial interest, as defined below.
2. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which GCCS has a transaction or arrangement,
  - b. A compensation arrangement with GCCS or with any entity or individual with which GCCS has a transaction or arrangement, or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which GCCS is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

#### **Procedures**

1. Duty to Disclose - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board.

2. Determining Whether a Conflict of Interest Exists - After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

### **Conflicts of Interest Under Missouri law**

Under Missouri law, the following are conflicts of interest. The Board has no discretion on whether these items present a conflict of interest. No person shall be appointed to the Board unless they meet the following requirements. Any Board member who is in violation of any of these requirements is ineligible to serve and shall immediately forfeit their office:

1. No Board member shall hold any other office or being employed GCCS while serving as a member of the Board.

2. No Board member shall have any substantial interest in any entity employed by or contracting with the Board.

3. No Board member be an employee of a company that provides substantial services to GCCS.

### **Procedures for Addressing the Conflict of Interest**

An interested person may make a presentation at the Board or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The President of the Board or Chairperson of a committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the Board or committee shall determine whether GCCS can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested Board or committee members whether the transaction or arrangement is in GCCS's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above

determination, it shall make its decision as to whether to enter into the transaction or arrangement.

### **Violations of the Conflicts of Interest Policy**

If the Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the Board or committee member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation, as warranted by the circumstances, the Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Record of Proceedings**

The minutes of the Board and all committees with Board delegated powers shall contain:

1. The names of the person who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the nature of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### **Compensation**

No voting member of the Board shall receive compensation, directly or indirectly, from GCCS.

### **Annual Statements**

Each director, officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and

4. Understands GCCS is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

### **Periodic Reviews**

To ensure GCCS operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, yearly audits shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining,
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to GCCS's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

### **Use of Outside Experts**

When conducting the periodic reviews as provided for in this Policy, GCCS may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

## **ORGANIZATION**

### **Board Compensation**

**Policy 0350**

No member of the Board shall accept a salary from, or be employed by the Board, or profit financially in any manner by reason of any dealings with the Board.

## **ORGANIZATION**

### **Board Travel**

### **Policy 0351**

Travel and accompanying expenses may be authorized by a majority of the Board for any of its members to attend conferences, meetings, seminars or conventions at the state, regional and national levels. Travel expenses may include transportation, lodging, meals and registration fees.

Each Board member who has been approved for travel shall file with the Chief Financial Officer an itemized account of anticipated expenses and may request and receive an advance for these expenses. Upon completion of travel, an actual expense account report, with appropriate receipts, shall be filed with the Chief Financial Officer within two weeks after the travel.

Travel requests will not normally be approved in the three months prior to the completion of a Board member's term.

## **ORGANIZATION**

### **Board Committees**

**Policy 0360**

The Board may appoint committees to assist it in carrying out the Board's responsibilities. However, the Board may not delegate those functions which, by law, must be exercised by the Board itself.

### **Committee Guidelines**

1. Committees created by the Board will be assigned specific tasks to be performed and will be assigned a specific time frame within which to accomplish assigned tasks.
2. Upon completion of these tasks or upon expiration of the time allotted, the committee will be dissolved unless extended by the Board.
3. Reports of Board committees may be made in written form or be presented verbally at a Board meeting at the discretion of the Board.

### **Committee Meetings**

Meetings of committees appointed by the Board or at the Board's direction including advisory committees appointed for the specific purpose of recommending policy, policy revisions, expenditures of public funds to the Board or to the Superintendent will comply with the notice and open meeting provision applicable to Board meetings. The Assistant Superintendent will maintain a current list of such advisory committees.

## **ORGANIZATION**

### **Meetings**

**Policy 0410**

#### **Regular Board Meetings**

The regular meeting of the Board shall be held on the last Thursday in each month, at 4:30 p.m., except when a majority of the Board agrees in advance and public notice is given. Public meetings may be conducted in person or by conference call, video chats, Internet conferences, e-mails and Internet message board.

#### **Special Board Meetings**

Special meetings may be held at the time set by the Board or on the call of the Board President or a majority of the Board. In any event, not less than twenty-four (24) hours written notice, stating the time and place of the meeting and the business to be considered, will be given to each member. Simultaneously with the giving of notice of such meeting to the members of the Board, a written notice of the meeting and the matters to be considered will be posted in the same manner as postings for regular Board meetings.

#### **Quorum and Majority Vote**

The presence of a majority of the Board constitutes a quorum for the transaction of business. However, the approval of contracts, employment of personnel, approval of bills for payment and the ordering of warrants require an affirmative vote of a majority of the whole Board. Board members may participate via phone call if their voices can be heard for any voice vote.

#### **Closed Meetings**

The Board may elect to go into closed session for the reasons set forth Chapter 610.021 of the Revised Statutes of Missouri. In order to enter into a closed session, such motion must be approved by a roll call majority vote. The motion to enter closed session must reference the specific statutory matters to be discussed.

Any Board member may object to the closing of a meeting, record or vote if the Board member believes the motion to close violates the Missouri Sunshine Law. The Board member must object at or before the motion to close is voted upon and must vote against closing. The member shall be allowed to fully participate in any subsequent meeting or vote. The objecting Board member shall be immune from any liability for improper closure of a meeting.



## **Recording of Board Meetings**

At the direction and consent of the Board, the open sessions of Board meetings may be audio or video taped.

## **Firearms and Weapons**

Possession of firearms and weapons are prohibited from all school premises and school activities. This prohibition specifically applies to meetings and activities of the Board and applies to all attendees, including members of the Board. The firearm prohibition includes permitted weapons.

## **ORGANIZATION**

### **Board Meeting Agendas and Notice of Meetings**

**Policy 0411**

Agendas shall be developed by the Superintendent in consultation with the Board President.

The agenda shall contain, but not be limited to, the following, as appropriate:

1. Call to order
2. Reading and acceptance of minutes from last meeting
3. Committee reports
4. Special orders (important business designations for consideration at this meeting)
5. Old business
6. New business
7. Announcements
8. Open floor (optional)
9. Adjournment

If any of the agenda items is to be a closed session, that fact must be noted, with a reference to the statutory basis for closing that portion of the meeting and a general description (E.g., Closed session to discuss matters regarding individually identifiable personnel, to be closed pursuant to § 610.021(3) and (13), RSMo.)

Notice of meetings of the Board including committees of the Board will be given in a manner to reasonably inform the public of the matters to be considered by the Board.

Upon request, members of the media will be provided with notice of the meeting at the same time notice is provided to members of the Board. Meetings will be scheduled at a location reasonably accessible to the public in a room of sufficient size to accommodate the anticipated attendance by the public.

Where meetings are conducted by telephone or other electronic means, written notice of such meetings will include the specific mode by which the meetings will be conducted and the location where the public may attend such electronic meetings. If a meeting is conducted through the Internet or other computer link, notice of such meeting will be posted on a GCCS's web site.

The agenda shall include at the top the name of the Board, the location of the meeting and the date and start time of the meeting. The Notice shall be posted to the public at the school offices and at the location of the meeting at least 24 hours before the time specified for the meeting. If the meeting will be conducted by telephone or other electronic means, the location where the public may observe and attend the meeting or directions to access the meeting electronically must be provided.

## **ORGANIZATION**

### **Public Participation at Board Meetings**

**Policy 0412**

A designated period of time may be provided for public comments at all regular Board meetings. The Board is very interested in citizen viewpoints and problems; however, citizens are encouraged to work through problems at the school or administrative levels before coming to the Board. Remarks may be limited to three minutes and to one appearance, thus allowing a maximum number of participants in the allotted time period in which citizens are to speak to issues. Questions directed to the Board may not always be answered immediately. All questions will be responded to by an appropriate person as soon as possible. Persons who wish to suggest items for the agenda should contact the Superintendent.

## **ORGANIZATION**

### **Minutes**

**Policy 0420**

#### **Open Session Minutes**

Minutes of Board meetings shall be available to the public for inspection at the Administrative office, at reasonable hours. The minutes will include the date, time, place, Board members present, members absent, and a record of any votes taken.

#### **Closed Session Minutes**

A separate minute book used solely for the purpose of executive sessions shall be used to record the minutes. Under such circumstances, the Board members and others in attendance may not disclose the details or discussions or minutes of the executive session. Any vote taken during a closed session will be taken and recorded by a roll call vote.

The minutes of closed sessions shall not be available to the public except they may be viewed if ordered to be viewed by the Circuit Court of Jackson County, Missouri.

## **ORGANIZATION**

### **Closed Sessions**

**Policy 0430**

The Board reserves the right, as provided by law, to close meetings, records and votes as they relate to the matters below. All discussion and action by the Board in closed session must be related to the reasons set forth in the motion to enter executive session. The minutes of the closed session shall be recorded and maintained in a separate, confidential minute book. The following matters are illustrative of the type of matters that may be considered in closed session.

#### **Legal Matters**

Litigation including privileged communications between the Board, its representatives, and its attorneys. Upon completion of the litigation or upon the execution of a settlement agreement, the vote, minutes, and settlement agreement will be made public unless subject to a court order closing the record.

#### **Real Estate Matters**

The lease, purchase or sale of real estate where public knowledge of the details of the proposed acquisition might adversely affect the GCCS's interests. Any vote or public record approving such a contract shall become available to the public upon execution of the contract.

#### **Personnel Matters**

Actions related to the hiring, firing, disciplining or promotion of a GCCS employee when the performance or merits of this employee is considered. Any vote on a final decision to hire, fire, promote or discipline will be available to the public within seventy-two (72) hours of the close of the meeting, except that good faith efforts will be made to notify the affected employee prior to the information becoming publicly available. Disclosure of Board action on such personnel matters will include notice of how each Board member voted on the proposition.

#### **Student Matters**

Scholastic probation, expulsion, discipline, or graduation of identifiable persons, including records of individual test or examination scores subject to the provisions of the Board's student records policy and regulations.

#### **Test Matters**

Testing and examination materials before the test or examination is given and until use of the test is discontinued.

## **Bidding Matters**

Competitive bidding specifications, until officially approved or published for bids. Sealed bids, until the earlier of the time all are opened or all are accepted or rejected.

## **Personnel Records**

Individually identifiable personnel records, performance ratings or records related to employees or applicants for employment. However, the public will have access to the names, positions, salaries, and length of service of employees of GCCS.

## **Communications with District Auditor**

Confidential and privileged communication between the Board and its auditor, including the auditor's work product. However, final audit reports issued by the auditor will be open.

## **Security Systems**

Information provided to GCCS by outside consultants relating to the security of school facilities. However, expenditures of public funds for the purchase of security systems are considered to be open public records.

Notwithstanding the provisions of this section, consultant reports involving open records matters, which were prepared for GCCS, are deemed to be open records.

## **ORGANIZATION**

### **Policy Development**

### **Policy 0510**

The development and adoption of policies to govern operation of GCCS are the responsibility of the Board. In developing policy, the Board may solicit input from the community, staff and other professionals.

At any meeting of the Board, policies governing the schools may be enacted, amended or repealed by a majority vote. Any policy repeal, revision or adoption will be recorded as a Resolution to be signed by the Board President if approved by a majority of the Board. The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

### **Implementation**

The Superintendent is assigned the responsibility for insuring that all Board policies, rules and regulations are implemented. The Board authorizes the Superintendent to develop administrative guidelines in order to implement Board policy. The Superintendent shall notify all employees and students of their need to abide by Board policies and regulations. Administrators shall prepare staff, student and parent handbooks that interpret Board policies and state rules and regulations that affect each group. The handbooks shall be revised annually and distributed within the first month of the school term.

### **Review**

The Board shall review written policies on a continuing basis, but no less frequently than a quarterly basis, to ensure consistency and legality of Board action and administrative decisions. Policies shall be reviewed and revised as a result of newly enacted state and federal legislation, court decisions, as a result of research and policy development as presented by state and national organizations and agencies, or for other reasons as determined by the Board.

### **Posting Board Policies and Student Handbooks**

During periods of time in which GCCS maintains a web site, the Board's policies and regulations along with student handbooks will be posted on the web site.

### **Policy Changes**

By June of each year the Board will submit proposed operational changes for the following school year to UCM for approval. Mid-year changes may be submitted to UCM for approval when the School determines a need.

## **ORGANIZATION**

### **Board Records**

### **Policy 0610**

All official records of the Board shall be kept and safeguarded by the Superintendent who shall also be responsible for the safekeeping of all official papers, including titles, contracts, obligations, and other documents which belong to the Board or pertaining to its business.

Board records such as official minutes of the Board, its written policies, and its financial records shall be open for the inspection of any member of the community desiring to examine them during school hours.

Records pertaining to individual students or staff members shall not be released for inspection by the public or any unauthorized persons, either by the Superintendent or other persons responsible for the custody of confidential files.



## **ORGANIZATION**

### **Open Records**

### **Policy 0620**

The Superintendent, or his designee, is appointed custodian of the records of GCCS. The records are located at the Administrative Offices of GCCS.

The custodian of records shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.

That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided:

1. 10 cents per page for paper copies 9 by 14 or smaller;
2. An hourly fee for duplicating time of \$10 per hour; and,
3. The actual cost of any research time.

It is the public policy of the Board that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.

The Board hereby closes all public records to the extent authorized by law.

The Board shall comply with sections 610.010 to 610.030, RSMo, the Missouri Sunshine Law, as now existing or hereafter amended.

## **GENERAL ADMINISTRATION**

### **Religious Expression**

**Policy 1110**

GCCS is committed to provide educational services and to maintain a learning environment, which does not limit or deny participation in constitutionally protected prayer or other protected religious expression. Consistent with the provisions of the First Amendment, GCCS and its employees, who are engaged in official duties, will not sponsor any religious activity or expression. Conversely, GCCS and its employees, who are engaged in official duties, will not discourage or preclude religious expression that is privately initiated, consistent with this policy and regulation.

## **GENERAL ADMINISTRATION**

### **School Year and School Day**

### **Policy 1210**

The Board will annually adopt a school calendar that will consist of a minimum of 1,044 hours of pupil attendance for first through twelfth grade. Kindergarten and pre-Kindergarten will consist of a minimum of 522 hours of pupil attendance. In addition, the GCCS calendar must include 36 hours of weather make-up hours.

If school is dismissed due to inclement weather after school has been in session, the actual number of hours of attendance will be calculated and credited toward the attendance minimums. Should there need to be more than 36 hours of make-up attendance due to inclement weather, then GCCS shall make up no more than one half of the additional hours up to 48 hours. In any event, no more than 60 hours of actual time will be required to be made up. The Director of Student Services will be the person at GCCS responsible for keeping the running total of hours of attendance for GCCS.

The beginning of the school year will generally be set mid to late August. The Board will set the subsequent year's calendar prior to the end of the school year. The Board shall provide notice of the meeting whereat the calendar for subsequent year's will be adopted and allow public comment if the Board intends to approve a start date of more than 10 days before September 1<sup>st</sup>.

## **GENERAL ADMINISTRATION**

### **Equal Opportunity**

### **Policy 1300**

GCCS is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. GCCS further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, gender, color, religion, disability, age or national origin.

GCCS's equal opportunity policy extends to prohibitions against unlawful harassment of students or employees because of the individual's race, gender, color, religion, disability, age or national origin.

## **GENERAL ADMINISTRATION**

### **Civil Rights, Title IX and Section 504**

**Policy 1310**

GCCS assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.
4. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The Assistant Superintendent of GCCS shall ensure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. The Assistant Superintendent is designated the Title IX and Section 504 Coordinator.

It is the policy of GCCS to process all grievances in a fair and expedited manner, with the intent of resolving them in a mutually agreeable manner.

## **GENERAL ADMINISTRATION**

### **School Parent Organizations**

**Policy 1405**

The Board recognizes the positive effects of parents and families' involvement in the education of their children. The Board is committed to strong parent and family involvement in working collaboratively with GCCS staff as knowledgeable partners in educating GCCS students. Each school building will endeavor to have a parent organization that deals primarily with family engagement and education.

## **GENERAL ADMINISTRATION**

### **Community Use of School Facilities**

**Policy 1420**

GCCS facilities are available for community use when facilities are not required for instructional or administration purposes. Use of GCCS's facilities is subject to approval of the community group's application and is subject to any conditions established by the Board.

To the extent that school facilities are available for community use, such facilities will be open, under the same terms and conditions, to youth groups including but not limited to Boy Scouts, Girl Scouts, Big Brothers-Big Sisters of America, Boys and Girls Clubs of America, Little League Baseball and similar groups. When outside groups are permitted to use GCCS facilities under this policy, GCCS will not unlawfully discriminate against groups based upon a group's religious, political or philosophical content of the speech at such meetings.

## **GENERAL ADMINISTRATION**

### **School Volunteers and Chaperones**

**Policy 1425**

GCCS encourages participation of parents and citizens of the community to volunteer in the school in order to serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse and neglect records maintained by the Missouri Department of Social Services.

#### **Chaperone Duties and Responsibilities**

All students must ride in GCCS provided transportation both to and from the fieldtrip and during the transport during a fieldtrip to multiple locations. At no time will students ride in cars unless prior approval by administration is granted in writing.

GCCS staff shall maintain a list of all chaperones and the students to which they are assigned. Chaperones are responsible specifically to supervision of these students; however, they also retain responsibility for general supervision and safety of all students.

Adults observing behavior by students or other adults that is contrary to GCCS policy or procedure shall immediately report the incident to a staff member or administration.

GCCS staff is responsible for taking roll of students prior to departure from any location, every time the group reconvenes, and periodically throughout the course of trip to ensure all students are present. GCCS staff shall not delegate this responsibility to a chaperone or any other person.

The use of cell phones and texting should be for emergency use only when acting in a supervisory capacity.

Chaperones should be strategically located on buses and at venues to ensure that students are adequately supervised at all times.

Chaperones shall not bring siblings of their child who is attending the trip.

Chaperones shall not leave the group or venue at any time during the course of a fieldtrip from departure from the school to arrival at the school after the trip. Chaperones and GCCS staff are expected to participate in all activities planned as part of a field trip itinerary.



Chaperones shall not drink alcoholic beverages, utilize illegal substances, smoke or chew tobacco, or use profanity at any time during the course of the fieldtrip from departure from the school to arrival at the school after the trip. Chaperones should refrain from socializing with other chaperones or school staff while supervising the students.

Chaperones should ensure that all students remain seated on the bus and monitor student behavior on the bus.

Students should be escorted into and out of public bathrooms. At no time should any student, even a child of a chaperone, be left unattended in a bathroom.

Students should never be left unattended by an adult.

Students should remain with their specific chaperone unless authorized by a staff member.

Students who become ill during the course of a field trip should be brought to a GCCS staff member. Parents of the student should be promptly contacted by the staff member. The school staff member and chaperone will work collaboratively to ensure the child is properly attended.

All procedures and rules specific to a field trip shall be strictly adhered to by all parents, students, and staff.

## **GENERAL ADMINISTRATION**

### **Visitors to Schools**

**Policy 1430**

Principals and teachers shall welcome and encourage visits by parents and guardians, Board members, volunteers and patrons of the schools. All visitors shall report to the principal's office on entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may continue with his or her assigned duties without undue interruption.

Groups of visitors wishing to visit GCCS facilities shall notify the Superintendent as far in advance as possible.

All persons who do not obtain permission from the Principal's office to visit the school, or visitors who create distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons known to be on the sex offenders list may not be present in any school building, in any school vehicle utilized to transport students, or be present at GCCS activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the staff, when the sex offender will be present.

## **GENERAL ADMINISTRATION**

### **Prohibition Against Firearms and Weapons**

**Policy 1432**

The presence of firearms and weapons poses a substantial risk of serious harm to students, staff and community members. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials. As used in this policy, the phrase “school premises” includes all GCCS buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of GCCS activities, whether or not those activities are conducted on GCCS property.

Violations of this policy will be addressed pursuant to the laws of the State of Missouri. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities.

Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by GCCS. In addition, persons passing through school district property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

## **GENERAL ADMINISTRATION**

### **Research Requests**

**Policy 1440**

Requests for research studies involving students or staff must be submitted to the Superintendent for approval. Any research utilizing human subjects must be authenticated by the sponsoring University. Written permission from parents of the students to be involved must also be obtained.

GCCS will provide UCM with the necessary information and data to conduct research and make decisions to support and improve charter schools. Student privacy will be respected in all such matters.

## **GENERAL ADMINISTRATION**

### **Public Gifts to Schools**

**Policy 1470**

The Board recognizes the educational value of appropriate gifts to GCCS from parent organizations, other civic groups, corporations, or individuals, and encourages their use to enrich the instructional programs. Therefore, gifts which may serve to enhance and extend the work of GCCS may be received by GCCS as approved by the Board.

## **GENERAL ADMINISTRATION**

### **Public Complaints**

**Policy 1480**

Although no member of the school community shall be denied the right to petition the Board for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the school community that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board

Any complaint about GCCS personnel will be investigated by the Administration before consideration and action by the Board.

## **GENERAL ADMINISTRATION**

### **Custodian of Records**

**Policy 1500**

The Board will designate the Superintendent, or his designee, as custodian of records who shall maintain, protect, and make such records accessible to authorized persons.

## **GENERAL ADMINISTRATION**

### **Public Inspection of School Records**

**Policy 1510**

As required by Missouri statutes, GCCS shall make available for public inspection, and provide upon request, to the parent, guardian, or other custodian of any school-age pupil resident in the geographic area within which the school is located the following information:

1. The GCCS charter;
2. GCCS's most recent annual report card published according to section 160.522;
3. The results of background checks on GCCS's Board members;
4. GCCS's then current annual budget.



## **GENERAL ADMINISTRATION**

### **School Annual Report**

### **Policy 1520**

The Administration will submit to the Missouri Department of Elementary and Secondary Education all data and reports as required by law or by regulations of the Missouri State Board of Education. The Annual Report will be completed and submitted in accordance with department regulations.

The Annual Report will be made available upon request to all media outlets serving GCCS and all GCCS patrons, and to each member of the General Assembly representing a legislative District that contains a portion of GCCS's attendance area.

## **GENERAL ADMINISTRATION**

### **Private, State and Federal Programs Administration**

**Policy 1600**

Where appropriate GCCS will seek to participate in private, state and federal grant programs as recommended by the Administration and approved by the Board.

## **GENERAL ADMINISTRATION**

### **Protection of Student Rights**

**Policy 1610**

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents and guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his or her family;
3. Sexual behavior, preferences and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

GCCS will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

## **GENERAL ADMINISTRATION**

### **Private, State and Federal Funding**

**Policy 1620**

Grants from outside agencies are to be related to the needs and priorities of GCCS in the form of program improvement. Outside funds are to be regarded as supplemental in nature, intended to enhance or augment the usual efforts toward desired goals, quality of learning, in-service education, or capital improvement. Grants may lead to research and development that will be of value to GCCS. All such funds will be deposited, accounted, and reported through GCCS's accounting office. The Board directs that the Administration keep financial and program records to document the compliance with all state and federal requirements and to corroborate program success.

All employees of GCCS who plan to apply to an outside agency for grants or other types of funds for GCCS use must clear the request with the Superintendent or designee before preparing an application. The application must then be approved by the Board before submission to the source of funding.

Grants cannot be requested that would require GCCS expenditures not budgeted in the current fiscal year. GCCS funds may not be obligated in advance for future years by the terms of a grant without prior Board approval.

If a grant requires participation by children in experimental types of instruction, written permission of parents must be secured.

## **GENERAL ADMINISTRATION**

### **Title I**

**Policy 1621**

#### **Parent Involvement**

The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I programs.

#### **Reporting Requirements**

Pursuant to the provisions of the No Child Left Behind Act of 2001, GCCS will submit its Federal Title I LEA Plan, describing the School's Title I services, to the Department of Education.

## **GENERAL ADMINISTRATION**

### **Parental Involvement**

### **Policy 1630**

Parents of children receiving services under Title I, Part A shall be involved in the decisions regarding how funds reserved as set forth above are allotted for parental involvement activities.

There shall be an annual meeting, at a convenient time, at the beginning of the school year, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of GCCS's participation under Title I, Part A and to explain Title I, Part A, its requirements, and their right to be involved. The school shall have sign-in sheets for this meeting and retain such sign-in sheets, the agenda for the meeting and minutes of the meeting for audit purposes by DESE.

Parents will be involved in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the school parental involvement policy and the joint development of the schoolwide program.

Parents of participating children will be provided the following:

1. Timely information about programs under this part;
2. A description and explanation of the curriculum in use at GCCS, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

#### **Building Capacity for Involvement**

To ensure effective involvement of parents and to support a partnership between GCCS, parents, and the community to improve student academic achievement, GCCS:

1. Shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic content standards and State student achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;
2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using

technology, as appropriate, to foster parental involvement;

3. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and GCCS;

4. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;

5. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;

6. May provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;

7. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;

8. May train parents to enhance the involvement of other parents;

9. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;

10. May adopt and implement model approaches to improving parental involvement;

11. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;

12. May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and

13. Shall provide such other reasonable support for parental involvement activities under this section as parents may request.

## **GENERAL ADMINISTRATION**

### **Administrative Reports**

**Policy 1710**

The Board may require reports from the Superintendent and other administrative officials concerning the status of GCCS programs, educational needs and long-term planning. The Board will take steps to monitor the success of the school in achieving its educational objectives.

GCCS will provide UCM with all information necessary to confirm compliance with all provisions of GCCS's charter and relevant state statutes in a timely manner as requested by UCM.



## **GENERAL ADMINISTRATION**

### **Superintendent of Schools**

**Policy 1720**

The Superintendent is the chief administrative officer of GCCS. The Superintendent, under the direction of the Board, is responsible for the general supervision of the schools and all GCCS personnel. The Superintendent shall be responsible to the Board for the execution of the policies, rules and regulations and directives given by the Board.

### **Qualifications of the Superintendent**

The Superintendent shall hold a minimum of a Master's degree in Education and shall have a minimum of 10 years experience in community education programs, program administration, curriculum design and fundraising. The Superintendent shall have a Superintendent Certification issued by DESE.

### **Terms of Employment**

The Superintendent's employment agreement will be based on a twelve-month year, with salary and work year to be established by the Board. The employment agreement shall be in writing and approved by the Board in a public meeting.

## **GENERAL ADMINISTRATION**

### **Superintendent's Agreement**

**Policy 1722**

The Superintendent may be employed by the Board for a term of from one (1) to three (3) years. The terms of the Superintendent's employment will be contained in a written agreement signed by the Superintendent and the Board President. The job duties of the Superintendent shall be as set forth in the Agreement and any Job Description adopted by the Board. During the term of the Superintendent's agreement, the amount of compensation and benefits provided in the agreement may not be changed.

### **Termination**

The employment of the Superintendent terminates upon expiration of the Superintendent's agreement. The decision to extend the Superintendent's agreement or to deny such extension lies in the total discretion of the Board.

In addition, and as provided in the Superintendent's employment agreement is at will. The agreement may be terminated by mutual consent or any reason with or without cause.

## **GENERAL ADMINISTRATION**

### **Evaluation of the Superintendent**

**Policy 1723**

The Board will evaluate the performance of the Superintendent in or by the February Board Meeting in each calendar year. The Superintendent's evaluation will be based, in part, upon the Superintendent's annual goals approved by the Board.

## **GENERAL ADMINISTRATION**

### **Authorized Signatures**

**Policy 1730**

The Board takes its legal and financial responsibilities seriously. The Superintendent, or the Superintendent's designee, is directed to create internal controls to ensure that contracts, checks, and other official documents are accurate, authorized and signed by the appropriate persons and that necessary actions are taken to prevent mistakes, fraud, embezzlement, and district liability.

In general, the Superintendent, or the Superintendent's designee, may sign documents on behalf of GCCS or the Board as long as the document is accurate, has been adequately approved by the Board when necessary, and is in the best interest of GCCS.

### **Contracts**

A contract with GCCS must be approved by a majority of the whole Board. After the Board has approved the contract, the Board President has the authority to sign the contract on behalf of GCCS.

### **Employment Contracts**

A contract for the employment of certificated personnel or an Administrator must be signed by the Board President.

### **Checks**

Bills must be reviewed by a majority of the whole Board. The President of the Board and the Superintendent shall sign all checks issued by GCCS. The Board strictly prohibits any person from signing a blank check.

### **Federal and State Grants, Funds, or Programs**

Unless otherwise specified in the federal or state grant or contract, the Superintendent has the authority to sign necessary assurances and compliance documents on behalf of the Board. Before signing, the Superintendent will verify that the assurances and documents are accurate. All documents will be made available to the Board upon the request of any Board member.

## **FINANCIAL OPERATION**

### **Insurance Programs**

**Policy 1750**

The Board shall maintain adequate insurance programs to cover property, liability and personnel, within the requirements of good risk management and state law.

Every effort shall be made to obtain insurance at the most economical cost consistent with required service by obtaining quotations or by negotiations, whichever method is advantageous to GCCS.

GCCS will maintain coverage on all buildings and capital outlay contents. Coverage should be 100% without coinsurance if available.

Liability coverage should include comprehensive general liability, employee benefits liability, vehicular liability and Board legal liability.

## **FINANCIAL OPERATION**

### **Liability Insurance**

### **Policy 1760**

The Board recognizes that legal actions may be initiated from time to time against GCCS as a corporate entity, against the Board as a whole, against Board members as individuals, or against Administrators, employees or other agents. The Board also recognizes the contribution that is rendered to the students GCCS by volunteers and is mindful that legal actions may be initiated against these individuals as well.

To protect members of the Board, Administrators, employees, other agents and volunteers in the performance of their duties and responsibilities, the Board will defend its Board members, officers, employees, other agents and volunteers against claims for suits arising out of the performance of their duties and responsibilities. The Board shall indemnify its Board members, officers, employees, other agents and volunteers against all financial liability or loss resulting from such claims or suits including judgments for damages, attorney's fees, fines, court costs and amounts paid in settlement of such matters and reasonable and customary ancillary costs. Ancillary costs may include, for example, travel expenses incurred by Board members or others if they must appear for a case that is being tried outside the area.

The protection provided by this policy shall apply on an occurrence basis, which means that an individual will be indemnified even though the person is no longer a member of the Board or employed by or otherwise associated with GCCS when the lawsuit is filed.

The Board reserves the right, however, to deny representation and indemnification to any person covered by their Board policy in any instance in which there would be no coverage under GCCS's applicable liability insurance program in which the claim "results in civil judgment or criminal conviction for" an intentional tort, immoral conduct, violation of any criminal or civil statute or violation of Board policy or regulations or administrative order or directive, whether verbal or written.

As a prerequisite to the right of legal representation and indemnification, any person who is served with legal notice commencing any action or proceeding against them for which indemnification is sought is required to immediately notify the Superintendent of the legal action after receipt of such legal notice.

GCCS shall maintain a program insurance coverage sufficient to provide the legal defense and indemnification described in this policy. However, GCCS's purchase of liability insurance does not waive the GCCS's entitlement to sovereign immunity.

## **STUDENTS**

### **Nondiscrimination and Student Rights**

**Policy 2100**

The Board reaffirms its belief that every student regardless of sex, race, color, national origin, religion, disability, cultural or socioeconomic status be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitments insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

## **STUDENTS**

### **Equal Educational Opportunity**

**Policy 2110**

It is the policy of the Board to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students will be identified on the basis of physical, health, sensory, emotional, behavioral disabilities or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

GCCS's programs and services available to meet the unique needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and Missouri Special Education Services Act § 162.670 - .995 RSMo. In addition, the identification of students with disabilities and the services provided by GCCS will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended.



## **STUDENTS**

### **Students of Legal Age**

**Policy 2120**

Upon attainment of the age of eighteen (18), students will be deemed to be adults for purposes of educational records, placement and reporting.

## **STUDENTS**

### **Anti-Harassment**

### **Policy 2130**

It is the policy of GCCS to maintain a learning environment that is free from harassment because of an individual's sex, race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. GCCS prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of Board policy for any student, teacher, administrator, or other School Personnel of GCCS to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding their gender, race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall also be a violation of Board policy for any teacher, Administrator, or other School Personnel of GCCS to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, Administrator, other School Personnel, or by any third party who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of GCCS.

For purposes of this Policy, the term "School Personnel" includes Board members, employees, agents, volunteers, contractors, or persons subject to the supervision and control of GCCS.

GCCS will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of sex, race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, Administrator, or other School Personnel who is found to have violated this Policy, or to take other appropriate action reasonably calculated to end the harassment or discrimination.

## **STUDENTS**

### **Marital, Parental Status of Students**

**Policy 2140**

Students who are married, pregnant or who have given birth will be treated in a like manner as other students with respect to academic matters, student activities and other educational benefits provided by GCCS.

## **STUDENTS**

### **Searches by School Personnel**

**Policy 2150**

School lockers and desks are the property of GCCS and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of GCCS policy. In addition, the Board authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of school rules, policy or state law. Reasonable suspicion must be based on facts known to the Administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances. No employee shall perform a strip search of any student

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by GCCS.

## **STUDENTS**

### **Interviews, Interrogations and Removal from School**

**Policy 2160**

GCCS has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The Administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the Principal or designee will be present and the interview will be conducted in private.

The Principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The Principal ordinarily will make reasonable efforts to notify the student's parents and guardians.

### **Removal of Students from School**

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized person, the Principal will verify the official's authority to take custody of the student. The Principal will notify the student's parent or guardian as soon as possible that the student is being removed from school property.

## **STUDENTS**

### **Distribution of Noncurricular Publications by Students**

**Policy 2170**

GCCS recognizes that student expression regarding a variety of topics may be beneficial to GCCS's educational mission. Discussion and debate regarding serious issues can engender tolerance for diverse viewpoints. GCCS, however, has the obligation to ensure that student expression is consistent with GCCS's educational mission.

## **STUDENTS**

### **Pledge of Allegiance**

**Policy 2180**

GCCS shall ensure that the Pledge of Allegiance is recited in at least one scheduled class of every student no less than once a week. No student shall be required to recite the Pledge of Allegiance.

## **STUDENTS**

### **School Admissions**

### **Policy 2200**

#### **Admission of Residents.**

GCCS shall enroll only students that reside in the Kansas City, Missouri Public School District or students eligible to attend under an urban voluntary transfer program or nonresident students who transfer from an unaccredited district subject to all other provisions of section 167.131. GCCS does not limit admission based on sex, race, color, national origin, religion, ethnicity, sexual orientation, disability, income level, proficiency in the English language or athletic ability, but may limit admission to students within a given age group or grade level.

#### **Admission Preferences for Lottery**

1. If the capacity of GCCS is not met through pupils that reside within the defined geographic parameters of GCCS, GCCS gives preference for admission whose siblings attend GCCS's schools or whose parents are employed by GCCS.
2. Geographic Preferences
  - a. The Superintendent is authorized to establish an admission preference for the students who apply for enrollment from the following Zip Codes: 64108, 64111, 64123, 64124, 64126, and 64127.
  - b. To effectuate that preference, the Superintendent is instructed to direct that the lottery admission process provide a weighted component to give a preference in the admission process to students of families within the identified geographic areas.
  - c. This preference is not intended to create a racially or socioeconomically isolated school, but rather to encourage the continued support and sense of ownership of GCCS and its programming within the community served by Guadalupe Center.

#### **Pre-Admission Screening**

If capacity of the school is insufficient to enroll all students who submit an application during the open enrollment period established in February of each year, GCCS will use a lottery admissions process in order to assure all applicants an equal chance of admission.



Students will not be required to complete any test or measure in order to be admitted to GCCS. Once students are formally enrolled, formal and informal assessments may be administered to determine the most appropriate instructional plan and placement for each student.

## **Registration**

Registration can be completed through the common online portal or via paper application. All applications for GCCS must be received by the GCCS administrative on or before 5:00 p.m. on March 1<sup>st</sup>. In the event GCCS's administrative office is closed on March 1<sup>st</sup>, all applications received by 5:00 p.m. the next school day after March 1<sup>st</sup> will be accepted

All applications must be complete. Regardless of reason, failure to have a completed application package in the administrative offices of GCCS by the deadline may constitute a waiver of inclusion in the lottery for the following school year.

In order to complete the registration process, the educational records and all required supporting documentation (such as proof of residence, immunizations) must be received. Applications timely received but that are incomplete due to circumstances beyond the control of the applicant may be included in the lottery at the discretion of the Superintendent with a right of appeal to the Board.

Any applications not present in GCCS offices by the deadline will be deemed to have waived participation in the lottery regardless of reason.

GCCS's admission procedures will be published annually.

A register of all complete applications received in a timely manner will be maintained in GCCS's office for review by applicants. Applicants are required to assure their application is registered prior to the deadline.

Priority for enrollment will be given in the following order in accordance with the approved charter petition:

1. Currently enrolled students
2. Faculty, Staff, and Board Member children
  - a. Children of full time faculty and full time instructional staff hired after the lottery date for the following school year will be given priority over children of Board members.
3. Siblings of students currently enrolled on the date of the lottery

## **Lottery**

When more registrants than seats available in a class, grade level, or the school have been received, a public lottery shall be held.

The lottery process shall be published in advance and articulated prior to commencement of the lottery.

The lottery shall be observed and certified by a third party individual.

## **Wait List**

Lottery positions and waiting list positions will not be secured from year to year. Those offered the opportunity to enroll from the waiting list will have to complete the enrollment process before the opening will be offered to the next student on the waiting list.

It is the responsibility of the wait listed parent or guardian to provide updated contact information, including a phone number and address, and an email if possible.

Wait list parents must also provide an emergency contact person in the event they cannot be reached regarding an opening. Failure to keep updated information throughout the school year resulting in an inability to notify the parent of an opening waives the student's placement on the wait list.

A GCCS designee shall contact the next person on the wait list if a slot becomes available. Contact may be made by phone, and if available, by email. Every effort will be made to reach the individual in person; however, if this is not possible, a message will be left on the phone or by email.

Parents of a student on the wait list offered an opening will be given 72 hours to contact the administrative office of GCCS make a decision to accept the opening. If contact or a decision is not made within this time frame, the next student on the wait list will be extended the offer.

## **STUDENTS**

### **Age Criteria for Admission**

**Policy 2210**

#### **Kindergarten and First Grade**

In accordance with state and federal law, a student is eligible for admission to kindergarten, and summer school for the summer prior to kindergarten, if the student:

1. Reaches the age of five before August 1 of the school year; or,
2. If the child in the household of an active duty member of the military, including veterans who are deceased or injured as defined by law, who has successfully completed an accredited pre-kindergarten program or has attended an accredited kindergarten in another state, regardless of the age of the student.

Students must be six years old before August 1<sup>st</sup> of a school year to be admitted to first grade. However, students who have completed kindergarten and demonstrate that they are socially and academically ready to progress may be placed in 1<sup>st</sup> grade if it would best meet the student's educational needs.

#### **Pre-School and Pre-Kindergarten Entrance Ages**

A child is eligible for admission to attend pre-school or the pre-kindergarten program if the child reaches the age of four before August 1<sup>st</sup> of the school year in which the child intends to enroll.

## **STUDENTS**

### **Compulsory Attendance Ages**

**Policy 2220**

The Board shall abide by the compulsory attendance laws of the state by requiring admitted resident students between the ages of seven and either seventeen years or successful completion of sixteen credits toward high school graduation, to attend school full time, with the exception of those students who may be excused from full-time attendance by the Superintendent. Individual petitions for any deviation from full-time attendance shall be considered by the Superintendent on the merits of the individual student's application and in compliance with state law and regulations. For purposes of this Policy, a completed credit toward high school graduation is defined as one hundred hours of instruction or more in a course.

Any student age seventeen years or older who drops out of school for any reason other than to attend another school, college or university, or to enlist in the armed services, shall be reported to the state literacy hotline office by GCCS.

## **STUDENTS**

### **Student Withdrawal from School**

### **Policy 2290**

Students who withdraw from school for any reason are required to notify the Principal and provide a specific reason for withdrawal.

The Principal will submit a monthly report to the Director of Student Services concerning the identity and reason of each student withdrawing from school. Drop outs will be reported to the Missouri Literacy Hotline.

The principals will respond within five (5) business days to requests by other schools for the records of students transferring from GCCS. Records transferred pursuant to such requests will include the written notification of criminal charges and adjudications by law enforcement officials for criminal acts.

## **STUDENTS**

### **Student Attendance**

### **Policy 2310**

The Board shall abide by the compulsory attendance laws of the state, with the exception of those students who may be excused from full-time attendance by the Superintendent. Individual petitions for any deviation from full-time attendance shall be considered by the Superintendent on the merits of the individual student's application and in compliance with state law and regulations.

Students may attend school on a part-time basis as provided by state law and regulations of the Board.

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons.

## **STUDENTS**

### **Attendance Rules**

### **Policy 2320**

Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as:

1. Personal illness or the student attendance at school endangers a student's health or the health of others.
2. A serious illness or death in the student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency mandating absence from school.
4. Observance of religious holidays.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

Unexcused absences are all failures to attend school other than those specifically listed above.

When the student is absent, GCCS will attempt to contact the parent to determine the cause of absence. The person responsible for absentee calls will maintain an accurate phone log.

All work missed due to illness must be made up by the student within a reasonable time or the student risks not receiving credit for the missed work. It is the student's responsibility to make arrangements with the teacher for make-up work.

In order to participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity. Missouri High School Activities Association rules provide the circumstances in which a student is eligible to participate in extra curricular activities.

For each absence beyond ten (10), students must bring an excuse from a doctor, dentist, health center, etcetera, or court for the absence to be excused.



## **STUDENTS**

### **Student Dismissal Rules**

**Policy 2330**

Students are to be released from school during school hours only with permission of the Principal.

Early dismissal of a student may be approved only by the Principal. Requests for early dismissal must be in writing, signed and dated by a parent or guardian or in some other manner whereby school personnel can confirm reliability and authorization.

## **STUDENTS**

### **Truancy and Educational Neglect**

**Policy 2340**

The Board believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent or guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate.

Section 210.115 R.S.Mo. mandates reporting to the Children's Division when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents or guardians.

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the building principal who will then become responsible for making a report via the Student Abuse Hotline to the Children's Division. The Principal shall inform the Superintendent that a report has been made.

## **STUDENTS**

### **Student Educational Records**

### **Policy 2400**

GCCS will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents or legal guardians of students who are attending or have attended GCCS have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. GCCS has adopted procedures for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by GCCS, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, GCCS will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

## **STUDENTS**

### **Student Health Records**

**Policy 2410**

Except as otherwise required to comply with the Individuals with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file.

## **STUDENTS**

### **Missouri Seal of Biliteracy**

### **Policy 2551**

The Superintendent is granted the authority to award the Missouri Seal of Biliteracy, Distinguished Missouri Seal of Biliteracy and Pathway Awards to students who meet designated criteria in English Language Arts and any of the world's languages either taught or present in our schools.

Student awards may include verbal recognitions, a letter, a certificate, a public ceremony, and a ribbon or medal. The award will be noted on the high school transcript in an easily seen location, separate from courses, grades and assessment results. A seal will be adhered to the high school diploma. Graduates with the seal have the opportunity to receive up to 12 college credit hours of Foreign Language Credit, depending upon the specific biliteracy seal policy of a chosen university in Missouri.

The SEAL shall be awarded by the Superintendent to pupils who complete the requirements for a high school diploma and who meet all of the following criteria for the three Major Components—1) English Language Proficiency, 2) Languages Other Than English (LOTE), 3) Sociocultural Competence:

### **Pathway Awards**

Pathway Awards are a means to recognize student language achievement from Pre-K through Grade 12. A GCCS Rubric will be designed to articulate minimum criteria for achievement in English for English Learners and the LOTE (for students learning Spanish at any grade level).

## **STUDENTS**

### **Discipline**

### **Policy 2600**

The discipline policy set out rules of student behavior applicable to all students in GCCS and the procedures for imposing discipline on students who violate these rules. In general, discipline is designed to correct a student's misconduct and to encourage the student to be a responsible citizen of the school community. Disciplinary actions will be in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history and other relevant factors.

The disciplinary process may include due consideration of student support services that may be available through the school, the school system, other public entities, or community organizations. Where feasible, the school prefers to reassign disruptive students to alternative educational settings rather than suspend or expel such students from school.

Parental notification and parental involvement are essential to any effort to modify a student's inappropriate behavior. The intent of this policy will only be effective if parents and guardians, teachers and school administrators work together to improve student behavior and enhance academic performance.

The Board authorizes the immediate removal of a student upon a finding by the Superintendent that the student poses a threat of harm to self or others. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

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

No person employed by or volunteering for GCCS shall administer or cause to be administered corporal punishment upon a student attending school. A staff member may, however, use reasonable restraint against a student without advance notice to the Principal, if it is essential for self-defense or for the protection of other persons or property of the school.

Note: Code of conduct levels of infractions and consequences are located in the Parent Student Handbook.

## **STUDENTS**

### **Student Conduct at School and on Buses**

**Policy 2610**

The safety of students at school and their transportation to and from school is a responsibility which they and their parents or guardians share with GCCS officials and bus drivers. Therefore, the rules of the student code of conduct will be issued to all students at the beginning of the school year and to new students upon enrollment.

## **STUDENTS**

### **Enforcement**

### **Policy 2620**

Principals are responsible for enforcing the policies contained herein and in the Parent/Student Handbook for each school.

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

All GCCS staff shall annually receive instruction related to the specific contents of this discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.



## **STUDENTS**

### **Investigation Process**

### **Policy 2630**

When a violation of school rules is reported or suspected, the Principal will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation should include interviews with the alleged perpetrator, victim, identified witnesses, teacher, staff members and others who might have relevant information. Written statements should be obtained from all individuals who are interviewed. Video statements may be taken where video equipment is available. Video surveillance, if available, should be reviewed and secured. Any other physical or documentary evidence should be collected and preserved. GCCS counselors, social workers, school security personnel and other support staff should be utilized for their expertise as determined by the circumstances of the matter. At an appropriate time during or after the investigation, the parent or guardian will be notified. However, if the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent or guardian should be notified immediately.

## **STUDENTS**

### **Appeal Process**

**Policy 2640**

#### **Long-term suspension**

A student placed on long term suspension has the right to appeal the student's suspension. A request for appeal shall be made in writing and hand-delivered to the office of the Superintendent located at 5123 E. Truman Road, Kansas City, Missouri 64127 within five school days from the date the suspension was issued and shall state with particularity the events leading to the suspension and the reasons why the student should not be suspended. The failure to request an appeal within five school days from the date of the suspension shall result in a waiver of the right to appeal the suspension. A hearing before the Board shall be held at the next regularly scheduled board meeting or within 15 school days from receipt of the appeal by the student, his or her parent or guardian. The student may bring witnesses on his or her behalf. The Board will deliberate upon conclusion of the hearing and return a decision no later than twenty-fours from the date of the hearing.

#### **Expulsion**

Upon receipt of the Superintendent's recommendation for expulsion of a student, the Board shall notify the student and parent or guardian of the Superintendent's recommendation and the date for an expulsion hearing. The Board shall send a notice of hearing in writing within three school days of receipt of the Superintendent's recommendation, notifying the student and parent or guardian of the date of hearing and advising them of the student's right to bring witnesses and present evidence. A hearing before the board shall be held at the next regularly scheduled Board meeting or within 15 school days from the date the Superintendent's recommendation was received whichever is shorter.

## **STUDENTS**

### **Drug-Free Schools**

### **Policy 2645**

GCCS shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve. Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

GCCS shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents or guardians and students shall annually be provided with a copy of this policy.

GCCS certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. GCCS conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

## STUDENTS

### Disciplinary Methods

Policy 2650

#### IN-SCHOOL SUSPENSION

Is the removal of a student from regular classes and the assignment to an in-school suspension setting within the school. The student's teachers shall send class assignments to in-school suspended students.

**Exception to attend special classes:** A teacher may request that a student who has been assigned to in-school suspension be allowed to attend class (such as lab classes). The granting of this request is limited to cases where it is extremely important that a class not be missed or where a class cannot be made up at a later date. The Principal has the final decision.

**Alternative to in-school suspension:** For minor offenses, in lieu of in-school suspension, a student may be denied loss of privileges (i.e. recess, hallway passing with classmates, re-assigned seating), or a student may be given the option of school service (i.e., picking up trash on the school grounds, cleaning lunchroom tables, etc.), provided the school service is age-appropriate, supervised and does not include restroom duties.

#### OUT-OF-SCHOOL SUSPENSION

**Short-term suspension:** Is the removal of a student from school (or the school bus) for one to ten school days. The Principal may impose an out-of-school suspension of up to ten school days. Schoolwork missed during 1-3 day suspensions may be made up when the student returns to school. For suspensions of 4-10 school days, parents or guardians may request and pick up the schoolwork during school hours.

**Long-Term Suspension:** Is the removal of a student from school (or the school bus) for more than ten school days but not to exceed 180 days. Only the Superintendent may impose long-term suspension. A student on long-term suspension may elect to transfer to an alternative school.

Any recommended suspension greater than three days shall be immediately reported to the Superintendent who may revoke the suspension at any time.

**Note:** The Board may suspend a student upon finding that the student has been charged, convicted or pled guilty in a court of general jurisdiction for the commission of a felony criminal violation of state or federal law, after notice to parent or guardian and a hearing upon the matter.

## **Due Process**

No student shall be suspended unless:

1. The student shall be given oral or written notice of the charges against such student;
2. If the student denies the charges, such student shall be given an oral or written explanation of the facts which form the basis of the proposed suspension;
3. The student shall be given an opportunity to present such student's version of the incident; and,
4. In the event of a suspension for more than ten days, where the student gives notice that such student wishes to appeal the suspension to the Hearing Officer, the suspension shall be stayed until the Hearing Officer renders the Hearing Officer's decision, unless in the judgment of the Superintendent, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from , and the notice and hearing shall follow as soon as practicable.

In the event of an appeal of an expulsion to the Board, the Superintendent shall promptly transmit to it a full report in writing of the facts relating to the suspension, the action taken by the Superintendent and the reasons therefor and the Board, upon timely request, shall grant a hearing to the appealing party.

### **Exception for final exams or other testing**

If a student's suspension occurs during a critical time in the academic calendar, the Principal may allow for an accommodation to be made to allow the student to take final exams or other testing. However, this exception will not apply to students suspended for offenses that are violations of state or federal law or that involve weapons, violence or drugs.

## **EXPULSION**

Is the permanent removal of a student from school (or the school bus). Only the Board may impose expulsion. The Superintendent shall immediately notify the Board in writing of his or her recommendation for expulsion of a student. The Board authorizes the immediate removal of a student upon a finding by the superintendent that the student poses a threat of harm to himself or herself or others.

At the hearing upon any such removal, suspension or expulsion, the Board shall consider the evidence and statements that the parties present and may consider records of past

disciplinary actions, criminal court records or juvenile court records consistent with other provisions of the law, or the actions of the pupil which would constitute a criminal offense. The Board may provide by general rule not inconsistent with this section for the procedure and conduct of such hearings. After meeting with the Superintendent, or his designee, to discuss the expulsion, the parent, guardian or the student, if at least eighteen years of age, may, in writing, waive any right to a hearing before the Board.

**Note:** The removal of any student with a disability is subject to state and federal procedural rights. §167.161.1 RSMo.

## **RESTRICTIONS ON SCHOOL ACTIVITIES**

Students who are out-of-school suspended or expelled are prohibited from being on school property at all times and shall not come within 1000 feet of any school property. In addition, students who have been out-of-school suspended or expelled are prohibited from attending or participating in any school-sponsored activities on or off school property.

## **ALTERNATIVE SCHOOL**

A student who is removed from school for more than ten school days may elect to transfer to an alternative school for instruction, academic support and counseling. An alternative school enables a student to take academic classes that allow the student to keep up with the course credit requirements toward graduation. This applies only to high school students.

## **BEHAVIOR CONTRACTS**

A contract between the student, GCCS and parent, that is used with students who are continually exhibiting behaviors that disrupt the school learning environment and the smooth operation of the school, often times causing themselves and others difficulty in school. The behavior contract will clearly outline the expectations of the student, school and parents, as well as defining the consequences associated with noncompliance of the contract. New students enrolling at a GCCS, who have shown a pattern of disruptive behavior as mentioned above, at their previous school and documented on their discipline records may also be placed on a behavior contract.

## **DETENTION**

After notice to the parent or guardian and approval from the Principal a student may be temporarily detained beyond the length of the regular school day or during regularly scheduled recesses or breaks. Failure to serve a detention will result in further disciplinary action, which may include an in-school or out-of school suspension.

## **STUDENTS**

### **Student Dress**

### **Policy 2651**

The Board expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within GCCS. This expectation includes the school day and school sponsored extracurricular activities.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

## **STUDENTS**

### **Reporting Violent Behavior**

**Policy 2652**

Violent behavior and the phrase, acts of school violence, are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on GCCS property, including a school bus or while involved in school activities.

Administrators are required to report acts of school violence to teachers and other GCCS employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. Administrators will also disclose to appropriate staff members, portions of any student's individualized education program that is related to past or potentially future violent behavior. The Superintendent will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses listed below which are committed on school property, school buses and during school activities.

The following crimes must be reported:

1. First degree murder under RSMo. §565.050;
2. Second degree murder under RSMo. §565.021;
3. Kidnapping under RSMo. §565.110;
4. First degree assault under RSMo. §565.050;
5. Rape in the first degree under RSMo. §566.030;
6. Sodomy in the first degree under RSMo. §566.066;
7. Burglary in the first degree under RSMo. §569.160;
8. Burglary in the second degree under RSMo. §569.170;
9. Robbery in the first degree under RSMo. §570.023;
10. Distribution of drugs under RSMo. §579.055;
11. Distribution of drugs to a minor under RSMo. §579.020;
12. Arson in the first degree under RSMo. §569.040;
13. Voluntary manslaughter under RSMo. §565.023;
14. Involuntary manslaughter under RSMo. §565.027;
15. Second degree assault under RSMo. §565.052;
16. Rape in the second degree under RSMo. §566.031;
17. Felonious restraint under RSMo. §565.120;
18. Property damage in the first degree under RSMo. §569.100;
19. The possession of a weapon under Chapter 571;
20. Child molestation in the first, second or third degree under RSMo. §566.061;
21. Sodomy in the second degree under RSMo. §566.061;
22. Sexual misconduct involving a child under RSMo. §566.083;
23. Sexual abuse in the first degree under RSMo. §566.100;
24. Harassment under RSMo. §565.090; or,
25. Stalking under RSMo. §565.225.



## **STUDENTS**

### **Student Participation in Secret Organizations and Gangs**

**Policy 2653**

The Board prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School.

The Board feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. The Board acts to prohibit existence of gangs and gang activities.

No student on or near GCCS property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission or use any speech either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
  - a. Soliciting others for membership in any gangs.
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
  - c. Committing any other illegal act or other violation of school policies.
  - d. Inciting other students to act with physical violence upon any other person.

## **STUDENTS**

### **Student Use and Care of School Property**

**Policy 2654**

The Board recognizes that acts of destruction, defacing, trespassing, burglary and theft of GCCS property are contrary to the interests of students, staff and tax payers. GCCS officials will cooperate fully with all law enforcement agencies in the prevention of crimes against GCCS property as well as in the prosecution of persons involved in such conduct.

GCCS will seek restitution from students and other persons who have damaged or destroyed GCCS property. As permitted by law, GCCS will also seek restitution from the parent/guardian of children involved in such misconduct. In instances where GCCS has reason to believe a student has damaged GCCS property, the student may be subject to school imposed discipline regardless of whether law enforcement charged the student with a crime.

## **STUDENTS**

### **Bullying**

### **Policy 2655**

GCCS is committed to maintaining a learning and working environment free from any form of bullying and intimidation.

Bullying is the intentional act by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or actions, including gestures or verbal or oral statements, cyberbullying, electronic or written communication and any threat of retaliation for reporting acts of bullying. Cyberbullying means bullying as defined above through the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to a land line telephone, cellular phone, or other wireless communication device, computer, laptop, tablet or pager. Any cyberbullying that originates on campus or if the electronic communication was made using GCCS's technological resources and there is a sufficient nexus to the educational environment or if the electronic communication was made on the school campus, on a school bus or at a school activity using the student's personal technological resources, is prohibited and shall result in disciplinary action.

Bullying or cyberbullying is strictly prohibited on GCCS property, on a school bus, during school activities or in a school related context. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their school principal. GCCS employees are required to report any instance of bullying that the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the Principal. A Principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The Principal may assign other employees to assist in the investigation or request that the superintendent assign an outside investigator. The investigation shall be completed within ten (10) school days from the date of the written report of bullying, unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

GCCS shall give annual notice of the policy to students, parents or guardians and staff. The policy shall be included in all student handbooks. This policy shall also be posted on the GCCS web page and a copy shall be placed in the GCCS Administrative Office.

GCCS shall provide information and annual training on the requirements of this policy to all GCCS staff who have significant contact with students. GCCS shall provide education and information to students regarding bullying, including information contained in this policy,

the harmful effects of bullying and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal or retaliation against any person who reports an act of bullying. GCCS shall instruct its counselors, social workers, mental health professionals and psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop internal locus of control. Administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim and to make resources or referrals available to victims of bullying.

## **STUDENTS**

### **Acceptable Technology Use**

**Policy 2657**

#### **Internet Use and Safety**

GCCS recognizes that computers and the Internet have educational purpose when used properly. GCCS will take all measures necessary to provide individual users, both students and administrators, with the understanding and skills necessary to use the Internet appropriately in ways that meet educational needs and personal safety. However, there is always the risk that some students might encounter information on the Internet that could be of potential harm or inappropriate to the student. While GCCS will inform students on the appropriate use of email and Internet safety and will take all necessary measures to ensure students use computers and the Internet consistent with the terms of this policy, due to the uncontrollable nature inherent to the Internet, GCCS cannot guarantee the Internet and computer environment for its students. GCCS does comply with the Children's Internet Protection Act and uses available filtering software.

The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators and teachers will deem what is inappropriate use and their decision is final. GCCS may deny, revoke, or suspend specific user access.

#### **Staff Responsibilities for Use of Technology**

It is the responsibility of the staff and building Principals to provide guidance to students in appropriate technology usage. In order to do so, they will adhere to the following guidelines:

1. They will develop and help students develop the skills needed to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use information to meet educational goals;
2. They will supervise and monitor anyone given access to technology resources to ensure adherence to this policy;
3. They will take an active role in ensuring that students and their parents are aware of the individual student's responsibility to use technology resources in an ethical and educational manner; and
4. They will supervise student Internet and computer usage.

## **Student Responsibilities for Use of Technology**

It is the responsibility of Students to avoid inappropriate technology usage. In order to do so, they will adhere to the following guidelines:

1. Obtain parental permission before using any GCCS computer on the Internet;
2. Never give out personal or family information such as phone numbers, credit card numbers, or home addresses;
3. Never arrange for a face-to-face meeting with a stranger and never respond to abusive or suggestive messages. Any student who received any abusive or suggestive messages from any source shall immediately report all such instances to a teacher, the Principal or a member of the technology staff; and
4. Use appropriate language when using electronic email or other use of the computer. Do not swear, use vulgarities or any other inappropriate language.

## **Network User Responsibilities**

It is the responsibility of all users of the GCCS Information Technology Network to avoid inappropriate technology usage. In order to do so, they will adhere to the following guidelines:

1. Use of the GCCS's technology resources must be in support of education and research consistent with the educational objectives of GCCS;
2. Comply with all rules and laws, regarding access and copying of information as prescribed by Federal, State, or local law, and Internet providers;
3. Be polite and appropriate. Adhere to all standards of courtesy, etiquette, and existing board policies as they may be interpreted to apply to technology resources;
4. Help maintain security of GCCS technology resources by following this policy and maintaining secrecy of all passwords. All known breeches of security must be reported to a member of the technology staff and a Principal or Assistant Superintendent;
5. Be aware that network files and electronic mail are not guaranteed to be private. School technology personnel shall have access to all files; and,
6. Do not permit others to use your account.

## **Unacceptable Uses**

The following sets forth a non-exclusive list of inappropriate uses:

1. Providing unauthorized or inappropriate access to GCCS technology resources;
2. Any attempt to harm or destroy data of another user or other networks connected to the Internet;
3. Activities involving the loss or unauthorized use of others' work;
4. Distribution or use of obscene, abusive, or threatening material;
5. Unauthorized use of school resources for commercial, illegal, or profit-making enterprises;
6. Knowingly wasting technology resources;
7. Physical abuse of the equipment;
8. Using technology resources in ways that violate school policies and behavior standards;
9. Degrading or disrupting equipment or system performance;
10. Installing unauthorized software on school computers, or any violation of copyright established for computer software; and,
11. Knowingly uploading or creating computer viruses.

## **Internet Safety Policy and Technology Agreement**

No Student will be able to use a computer to access the Internet without signing an Internet Use Agreement which acknowledges this policy and in which the Student's parent of guardian grants permission for the Student's access. No student will be permitted to use the Internet without supervision or direction from the Student's teacher or another adult supervisor.

Transmission of any material in violation of any state or federal statute or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected as a trade secret. Use for product advertising, political lobbying or for commercial gain is also prohibited.

## **STUDENTS**

### **Enrollment or Return Following Suspension or Expulsion**

**Policy 2664**

No student shall be readmitted, or permitted to enroll or otherwise attend school, except as may otherwise be required by law, following a suspension or expulsion from this or any other school until GCCS has conducted a conference to review the conduct that resulted in the expulsion or suspension, and any remedial actions needed to prevent any future occurrences of such or related conduct. No student will be admitted or readmitted if their conduct is prohibited conduct set out in Section 167.171(3) of the Revised Statutes of Missouri.



## **STUDENTS**

### **Corporal Punishment Prohibited**

**Policy 2670**

For purposes of this policy, corporal punishment is a form of physical punishment administered by an adult to the body of a child for the purpose of discipline or reformation of behavior, or to deter attitudes or behaviors deemed unacceptable.

No person employed by or volunteering for GCCS shall administer or cause to be administered corporal punishment upon a student attending a GCCS school.

A staff member may, however, use reasonable restraint, for which the staff member has been trained, against a student without advance notice to the Principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or property of GCCS.

## STUDENTS

### Discipline of Student with Disabilities

Policy 2672

Students with special needs, as defined by federal and state laws and regulations, including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, shall be subject to the provisions of the GCCS Code of Student Conduct, except as otherwise provided by this section. The term "Exceptional Education" shall mean and include the administrative unit or units responsible for the direction of the Department of Exceptional Education.

The student's parent or guardian, Special Education Director, and relevant staff shall be involved in all administrative decisions under the Student Code of Conduct involving students with special needs.

#### **In this Policy the following terms will have the following Meanings:**

**Individual Education Plan** - A individualized plan developed for Students who are determined to have a disability in any category as outlined in the IDEA and the Missouri State Plan for Special Education.

**Authority of School Personnel** - GCCS personnel may consider any unique circumstances when determining whether a change of placement, consistent with other requirements of this section, is appropriate for a student with a disability who violates the Student Code of Conduct.

**Change of Placement** - A removal of a student with a disability from the current educational setting for more than 10 school days in a row, subjected to a series of removals that constitute a pattern , or factors as the length, total amount of time removed, and the proximity of removals to one another.

**Pattern of Suspension** - A pattern of suspension is determined based upon factors such as the type of conduct involved, length of each removal and total amount of time removed and the proximity of removals to one another. Whether a pattern of removals constitutes a change of placement is determined on a case-by-case basis by the Director of Special Services and, if challenged, is subject to review through due process and judicial proceedings.

**Manifestation** - Review of all relevant information in the student's cumulative file conducted by the parent or guardian, and relevant members of the IEP team (as determined by the parent or guardian and Director of Special Services) to determine the relationship between the student's disability and the behavior subject to disciplinary action. The determination may be made without parent or guardian participation, if the required notice has been provided. The notice shall specify that the meeting may be held without the parent or guardian participation.

**Stay Put** - During the pendency of any due process proceedings, the child shall remain in the then-current educational placement.

**Illegal Drug** - Illegal drug means a controlled substance; but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law.

**Weapon** - A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length.

**Controlled substance** - A drug or other substance identified under schedules I, II, III, IV or V in 21 U.S.C. § 812(c) of the Controlled Substances Act (21 U.S.C. 812(c)) or as defined in the Revised Statutes of Missouri Chapter 195.

**Serious Bodily Injury** - Serious bodily injury has the meaning given the term “serious bodily injury” under paragraph (3) of subsection (h) of section 1365 of title 18, United States Code.

## **Discipline Options**

### **In-School Suspension**

A student with a disability who violates the Student Code of Conduct may be removed to suspension within the school setting in the same manner as other students. Services will be provided to in-school suspended students with a disability.

### **Out-of-School Suspension**

#### **Short-term Suspension**

Is the removal of a student from school (or the school bus) for one to ten school days. GCCS may remove a child with a disability who violates the Student Code of Conduct from their current placement to suspension, interim alternative educational settings, or another setting for not more than ten(10) school days in a school year without the provision of services.

## **Long-term Suspension**

Is the removal of a student from school (or the school bus) or more than ten school days but not to exceed 180 days. Only the Superintendent may impose long-term suspension. A student on long-term suspension may elect to transfer to an alternative school.

## **Notification**

On the date a decision to make such a removal is made, the parent or uardian will be notified of the decision and provided a copy of the Individuals with Disabilities Education Act, 2004 procedural safeguards.

Within ten (10) school days after any decision to change the placement or for consideration of a removal of more than ten (10) consecutive school days of a student with a disability because of a violation of the Student Code of Conduct, Administration and the Director of Special Services will determine if the proposed disciplinary removal constitutes a pattern of suspension, the district shall conduct a manifestation and IEP meeting, if appropriate.

### **If the decision of the Administration and Director of Special Service is “No Pattern of Suspension Created”**

Then GCCS Administration and the Director of Special Services, in consultation with at least one of the student’s teachers, will determine the following to enable the student to appropriately participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the Individualized Education Plan (IEP):

1. the extent to which services are required on the eleventh (11<sup>th</sup>) school day and thereafter;
2. Alternate locations in which services will be provided, and
3. Conduct as appropriate, a functional behavioral assessment (FBA) and behavior intervention services and modifications that are designed to address the conduct violation so that it does not recur.

### **If the decision of the Administration and Director of Special Service is “Pattern of Suspension Created”**

Within ten (10) school days after any decision to change the placement of a student with a disability because of a violation of the Student Code of Conduct, the parent or guardian, and relevant members of the IEP team (as determined by the parent or guardian, administration, and Director of Special Services) shall conduct a manifestation meeting to review all relevant information in the student’s cumulative file, include the student’s IEP,

any teacher observations and any relevant information given by the parent(s)/guardian(s) to determine:

1. Whether the conduct in question was caused by, or had a direct and substantial relationship to the student's disability; or
2. Whether the conduct in question was the direct result of the GCCS's failure to implement the IEP.

If the parent or guardian, student (if required), GCCS representative and required members of the IEP team determine that either of the two conditions above is applicable to the student, then the behavior is to be determined a manifestation of the student's disability.

### **Behavior which is not a manifestation of the student's disability**

Proposed disciplinary action may be imposed as applicable to students without disabilities.

The IEP team will determine the following, which enable the student to appropriately participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the Individualized Education Plan:

1. Extent to which services are required on the eleventh (11<sup>th</sup>) school day and thereafter;
2. Location in which services will be provided;
3. Conduct as appropriate, a functional behavioral assessment, behavior intervention services and modifications that are designed to address the conduct violation so that it does not recur.

If the parent or guardian disagrees with the team's decision and requests due process, "stay-put" shall be in the interim alternative educational setting pending the decision of the hearing officer, unless the parent or guardian and GCCS can agree otherwise.

### **Behavior Which is a Manifestation of the Student's Disability**

Proposed disciplinary action may not be implemented. The student must return to the placement from which the Student was removed.

The IEP team must conduct a functional behavior assessment and develop a behavioral intervention plan if none exists. If a behavioral intervention plan already has been developed, it may be modified as necessary to address the behavior.

The parent or guardian and IEP Team may agree to a change of placement as part of the modification of the IEP and behavioral intervention plan.

## **Expulsion**

Removal from Current Educational Placement.

A student with a disability can be expelled for violation of the Student Code of Conduct, only when the above procedural safeguards regarding long-term suspension are followed.

If the parent or guardian and the IEP Team agree, the meeting may be held through actual participation, representation, video conference or a telephone conference call. The meeting shall be held at a time and place mutually convenient to the parent or guardian and school within the period of the student's pre-expulsion suspension.

Each parent or guardian shall be notified of the parent or guardian's right to participate in the meeting at least forty-eight (48) hours prior to the meeting. Unless a parent or guardian has requested a postponement, the meeting may be conducted without the parent or guardian's participation, if the required notice has been provided. The notice shall specify that the meeting may be held without the parent or guardian's participation.

### **Forty-five (45) day interim alternative educational setting (unilateral removal)**

In addition to any other actions consistent with this Policy, an IEP Team may place a student in an interim alternative educational setting as a disciplinary action without regard to whether the behavior is determined to be a manifestation of the student's disability if:

1. The Student Carries a weapon to school or has a weapon at school, on GCCS premises, or at a GCCS function under the jurisdiction of the State Educational Agency or any public school district;
2. The Student knowingly has or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on GCCS's premises, or at a GCCS function under the jurisdiction of the State Educational Agency or any school district; or
3. Has inflicted serious bodily injury upon another person while at school, on GCCS's premises, or at a GCCS function under the jurisdiction of the State Educational Agency or any school district.

Review of decision to remove for reasons in Paragraph 1 and 2:

On the date a decision to make such a removal pursuant to Paragraphs 1 and 2 is made, the parent or guardian will be notified of the decision and provided a copy of the IDEA procedural safeguards.

Within ten (10) school days after any decision to change the placement of a student with a disability because of a violation of the Code of Student Conduct, a Manifestation Determination and IEP meeting will be held.

Review of decision to remove for reason in Paragraph 3:

On the date a decision to make such a removal pursuant to Paragraphs 3 is made, the parent or guardian will be notified of the decision and provided a copy of the IDEA procedural safeguards.

GCCS, the parent or guardian, and relevant members of the IEP team shall conduct a manifestation meeting to determine:

1. Whether the conduct in question was caused by, or had a direct and substantial relationship to the student's disability; or
2. Whether the conduct in question was the direct result of GCCS's failure to implement the IEP;
3. The Educational services necessary to enable the student to appropriately participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the Individualized Education Plan;
4. Conduct a functional behavior assessment and develop a behavioral intervention plan if none exists. If a behavioral intervention plan already has been developed, modify it as necessary to address the behavior.

If the parent or guardian disagrees with the team's decision and requests due process, "stay-put" shall be in the interim alternative educational setting pending the decision of the hearing officer, unless the parent or guardian and GCCS can agree otherwise.

In such circumstances where the behavior is a manifestation of the Student's disability, the Student shall be returned to the prior educational placement after the initial 45 day removal, unless the parent or guardian and IEP team agree to a change of placement as part of the modification of the IEP and behavioral intervention plan.

In circumstances where behavior is not a manifestation of the Student's disability, the Student will receive discipline as applicable to students without disabilities. The IEP team will determine the following, which enable the student to appropriately participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the Individualized Education Plan:

1. Extent to which services are required on the eleventh (11<sup>th</sup>) school day and thereafter;
2. Location in which services will be provided;
3. Conduct as appropriate, a functional behavioral assessment, behavior

intervention services and modifications that are designed to address the conduct violation so that it does not recur.

If the parent or guardian disagrees with the IEP teams decision and requests due process, “stay put” shall be the interim alternative educational setting pending the decision of the hearing officer, unless the parent or guardian and GCCS can agree otherwise.

### **Drug and Alcohol Offenses**

Students eligible under §504 of the Rehabilitative Act lose the right to a manifestation determination and due process hearing if they violate drug or alcohol rules and there is evidence that the student is a current drug or alcohol user. The student is subject to the regular disciplinary process that would take place in the case of a drug or alcohol offense by a non-disabled student. If administration does not have sufficient evidence, the manifestation determination process will proceed.

### **Referral to Law Enforcement and Judicial Authorities**

Part B of the Individuals with Disabilities Education Act, 2004 does not:

1. Prohibit GCCS from reporting a crime committed by a child with a disability to appropriate authorities; or
2. Prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.

### **Due Process**

If a parent or guardian disagrees with any decision of GCCS regarding the determination of Manifestation or the discipline meted out, they may appeal directly to the Missouri Department of Elementary and Secondary Education as set forth in the Procedural Safeguards under Part B of the IDEA.

During the resolution process, “stay put” shall be the interim alternative educational setting pending the final decision, unless the parent or guardian and GCCS can agree otherwise.



## **STUDENTS**

### **Reporting Student Abuse**

**Policy 2710**

The Board believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being. Employees making reports of allegations of abuse or neglect of a student will be provided immediate unrestricted use of communication technology and will be temporarily released from their work duties to make an immediate report.

An oral report shall be made immediately, but in no event more than 24 hours from the time there is reasonable cause to believe a child has been abused to the Children's Division of the Department of Family Services or to the appropriate law enforcement agency.

Thereafter, the Superintendent, or the Superintendent's designee, will investigate the allegation for the purpose of making decisions about the accused person's employment, if the accused is an employee of GCCS. Depending upon the specific facts, GCCS may place the alleged abuser on paid leave of absence; place the employee in a non-student contact position; initiate dismissal proceedings, or continue the employee in their present position pending outcome of the investigation.

Any GCCS employee, acting in good faith, who reports alleged abuse or neglect on the part of a GCCS employee will not be disciplined or discriminated against because of such reporting.

GCCS will annually provide employee training, which will include but not be limited to current information concerning identification of the signs of abuse or neglect in children as well as the identification of the danger signals of potentially abusive relationships between children and adults. This training will emphasize the importance of mandatory child abuse reporting, including the obligation to report suspected abuse by mandated reporters. Employees will receive training on the need for and methods to create an atmosphere of trust so that students believe their school and GCCS employees are available to discuss matters concerning abusive behavior.

## **STUDENTS**

### **Supervision of Students**

**Policy 2730**

Students are to be under supervision of the professional staff at all times during school hours and at GCCS sponsored activities.

It is the responsibility of the Principal to arrange for adequate supervision. It is the duty of teachers to perform assigned supervision. Students are not to be left unsupervised during the school day whether in instructional areas, attending field trips or on the playground.

## **STUDENTS**

### **Student Safety**

### **Policy 2740**

The Board places a high priority on the safety of its students and employees. When a student or employee is the victim of a violent criminal offense, disciplinary consequences will be imposed. Student victims of a violent criminal offense that was committed on GCCS property will be offered transfer to another school. To insure awareness of this policy, the parents of student victims will be notified in writing of their right to a school transfer.

For purposes of this policy, a victim is a student who has suffered personal injury or injuries to the student's property as a direct result of a violent criminal offense. This definition does not include bystanders or witnesses to the act unless they suffered personal or property injury as a direct result of a violent criminal offense while on school premises.

GCCS will notify the Department of Elementary and Secondary Education of all violent criminal offenses committed on school premises when the victim is a student or employee. Reportable offenses are set out in Policy 2652.

## STUDENTS

### Student Wellness

### Policy 2750

The Board promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The Board supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. GCCS strives to contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential. The goals of GCSS's wellness policy are as follows:

**1. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.**

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high added fat, high added sugar, and low nutrient foods to support school programs.

**2. Support and promote proper dietary habits contributing to student's health status and academic performance.**

All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed mandated nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging.

**3. Provide more opportunities for students to engage in physical activity.**

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades K through 12. Physical activity should include regular instructional physical education, co-curricular activities, and recess. A goal of 150 minutes per week for elementary students, 225 minutes per week for middle school students, and 2 units for high school students during high school years.

**4. The School is committed to improve academic performance.**

Educators, administrators, parents, health practitioners, and communities should consider the critical role student health plays in academic stamina

and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. To ensure widespread understanding of the benefits to school environments where nutritious foods are provided and where students have an opportunity for physical activity, a public awareness campaign that highlights research demonstrating the positive relationship between good nutrition, physical activity, and capacity of students to develop and learn should be conducted.

## **STUDENTS**

### **Educating Foster Children Who Reside in the GCCS Boundaries**

**Policy 2755**

GCCS is committed to ensuring and facilitating the proper educational placement, enrollment in school and checkout from school for foster children.

In order to facilitate this process and to serve as the educational liaison for GCCS geographical area foster children, GCCS will designate the Director of Student Services to oversee and assess the GCCS's foster care program.

A foster care child whose home placement is changed may remain enrolled and attend their school of origin, or return to a previously attended school in an adjacent district. GCCS will accept for credit full or partial course work satisfactorily completed by a foster child while attending a public school, nonpublic school or non-sectarian school in compliance with GCCS's policies and practices.

If a child in foster care is absent from school due to a decision to change the placement of a pupil made by a court or child placing agency, or due to a verified court appearance or related court-ordered activity, the grades and credits of the pupil will be calculated as of the day the pupil left school and no reduction in grades will occur as a result of the pupil's absence under these circumstances.

If a foster care student transfers into GCCS prior to or during a school year, GCCS will initially honor the placement of the student in educational courses and programs based on the student's prior enrollment or educational assessments; will provide comparable services to transferring foster care students with disabilities based on the student's current IEP; and will make reasonable accommodations and modifications to address the needs of a student with disabilities, subject to an existing 504 Plan in order to provide equal access to education. GCCS will conduct evaluations, where necessary, to ensure proper placement and services.

GCCS will waive specific courses required for graduation if similar course work has been satisfactorily completed at another school. Similarly, GCCS may waive prerequisites for placement in a GCCS course or program based upon courses taken at a prior school. If a waiver is denied for reasonable justifications, GCCS will provide an alternative means of acquiring the required course work so that graduation may occur on time. If foster care students who transfer at the beginning of their senior year or during their senior year are deemed ineligible to graduate after all alternatives have been considered, the sending District and GCCS will ensure that a qualified student who satisfied graduation requirements of the sending school, will receive a diploma from the sending school.

Students in foster care who have completed the graduation requirements of GCCS while under juvenile court jurisdiction will receive a diploma in the same manner as other GCCS students.

## **STUDENTS**

### **Threats of Violence**

**Policy 2760**

It is the policy of the Board to take all reasonable steps to provide a safe environment for students and staff. To that end, any threat by any individual directed toward another which if carried out would pose a potential danger to the life and safety of students or staff should be regarded and treated seriously.

### **Responsibility for Reporting**

1. Any student who receives information concerning such a threat should immediately report that information to a teacher, counselor, or school administrator. The failure of a student to report such information may be treated as a disciplinary matter.
2. Any employee who receives information concerning such a threat should take appropriate action to respond to the threat including taking steps to separate the student perceived to be a threat from the potentially threatening situation or reporting the information to the Administrator. If the staff member believes the situation is so serious as to warrant the notifying of outside authorities, the employee must notify the Administrator so that the Administrator can be responsible for taking such steps.

### **Administrative Action**

1. The Superintendent should take immediate steps to investigate and determine the factual circumstances of the threat and then determine the appropriate action to respond to the threat. The action may include disciplining the student involved as appropriate under school rules, contacting the parents of the student involved, contacting appropriate law enforcement or other officials.
2. Whenever the Superintendent feels that it is necessary to contact outside officials to respond to a threat appropriately, the Superintendent should also contact the Board.

## **STUDENTS**

### **Active Shooter Training and Drills**

**Policy 2765**

At the discretion of the Administration, GCCS may include in its teacher and school employee training a component on how to properly respond to students who provide them with information about a threatening situation and how to address situations in which there is a potentially dangerous or armed intruder in the school. Training may also include information and techniques on how to address situations where an active shooter is present in the school or on GCCS property.

The Administration may conduct the training on an annual basis.

All school personnel shall participate in a simulated active shooter and intruder response drill conducted and led by law enforcement professionals. Each drill may include an explanation of its purpose and a safety briefing. The training shall require each participant to know and understand how to respond in the event of an actual emergency on school property or at a school event. The drill may include:

1. Allowing school personnel to respond to the simulated emergency in whatever way they have been trained or informed; and
2. Allowing school personnel to attempt and implement new methods of responding to the simulated emergency based upon previously used unsuccessful methods of response.

All instructors for the program shall be certified by the department of public safety's peace officer's standards training commission.

GCCS shall foster an environment in which students feel comfortable sharing information they have regarding a potentially threatening or dangerous situation with a responsible adult.



## STUDENTS

### Seclusion and Restraint

Policy 2770

#### Definitions

**Authorized School Personnel** means GCCS personnel who have received annual training in: (1) De-escalation practices; (2) Appropriate use of physical restraint; (3) Professionally-accepted practices in physical management and use of restraints; (4) Methods to explain the use of restraint to the student who is to be restrained and to the individual's family; (5) Appropriate use of isolation; (6) Appropriate use of seclusion, and, (6) Information on the policy and appropriate documentation and notification procedures.

**Assistive technology device** means any item, piece of equipment or product system that is used to increase, maintain or improve the functional capacities of a child with a disability.

**Aversive behavioral interventions** means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as: contingent application of noxious, painful, intrusive stimuli or activities; any form of noxious, painful or intrusive spray, inhalant or tastes; or other stimuli or actions similar to the interventions described above. The term does not include such interventions as voice control, limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student.

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

**Chemical restraint** means the administration of a drug or medication to manage a student's behavior that is not a standard treatment and dosage for the student's medical condition.

**Emergency situation** is one in which a student's behavior poses a serious, probable threat of imminent physical harm to self or others.

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

**IEP** means a student's Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA).

**Isolation** means the confinement of a student alone in an enclosed space without locking hardware.

**Law enforcement officer** means any public servant having both the power and duty to make arrests for violations of the laws of this state.

**Locking hardware** means mechanical, electrical or other material devices used to lock a door or to prevent egress from a confined area.

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

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

**Physical restraint** means the use of person-to-person physical contact to restrict the free movement of all or a portion of a student's body. It does not include briefly holding or hugging a student without undo force for instructional or other purposes, briefly holding a student to calm them, taking a student's hand to transport them for safety purposes, physical escort or intervening in a fight.

**School personnel** means (1) Employees of GCCS; (2) Any person, paid or unpaid, working on GCCS property in an official capacity; (3) Any person working at a school function under a contract or written agreement with GCCS to provide educational or related services to students; and (4) Any person working on GCCS property or at a school function for another agency providing educational or related services to students.

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

**Section 504 Plan** means a student's individualized plan developed by the student's Section 504 multidisciplinary team after a pre-placement evaluation finding the student is disabled within the meaning of Section 504 and its implementing regulations.

**Time out** means brief removal from sources of reinforcement within instructional contexts that does not meet the definition of seclusion or isolation. Time out includes both of the following:

1. Non-exclusionary time out: removal of reinforcers from the student without changing the physical location of the student (e.g., asking the student to put his/her head down on the desk); and

2. Exclusionary time-out: removal of the student from participation in an activity or removal from the instructional area.

### **Use of Restrictive Behavioral Interventions:**

**Time-Out** as defined in this Policy is permissible.

**Seclusion** is prohibited except for an emergency situation while awaiting the arrival of law enforcement personnel.

**Isolation** may only be used by authorized school personnel (1) After de-escalating procedures have failed; (2) In an emergency situation as defined in this section; or (3) As specified in a student's Individualized Education Program (IEP), Section 504 plan, or other parentally agreed-upon plan to address a student behavior.

Use of isolation requires all of the following:

1. The student to be monitored by an adult in close proximity who is able to see and hear the student at all times. Monitoring shall be face-to-face unless personal safety of the child or staff member is significantly compromised, in which case technology-supported monitoring may be utilized;
2. The total time in isolation is to be reasonably calculated by GCCS personnel on a case-by-case basis based on the age of the child and circumstances, and is not to exceed 40 minutes without a reassessment of the situation and consultation with parents or administrative staff, unless otherwise specified in an IEP or Section 504 Plan or other parentally agreed-upon plan to address a student's behavior;
3. The space in which the student is placed should be a normal-sized meeting or classroom commonly found in a school setting;
4. The space in which the student is confined is comparable in lighting, ventilation, heating, cooling, and ceiling height to those systems that are in use in other places in the school.
5. The space in which the student is placed must be free of objects that could cause harm.

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

**Physical Restraint** shall only be used in one of the following three circumstances: (1) In an emergency situation, as defined in this policy; (2) When less restrictive measures have not effectively de-escalated the situation; or (3) When otherwise specified in an IEP, Section 504 Plan or other parentally agreed-upon, plan to address a student's behavior.

Physical restraint shall:

1. Only be used by authorized school personnel, as defined in this policy;
2. Only be used for as long as necessary to resolve the actual risk of danger or harm that warranted the use of the physical restraint;
3. Use no more than the degree of force necessary to protect the student or other persons from imminent bodily injury;
4. Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat of the student which restricts breathing; and,
5. Only be done by school personnel trained in the proper use of restraint.

Any school personnel using physical restraint shall:

1. Use only methods of restraint in which the person has received GCCS approved training.
2. Conduct restraint with at least one additional adult present and in line of sight, unless other school personnel are not immediately available due to the unforeseeable nature of the emergency situation.

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

**Mechanical Restraint** shall only be used as specified in a student's IEP or Section 504 plan with two exceptions: (1) Vehicle safety restraints shall be used according to state and federal regulations; and, (2) Mechanical restraints employed by law enforcement officers in school settings should be used in accordance with law enforcement policies and procedures and appropriate professional standards.

**Chemical Restraint** shall never be used by GCCS personnel.

Aversive interventions that compromise health and safety shall never be used by GCCS personnel.

## **Communication and Training**

**School Personnel Debriefing** - Following any situation involving the use of seclusion, isolation or restraint, as defined in this policy, a debriefing shall occur as soon as possible but no later than two (2) school days after the emergency situation. The debriefing shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective; any trauma reactions on the part of the student, other students or school personnel; what, if anything, could have been done differently; and an evaluation of the process.

**Parental Notification** Except as otherwise specified in a student's IEP or Section 504 plan: Following a situation involving the use of seclusion, isolation or restraint the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident. The parent or guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:

1. Date, time of day, location, duration, and description of the incident and de-escalation interventions.
2. The events that led up to the incident.
3. The Nature and extent of any injury to the student.
4. The name of the GCCS employee the parent or guardian can contact regarding the incident, and contact information for that employee.

**Staff Training** GCCS shall ensure that all school personnel are trained annually regarding the policy and procedures involving the use of seclusion, isolation and restraint.

**Students with Disabilities** If the IEP team determines that a form of restraint or isolation or aversive behavior intervention may be appropriate in certain identified and limited situations, the team may set forth the conditions and procedures in the IEP or Section 504 plan. Any use of restraint, isolation or aversive behavior interventions must be limited to what is set forth in the IEP or Section 504 plan. Before adding the use of restraint, isolation or aversive behavior interventions to an IEP or Section 504 plan, the student must have undergone appropriate assessments to include, but not limited to, a formal functional behavior assessment and a positive behavior intervention plan must be developed, which indicates a plan to eliminate the use of the restraint, isolation or aversive behavior intervention over time.

**Reports on Use of Seclusion, Isolation, Restraint or Aversive Behavior Interventions** GCCS shall maintain records documenting the use of seclusion, isolation, restraint and aversive behavior interventions showing each of the following: when, reason for use, duration, names of school personnel involved, whether students or school personnel were injured, name and age of the student, whether the student has an IEP,

Behavior Intervention Plan (BIP) or other personal safety plan, when the parents were notified, if the student was disciplined, and any other documentation required by federal or state law.

## **STUDENTS**

### **Guidance and Counseling Services**

**Policy 2810**

The Board supports a systematic program of Guidance and Counseling which will be provided to all students from kindergarten through twelfth grade. This program will be a total education process with a priority of assisting students in reaching their full potential in their personal and educational development.

The Guidance and Counseling program may include the following areas:

1. Counseling
2. Developmental Guidance
3. Testing
4. Orientation, Registration, and Scheduling
5. Referrals

## **STUDENTS**

### **Assessment and Referrals to Outside Services**

**Policy 2815**

The counseling staff, in consultation with other staff members, is responsible for the initial assessment of students' academic progress as well as personal and social concerns. Where necessary, GCCS will make available responsive services including individual and small group counseling, crisis counseling, referral to other agencies or professional resources, and vocational and educational placement. GCCS will cooperate and assist other agencies with the diagnosis and treatment of students referred for responsive services. Student information will not be provided to outside agencies until the student's parents or guardians have signed a release of information form. Except as required by law, the cost of diagnostic and treatment services provided outside of GCCS is the sole responsibility of individual parents or guardians.



## **STUDENTS**

### **Psychological Testing of Students**

**Policy 2820**

Psychological tests administered to students by qualified GCCS personnel or appropriate diagnostic agencies will ensure quality psychological services provided by GCCS, and will protect the educational rights, dignity and privacy of students and parents or guardians.

Psychological evaluations will be made only after informed and written consent of the student's parent or guardian is obtained. A conference will be held with the parent or guardian to review all test results and the student's specific educational needs in the educational program. Psychological data are only partial criteria for determining any change in a student's educational program. Psychological data older than three years shall not be used as the basis for prescriptive teaching or placement.

All psychological services provided by GCCS or agencies contracted by GCCS will be in accordance with state and federal statutes and regulations concerning the privacy of student records and use of psychological services.

## **STUDENTS**

### **Health Services**

### **Policy 2830**

The Board believes that in order to provide for the safety and well being of its students, it is necessary to implement and maintain a School-wide student health services program. The health service staff will be responsible to the Director of Student Services.

GCCS will be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. Where necessary, and with notice to the parent or guardian, emergency health services will be secured. The parent or guardian is responsible for their child's medical treatment.

## **STUDENTS**

### **Immunizations**

### **Policy 2850**

All students attending a GCCS school are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with GCCS immunization requirements will result in exclusion from school until proof of compliance is provided. Homeless children will be granted a temporary twenty-four (24) hour grace period within which to submit proof of compliance.

The Superintendent shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending a GCCS school, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.

## **STUDENTS**

### **Students with Communicable Diseases**

**Policy 2860**

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board or its designee has determined, based upon medical evidence, that the student: (1) no longer has the disease; (2) is not in the contagious or infectious stage of an acute disease; or, (3) has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

GCCS officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with GCCS policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

GCCS will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers, Day Care Operators and Parents or Guardians" a copy of which shall be on file in the office of the Superintendent.

## **STUDENTS**

### **Distributing Medicine to Students**

**Policy 2870**

The nurse, or another employee designated by the Superintendent or other authorized school leader, may provide assistance with medications, only if all of the following requirements are met: (1) prescription drugs must be in the original container, bear the name of the student, the name of the physician and the name of the pharmacy filing the prescription. Over-the-counter drugs must be maintained in the original container; (2) the appropriate approval form for medication must have been completed and signed by the parent or guardian for each medication; and, (3) the school nurse or other designated GCCS employee shall keep a written report of medication taken by the student.

GCCS reserves the right to refuse to administer certain types of medication, at the discretion of the school nurse or other employee authorized by the Superintendent or when such administration could prove harmful to staff or students without proper training.

## **STUDENTS**

### **Student Physical Examination**

**Policy 2880**

The Board may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or have the liability of transmitting the disease.

The Board may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.

Refusal on the part of parent or guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.

Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.

All costs of physical or other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.

### **Vision Examinations**

Students enrolling in kindergarten or first grade will be required to receive a vision examination from a state licensed optometrist or physician.

A trained School nurse or other qualified GCCS employee will conduct eye screening exams for every student prior to the completion of first grade and will again screen before the completion of third grade. If a student fails an eye screening, GCCS will notify the parent or guardian of the results of the eye screening and will require the student to receive a complete eye exam from an optometrist or physician. Students will be excused from the eye screening examination if a student's parent or guardian submit a written objection to the exam addressed to the student's Principal.

## **STUDENTS**

### **Dyslexia Screening**

### **Policy 2895**

GCCS shall conduct dyslexia screenings for students in the appropriate year consistent with the Department of Elementary and Secondary Education guidelines.

GCCS shall provide reasonable classroom support consistent with the Department of Elementary and Secondary Education guidelines.

GCCS shall offer all of its teachers two hours of training on dyslexia and related disorders. GCCS may seek assistance from the Department of Elementary and Secondary Education in developing and providing such training. Completion of such training shall count as two contract hours of professional development.

## **STUDENTS**

### **Student Publications**

### **Policy 2910**

The Board encourages student production and distribution of publications which can provide opportunities for practical journalistic experience and for the written expression of differing opinions. The Board recognizes that freedom of speech and press bring corresponding responsibilities, therefore, in its inherent authority based on Missouri Law, it designates the Superintendent as the Board's representative. The Principal, through appointment of a faculty advisor, shall provide guidance to students in appropriate methods for preparing and producing publications.

The Superintendent may delay or stop distribution of any materials proposed for printing or that have been printed which may be reasonably forecast to cause substantial and material disruption or obstruction of any lawful mission, process, or function of GCCS.



## **STUDENTS**

### **Interscholastic Activities and Athletics**

**Policy 2920**

GCCS provides opportunities for students to participate in interscholastic activities and athletics. The interscholastic programs should encourage participation by as many students as possible and should be carried on with the best interests of the students as the primary consideration. The programs are expected to be well organized and well conducted and to have a positive influence on the students and the community.

Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State High School Activities Association.

### **Hazing**

Student hazing is inconsistent with the educational goals of GCCS and poses a significant risk to the physical and mental welfare of students. Hazing of students, on or off GCCS property, is prohibited and may result in suspension from school and from activity or athletic participation.

## **STUDENTS**

### **Student Group Use of School Facilities**

**Policy 2940**

Pursuant to the Equal Access Act, the Board will provide an opportunity for student-initiated non-curricular groups to conduct meetings on school premises, during non-instructional time, and will not discriminate against students on the basis of the religious, political or philosophical content of the speech at such meetings.

## **STUDENTS**

### **Fieldtrips and Enrichment Activities**

**Policy 2950**

#### **Fieldtrips and Enrichment Activities**

All fieldtrips and enrichment activities should be a cooperative activity involving teachers, pupils, administrators and parents. Trips and activities should be carefully planned for timely implementation as part of the instructional, co-curricular, or extracurricular programs of the school.

The Superintendent has the responsibility of developing a field trip and enrichment activity manual. This handbook furnishes guidelines for field trips and enrichment activities, planning information; parental permission forms, solicitation letters, and approved categorized lists of recommended field trips and activities. The handbook is to be revised and approved annually when necessary.

Annual field trip plans for school day instructional trips should be developed by each teacher early in the school year and submitted to the Superintendent for approval.

#### **Board Notification**

Superintendent shall inform the Board of approaching field trips that are overnight or out-of-state.

#### **Documentation**

Appropriate parental permission forms must be received and kept on file for students to participate in any field trip.

#### **Unauthorized Fieldtrips**

Unless approved by the Superintendent, trips organized by teachers in conjunction with parents or other non-school organizations to any destinations during holiday periods will not be recognized by the Board as approved field trips. The Board assumes no liability for such trips. The use of school staff during the regular work day, school facilities, and school supplies for planning such trips is prohibited. The recruitment of students for such trips, or communicating information related to such trips should not occur on GCCS property.

## **FINANCIAL OPERATION**

### **Financial Management**

**Policy 3100**

The Board's budget and finance processes will conform to all state and local requirements as set forth by the State constitution, State statutes, Department of Elementary and Secondary Education rules, and Board policies.

Good business necessitates keeping accurate, legal and understandable records of receipts and expenditures. It is also essential that procedures be followed which will help to insure that the budget adopted by the Board is effective in providing parameters for the fiscal affairs of the School. All School employees who handle School funds shall be provided a surety bond in the amount required by GCCS.

The purpose of GCCS budget and financial policies will be to provide direction for a systematized procedure that maintains continuity from year to year and informs the public regarding the education and financial operations of GCCS.

## **FINANCIAL OPERATION**

### **Preparation of Budget**

**Policy 3110**

#### **Budget Process**

The Superintendent in conjunction with the Chief Financial Officer will ensure that GCCS follows a budgeting process that is consistent with the requirements of federal and Missouri statutes, State Board of Education Rules and Regulations, and any other applicable laws or rules.

Each year the Chief Finance Officer is required to submit to the Board for consideration a detailed annual budget showing estimates of income and expenditures for the ensuing fiscal year. The draft of the proposed budget will be provided to the Finance Committee for review no later than May Finance Committee meeting. After that meeting, the Finance Committee will provide a copy of the draft to the full Board for their input and recommendations.

#### **Needs Analysis**

Each year before the annual operating budget is drafted the Superintendent and Chief Financial Officer shall ensure that a needs assessment of GCCS is drafted and finalized by a Finance Committee consisting of the Chief Financial Officer, the Superintendent, and other individuals as designated by the Board. The needs assessment shall inform the drafting of the annual budget.

#### **Adoption**

The final proposed budget will be presented to the Finance Committee at its June meeting to allow for its review and recommendations to the Full Board. The Board shall formally adopt the budget in an open meeting held in accordance with the Board's bylaws by June 30, according to statutory provisions, and before the expenditure of any funds. By law the approved estimated expenditures for each fund cannot exceed the estimated revenues to be received plus the unencumbered beginning cash balance for the fund.

#### **Minutes**

The secretary of the Board meetings will record the adoption of the budget and any amendments in the meeting minutes in which the adoption occurs.

#### **Post-Adoption**

After the beginning of the fiscal year, the Superintendent and Chief Finance Officer shall review with the Board the adopted budget in relationship to the beginning cash balances for each fund.

## **Fiscal Compliance**

The Chief Financial Officer shall ensure that GCCS complies with all state and federal laws and rules concerning the budget and related processes of the school.

## **FINANCIAL OPERATION**

### **Fiscal Year**

**Policy 3111**

The fiscal year begins annually on the first day of July and ends on the thirtieth day of the following June.

## **FINANCIAL OPERATION**

### **Fund Accounts**

**Policy 3113**

GCCS will maintain the following funds for the accounting of GCCS moneys: teachers' fund, incidental fund, and capital projects fund. These funds are denoted for state reporting purposes as: General Fund, Fund 1 – comprised of the Incidental Fund; Fund 2 – the Special Revenue Fund, comprised of the Teachers' Fund; and, Fund 4 – the Capital Projects Fund.



## **FINANCIAL OPERATION**

### **Payments from Federal Funds**

**Policy 3115**

Payments from Federal awards will be processed to minimize the time elapsing between transfer of funds from the federal pass through entity and the disbursement of funds by GCCS to vendor recipients regardless of whether the payment is made by electronic transfer, or issuance of checks, warrants, or payments. GCCS will make timely payment to contractors consistent with the terms of each specific contract. Advance payments of Federal funds will be deposited and maintained in insured interest-bearing accounts. GCCS cash management of Federal funds will be consistent with requirements § 200.305 of the Code of Federal Regulations.

## **FINANCIAL OPERATION**

### **Cash Management**

**Policy 3120**

All cash transactions shall be recorded in writing, by handwritten receipt, detailing from whom the money and in what amount which shall be signed and dated by the Principal on behalf of GCCS.

The Executive Assistant to the Chief Executive Officer shall be responsible for depositing cash in the UMB bank account. The Executive Assistant to the Chief Executive Officer will only be responsible for depositing the cash into the bank account, and will be segregated from the duty of receiving the cash on behalf of the school. Deposits shall be made weekly at a minimum. All undeposited cash shall be kept in a secured location on school premises with limited access. A copy of the validated deposit slip shall be returned to the school on same day the deposit is made or the next day after the deposit is made.

All expenditures of school funds, including cash expenditures, shall be documented and accounted for by daily receipts. Cash will not be used to make purchases. School checks shall not be made payable to "Cash."

## **FINANCIAL OPERATION**

### **Federal Fiscal Compliance**

**Policy 3130**

Fiscal Requirements under Title I, Title II, and Title IV of NCLB

1. GCCS shall ensure that federal funds will be used to supplement, not supplant regular non-federal funds.

2. Documentation shall be maintained, or caused to be maintained, by the Assistant Superintendent. The documentation must clearly demonstrate the supplementary nature of federal funds.

### **Federal Grant Allowable Expenditures**

Prior to expending funds, the Superintendent in conjunction with the Chief Financial Officer shall consult the appropriate OMB Circular (OMNI Circular) or other federal guidance to determine what costs are allowable. The Superintendent in conjunction with the Chief Financial Officer shall ensure that all grant funds are expended in accordance with the Circular or other applicable federal law or rule.

### **Time and Effort**

Records are required for all employees, including teachers, paraprofessionals, administrators, and other staff that are paid with federal funds to document the time and effort they spend within the program. The portion of the federally paid salary should be reflective of the actual activity, not budgeted, the individual has put forth for that federal program. Time and effort reporting is required when any part of an individual's salary is charged to a federal program or used as match for a federal program.

### **Semi-Annual Certification**

Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications are required to be prepared at least semi-annually.

## **Monthly Personal Activity Report (PAR)**

Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports (PARs). Salaries and wages of employees used in meeting cost sharing or matching requirements of Federal awards must be supported in the same manner as those claimed as allowable costs under Federal awards.

Charges for salaries must be based on records that accurately reflect the work performed. These records must be:

1. Supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. Incorporated into the official records;
3. Reflecting the total activity for which the employee is compensated, not to exceed 100%;
4. Encompassing all activities (federal and non-federal);
5. Compliant with established accounting policies and practices; and
6. Distributed among specific activities or cost objectives.

## **FINANCIAL OPERATION**

### **Banking Procedures**

**Policy 3140**

#### **Bank Accounts**

The Chief Financial Officer of GCCS has the authority to open a business checking account and a business operating account on behalf of GCCS to be used to hold the school's assets.

#### **Checks**

Checks received shall be endorsed "for deposit only" and deposits should be made daily by someone other than the person who prepared the deposit.

Services or products rendered, reimbursement requests with original receipts, or mileage reimbursements may receive payment with a check. A purchase order form must be completed by the requestor and approved with a signature by the Superintendent or Chief Financial Officer. The purchase order form shall contain the name of the payee, the date the check is requested to be written, the amount of the check, a brief description for the issuance of the check, and the funding source that will be drawn from. The purchase order shall then be submitted electronically for processing and approval. All purchase order forms shall be maintained by the Staff Accountant.

Checks payable to cash for any reason are prohibited.

#### **Mail Procedures**

The Controller receives the mail, opens it, and accounts for all checks. The accounting should identify the date, name of organization or person submitting payment, amount of payment and description of what the payment is for.

The checks once accounted for are delivered to the Executive Assistant for deposit.

#### **Bank Reconciliations**

There will be segregation of duties between individuals responsible for cash receipts and cash disbursements and the individual responsible for bank reconciliations.

The Controller, in conjunction with the Chief Financial Officer, is responsible for bank reconciliations a minimum of once monthly. Bank statements should be delivered to the

Controller unopened. Each bank statement, asset, and liabilities shall be reconciled to both the checkbook and the general ledger.

### **Credit Card Procedures**

It is the policy of GCCS that credit card use shall be limited and only the following employees or board members are authorized to use credit cards: the Superintendent, the Assistant Superintendent, the Human Resource Director, the Chief Financial Officer, and the Principal in each building. GCCS will not use debit cards. Credit cards may not be used for personal purchases or cash transactions and shall be maintained by the highest level of security.

Employees issued a credit card must receive prior, documented approval from the Superintendent and the Chief Financial Officer before the use of the credit card. Each credit card transaction by any user must be accompanied by the original receipts documenting each transaction.

## **FINANCIAL OPERATION**

### **Procurement Procedures**

**Policy 3150**

All individuals purchasing goods or services on behalf of GCCS must adhere to the procedures contained herein. The GCCS Board has the ultimate authority and approval over GCCS purchases, payments, bidding requirements, construction contract bidding and awards and conflicts of interest.

The Finance Committee will review all nonrecurring purchases and contracts that may exceed \$15,000 and make recommendations regarding the proposed expenditure to the full Board. Unless in accordance with emergency provisions, no contract will be entered into or bill paid without proper documentation and without an affirmative vote from a majority of the Board and after execution of the contract by the Board President.

### **Code of conduct**

No employee, officer, or agent shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of GCCS shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements except for where the financial interest is not substantial or the gift is an unsolicited item of nominal value (less than \$25). Members of the Board shall comply with all relevant fiduciary duties, including those governing conflicts of interest, when they vote upon matters related to procurement contracts in which they have a direct or indirect financial or personal interest. Officers, employees, directors, and agents of GCCS shall be subject to disciplinary actions for violations of these standards.

Personal purchases shall not be made from GCCS vendors utilizing GCCS accounts to obtain special pricing afforded to GCCS. The use of the GCCS's name, tax identification number, or any other means which infers GCCS authorization to obtain a reduced price for any product or service being purchased for private use is expressly prohibited.

### **Completion**

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. GCCS shall be alert to organizational conflicts

of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid is responsive to the solicitation and is most advantageous to GCCS, price, quality, and other factors considered. Solicitations shall clearly set forth all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by GCCS. Any and all bids or offers may be rejected when it is in the GCCS's interest to do so. In all procurement GCCS shall avoid practices that are restrictive of competition. These include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding;
3. Noncompetitive pricing practices between firms or between affiliated companies;
4. Noncompetitive awards to consultants that are on retainer contracts;
5. Organizational conflicts of interest;
6. Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance of other relevant requirements of the procurement; and
7. Any arbitrary action in the procurement process.

### **Methods of Procurement.**

Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold at 2 C.F.R. 200.67 (currently set at \$10,000, unless purchases are for a construction project subject to Davis-Bacon Act). These purchases may be awarded without soliciting competitive quotations, if prices are considered reasonable. To the extent practicable, purchases must be distributed among qualified suppliers.



Procurement by small purchase procedures. Small purchase (Simple Acquisitions) procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that cost between \$10,000 and \$250,000 (2 C.F.R. Parts 200.320 and 200.323) and where procurement by sealed bids is not required. If small purchase procedures are used, price or rate quotations shall be obtained from three (minimum of two) qualified sources to insure that the selection process is competitive in accordance with these policies.

Procurement by sealed bids (formal advertising). Scope of work included in request for proposal shall be reviewed by the Board prior to solicitation. Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded by the Board to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids.

1. The sealed bid method is the preferred method for procuring construction if the following conditions are present:
  - a. A complete, adequate, and realistic specification or purchase description is available;
  - b. Two or more responsible bidders are willing and able to compete effectively and for the business; and
  - c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
2. If sealed bids are used, the following requirements apply:
  - a. The invitation for bids will be publicly advertised by various methods including but not limited to a newspaper of major circulation, and bids shall be solicited from three (minimum of two) known vendors, providing them sufficient time prior to the date set for opening the bids;
  - b. The invitation for bids, which will include any specifications and pertinent attachments, shall define the items of services in order for the bidder to properly respond;
  - c. All bids will be publicly opened at the time and place

prescribed in the invitation for bids;

d. A firm fixed-price contract award will be made in writing to the lowest and best responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of;

e. Any or all bids may be rejected if there is a sound documented reason; and

f. Except for unusual circumstances, the winning bidder will be required to honor the quoted price for a period of at least 60 days. Any quote submitted shall specify the time period for which it is valid.

g. Winning bidder shall provide three original copies of contract. Once signed by all parties, originals shall be distributed to vendor, Chief Financial Office and Chief Operating Officer.

Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids or small purchase procedures. If this method is used, and the following requirements apply:

1. Requests for proposals will be publicized and identify all evaluation factor and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical;
2. Proposals will be solicited from three (minimum of two) qualified sources;
3. GCCS shall evaluate responses to its solicitations and select awardees in accordance with the procedures outlined in section 5 below ("Procurement Procedures");
4. Awards will be made to the responsible firm whose proposal is most advantageous to GCCS with price and other factors considered; and

5. GCCS may use the competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. A procurement process where price is not to be used as a stated selection factor can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services although A/E firms are a potential source to perform the proposed effort.

Procurement by noncompetitive proposals is procurement through solicitation or a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate.

1. Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one or more of the following circumstances apply:
2. The item is available only from a single source;
3. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
4. The funding source specifically authorizes the use of noncompetitive proposals; and
5. After solicitation of a number of sources, competition is determined inadequate.

### **Procurement procedures.**

All procurement by GCCS shall comply, at a minimum, with the requirements of subsections 1, 2, and 3 below:

1. GCCS avoids purchasing unnecessary items.
2. Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement.

3. Solicitations for goods and services provide for all of the following:
  - a. A clear and accurate description of the technical requirements for the material, product, or service to be procured. In competitive procurements, such a description shall not contain features which unduly restrict competition.
  - b. Requirements which must be fulfilled and all other factors to be used in evaluating proposal submitted in response to solicitations.
  - c. A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
  - d. When relevant, the specific features of “brand name or equal” descriptions that are to be included in responses submitted to solicitation.
  - e. The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.
  - f. Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.
4. Positive efforts shall be made by GCCS to utilize small locally owned businesses, minority-owned firms, and women’s business enterprises, whenever possible. GCCS shall take all of the following steps to further this goal.
  - a. Ensure that small businesses, minority-owned firms, and women’s business enterprises are used to the fullest extent practicable.
  - b. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women’s business enterprises.
  - c. Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms,

and women's business enterprises.

d. Encourage, when practical, contracting with consortiums of small businesses, minority-owned firms, and women's business enterprises when a contract is too large for one of these firms to handle individually.

e. Use the services and assistance, as appropriate and practical, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms, and women's business enterprises.

3. The type of procuring instruments used (e.g., fixed price contracts, cost reimbursable contracts, purchase orders, and incentive contracts) shall be determined by GCCS but shall be appropriate for the particular procurement and for promoting the best interest of the program or project involved. The "cost-plus-a-percentage-of-cost" or "percentage of construction cost" methods of contracting shall not be used.

4. Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration may be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

5. Debarment and Suspension – No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement of Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

### **Cost and price analysis**

A cost of price analysis shall be made and documented in the procurement files in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted and market prices. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability, and allowability. The degree of effort involved in conducting cost analysis depends on the factors in a particular procurement; however, every cost element listed in

an offer must be examined. Cost analysis is required when contract modifications introduce conditions that were not examined under previous analysis or where more current information is needed.

### **Procurement records**

Procurement records and files for purchases in excess of the small purchase threshold shall include the following at a minimum: (a) rationale for the method of procurement (small purchase, sealed bid), (b) basis for contractor selection or rejection, and (c) basis for cost or price.

### **Contract administration**

A system for contract administration shall be maintained to ensure contractor conformance with the terms, conditions, and specifications of the contract and to ensure adequate and timely follow up of all purchases. GCCS shall evaluate contractor performance and document, as appropriate, whether contractors have met the terms, conditions, and specifications of the contract.

### **Contract provisions**

GCCS shall include, in addition to provisions to define a sound and complete agreement, the following provisions in all contracts. The following provisions shall also be applied to subcontracts:

1. Contracts in excess of the Simplified Acquisition Threshold shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms, and provide for such remedial actions as may be appropriate.
2. All contracts in excess of the Simplified Acquisition Threshold shall contain suitable provisions for termination by GCCS, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of any circumstances beyond the control of the contractor.
3. For contracts dealing with construction or facility improvements GCCS shall comply with all requirements imposed by its funding sources (and the government regulations applicable to those funding sources) with regard to construction bid

guarantees, performance bonds, and payment bonds.

4. All negotiated contracts (except those for less than the Simplified Acquisition Threshold) awarded by GCCS shall include a provision to the effect that GCCS shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

5. All contracts, including small purchases, awarded by GCCS and its contractors where the source of the funds, directly or indirectly, is the federal government, shall contain the following procurement provisions as applicable.

a. Equal Employment Opportunity – All contracts, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall contain a provision requiring compliance with E.O. 11246, “Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 C.F.R. part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

b. Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 29 C.F.R. Part 3) – All contracts in excess of \$2,000 for construction or repair, when funded in whole or part by monies derived from the Federal government (either directly or indirectly) shall include a provision for compliance with the Copeland “Anti-Kickback” Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 C.F.R. Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or sub-recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

c. Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7) – When required by Federal program legislation, all construction contracts awarded by the recipients and sub-recipients of more than \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 C.F.R. part 5, “Labor

Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction”). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

d. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) – All contracts in excess of \$2,000 for construction contracts and in excess of \$2,500 for other contracts that involve the employment of mechanics or laborers, when funded in whole or in part by monies derived from the Federal government (either directly or indirectly), shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330), as supplemented by Department of Labor regulations (29 C.F.R. Part 5).

e. Debarment and Suspensions – All contracts, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall contain a provision requiring compliance with E.O. 12549, stating that recipients must not contract with parties that have been debarred or suspended on The System for Award Management database.

f. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended – Contracts and sub-grants of amounts in excess of \$100,000, when funded in whole or part by monies derived from the Federal government (directly or indirectly), shall contain a provision that requires the recipient to agree to comply with all applicable standards, order, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

g. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Contracts for an amount above \$100,000, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall include a



certification by the contracting parties that they have not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352 and to further require disclosure of any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

## **FINANCIAL OPERATION**

### **Purchases By or Solicitation of School Staff**

**Policy 3170**

#### **Conflict of Interest**

GCCS will not purchase supplies or materials from a staff member of GCCS, nor from a member of the household of the staff member, except in emergency situations as determined by the Superintendent. Neither will GCCS purchase supplies, materials or services from a Board member or from a member of the Board member's household, or from a firm in which the Board member holds an interest.

#### **Endorsements**

Employees or Board members of GCCS will not endorse products or services in such a manner that will identify the employee as an employee of GCCS.

#### **Procurement Activities**

In any purchasing activities all employees shall refrain from soliciting, discourage the offer of, and decline gifts if offered by any vendor wishing to do business with, or who is doing business with GCCS. Instead of making an offer of gifts, the vendor should be encouraged to discount the price of the goods to GCCS.

#### **Solicitation or Distribution**

The advertising of sale or distribution of any goods or service on school property, for any school activity, shall have prior approval from the Principal. This includes but is not limited to: school personnel, students, parents or guardians, relatives, general public and commercial businesses.

#### **Solicitations of School Staff**

Agents, solicitors, and salespersons will be denied the privilege of seeing the school staff during the school day except with permission.

## **FINANCIAL OPERATION**

### **Procurement of Professional Services**

**Policy 3180**

The Board and Superintendent recognize that some professional services are necessary on certain occasions to assist in the governance of GCCS. These services include attorneys to provide legal counsel with specific expertise regarding education policy matters, architects, and certified public accountants to annually audit the financial statements of GCCS and to provide answers to questions that arise during the course of the fiscal year. Similarly, it may be necessary to obtain financial advisory services to monitor the long range debt objectives of GCCS.

While in some instances it may be possible to seek bids for the professional services each time a need arises, there are also numerous benefits to maintaining longer term relationships with specific professionals. Having a satisfactory relationship with a professional service provider includes fair pricing, timely delivery, dependable and sound advice concerning areas of expertise, a personality match with administrators and board members and numerous other factors. As long as the Board and Superintendent are comfortable with the quality of services provided, it is not essential that annual bidding occur merely to drive prices to their lowest level. By losing historical memory of any professional service provider, GCCS may in the long run incur more expense for the expresses belief that service quality is slipping, expenses and fees are escalating at unacceptable levels, or any other non-favorable working situation is developing, nothing in this policy is intended to preclude seeking proposals from other vendors offering similar services. The Board and Superintendent believes that the collective expertise within GCCS is sufficient to judge if and when seeking alternative providers is prudent.

## **FINANCIAL OPERATION**

### **Payroll**

### **Policy 3200**

The Controller shall ensure that school employees are paid accurately and timely in accordance with applicable laws and rules.

School employees shall be paid:

1. By a written instrument issued by the employer that is negotiable on demand at full face value for United States currency; or
2. By the electronic transfer of funds to the employee's bank pursuant to a direct deposit agreement signed by the employee.

All employees shall be paid on the 15<sup>th</sup>, or closest business day thereto, and the last day of the month, or closes business day thereto.

The Controller shall ensure that the wages of school employees are not withheld except in the following situations as permitted by applicable laws and rules:

1. GCCS is ordered to do so by a court of competent jurisdiction;
2. GCCS is authorized to do so by state or federal law; or
3. GCCS has written authorization from the employee to deduct part of the wages for a lawful purpose.

As prescribed by Statute, all employees working twenty five plus hours over a nine month cycle at GCCS shall be members of the Kansas City Public School Retirement System and subject to its requirements. The Board shall expend for employee retirement an amount that reflects the requirements as outlined in Missouri State Statute and Department of Elementary and Secondary Education regulations.

## **FINANCIAL OPERATION**

### **Receipt of State Funds**

**Policy 3310**

All state funds will be accepted for the operation of GCCS as provided by entitlement by law and through regulations of the Missouri State Board of Education or Missouri Department of Elementary and Secondary Education.

The Superintendent or Assistant Superintendent is responsible for filing all required reports and forms to obtain state funds to which the School is entitled to receive according to developed rules and regulations.

## **FINANCIAL OPERATION**

### **State and Federal Funded Projects**

**Policy 3320**

With Board approval, GCCS may operate various specially funded programs that must be administered in accordance with particular federal and/or state laws, regulations, and other conditions for use of such funds.

The Superintendent shall be responsible for coordinating funded projects, administering programs, and ensuring that the various departments operating these programs do so within the guidelines of the particular program. The administration shall keep accurate and separate records, as required by state and federal programs, to enable GCCS to verify program compliance and success. The Superintendent shall keep the Board fully informed.

## **FINANCIAL OPERATION**

### **Borrowed Funds**

**Policy 3331**

State law authorizes the Board to borrow funds in anticipation of the collection of taxes in order to insure continuity in the operations of the School. The Board must approve in advance all applications for loan indebtedness. The amount borrowed and the repayment of notes payable shall be within guidelines as established by state law and rules, regulations of the Missouri Department of Elementary and Secondary Education and the Charter Agreement.

## **FINANCIAL OPERATION**

### **Student Fees and Fines**

**Policy 3350**

#### **Fees**

No fees shall be charged for enrollment, supplies, equipment or costs attributable to courses of study which are offered for credit. Students shall be required to pay for materials which are used in constructing projects or other items which are to be removed from the school and are thereby the property of the student. All projects constructed at school with materials provided by the school are the property of GCCS and therefore shall not be removed from school unless approved by the appropriate Administrator.

Students may be charged fees or admission for participation in activities which are voluntary, such as attendance at school athletic or other co-curricular events. The fee schedule for such events shall be submitted to the Board for approval annually.

Students will be assessed an Board approved fee for the use of electronic devices.

#### **Fines**

Every effort shall be made to protect the financial resources of GCCS by collecting all payments for student fines, lost or damaged textbooks, damage or vandalism to school property. Collected fines shall be deposited in the appropriate account in order to charge replacement costs for books, materials, equipment or repaired property to the appropriate budget item.



## **FINANCIAL OPERATION**

### **Receipts of Funding for Student Organizations**

**Policy 3370**

From time to time student clubs, athletic teams, and organizations will receive designated gifts or receive money through fund raising efforts. Those monies will be placed in the appropriate fund within GCCS and a separate line item accounting will occur to ensure that the monies collected are spent for the benefit of the receiving student club, athletic team, or student organization.

## **FINANCIAL OPERATION**

### **Accounting System**

**Policy 3410**

GCCS will adhere to the accounting guidelines of the Missouri Department of Elementary and Secondary Education.

GCCS shall maintain records that adequately identify the source and application of funds. These records must contain information pertaining to grant or sub-grant awards that authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.

GCCS shall maintain effective control and accountability of all state and local funds, federal grant and sub-grant cash, real and personal property, and other assets obtained with local, state or federal funds. The school shall adequately safeguard all such property and assure that it is used solely for authorized purposes.

Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract and sub-grant awards documents, etc.

GCCS shall compare actual expenditures or outlays of state or federal funds with budget amounts for each fund, grant or sub-grant. Financial information must be related to performance or productivity data, including the development of unit cost information whenever appropriate or specifically required in the grant or sub-grant agreement. Applicable federal cost principles, agency program regulations, and the terms of grant and sub-grant agreements will be followed in determining the reasonableness, allowability, and allocability of costs.

## **FINANCIAL OPERATION**

### **Annual Financial Report**

**Policy 3420**

School officials will submit to the Missouri Department of Elementary and Secondary Education all data and reports as required by law and/or by regulations of the Missouri State Board of Education. The Annual Report will be completed and submitted in accordance with department regulations.

The Annual Report will be available to all School patrons, and to each member of the General Assembly representing a legislative LEA that contains a portion of the School's attendance area.

## **FINANCIAL OPERATION**

### **Annual Audit and Financial Statements**

**Policy 3423**

Annually, the books and accounts of GCCS will be audited by an independent certified public accountant in conformance with the prescribed standards and legal requirements. The Chief Financial Officer shall place before the Board the matter of the retaining of a certified public accountant. The auditor shall be selected by the Board. The audit shall be presented to the Board for examination and approval.

Once the Board of GCCS receives the final report, it must vote to accept the contents of the audit at either its next regularly called meeting or at a special meeting called in accordance with the Board's bylaws.

The Chief Financial Officer shall ensure that a copy of the annual audit report is timely filed with the Missouri Department of Elementary and Secondary Education. The audit report should include a certificate signed by the President of the Board that the Board voted to accept the contents of the audit. If the Board did not accept the contents of the audit report, that should be noted with the submission.

The Chief Financial Officer shall prepare, or cause to be prepared, an annual financial statement for each fund subject to the authority of the Board during the fiscal year showing:

1. The total receipts of the fund, itemized by source of revenue, including taxes, assessments, service charges, grants of state money, gifts, or other general sources from which funds are derived;
2. The total disbursements of the fund, itemized by the nature of the expenditure; and
3. The balance in the fund at the close of the fiscal year.

## **FINANCIAL OPERATION**

### **Capital Assets Accounting**

**Policy 3425**

A capital asset is an asset that is tangible in nature; has a life that exceeds one year; or significant value (\$5,000 per unit or a lower amount designated by the board of directors); and reasonably identified and controlled through a physical inventory system.

The Chief Financial Officer shall ensure that GCCS maintains accurate records of capital assets in accordance with applicable rules.

The Chief Financial Officer will ensure that a physical inventory of capital assets takes place once every two years.

The annual financial audit required shall include an exhibit in the audit report identifying all capital assets and the ownership interest of local, state, and federal parties.

## **FINANCIAL OPERATION**

### **Authorized Signatures**

**Policy 3430**

The Board President, Superintendent, Chief Operating Officer of Guadalupe Centers, Inc. have the authority to sign all checks issued by GCCS approved by the Board. All checks over one thousand dollars (\$1.000) will be signed by two authorized signers.

## **FINANCIAL OPERATION**

### **Travel and Reimbursement**

**Policy 3440**

It is the policy of the Board to pay reasonable travel expenses for those who travel on GCCS business and whose trip has been approved in advance by the Superintendent. These expenses include registration, transportation, meals, lodging, tolls, and parking charges. Expenses are reimbursed only when properly accounted for by an individual and approved by the Superintendent.

## **FINANCIAL OPERATION**

### **Sales Tax**

**Policy 3450**

GCCS is exempt from Missouri sales and use tax on purchases. All sellers or vendors shall be furnished a copy of the official State of Missouri Tax Exemption Letter by the Finance Office at the time a purchase order is delivered.

Administrators, teachers, or other school staff who have been authorized to make purchases for GCCS from local retail dealers will provide a copy of the tax-exempt letter to such dealer at time of purchase.

GCCS representatives are prohibited from using GCCS's tax-exempt letter for purchase of articles for personal use.



## **FINANCIAL OPERATION**

### **Student Attendance Accounting**

**Policy 3460**

An accurate accounting of student attendance, transportation, and food service records shall be kept by GCCS. The records will be kept in accordance with state law and appropriate regulations of the Missouri Department of Elementary and Secondary Education.

Principals will be responsible for maintaining student attendance accounting, and for submitting monthly reports of such records to the Superintendent, who will in turn be responsible for preparing reports to be submitted to the appropriate state officers.

## **4000 PERSONNEL SERVICES**

### **Equal Employment Opportunity**

**Policy 4110**

GCCS is an equal opportunity employer. GCCS is committed to providing equal opportunity for all individuals based upon any legally recognized basis in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. GCCS commits itself to the policy that there shall be no unlawful discrimination or harassment against any person because of veteran status, uniform service member status, race, color, religion, age, sex, national origin, physical or mental disability, genetic information or any basis protected under federal, state or local law. All decisions with regard to employment shall be in compliance with applicable state and federal laws.

GCCS is required by the Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable to employ only individuals who are authorized to work in the United States. Each new employee, as a condition of employment must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If an employee is authorized to work in this country for a limited period of time, the individual is required to submit proof of renewed employment eligibility prior to the expiration of that provided to remain employed.

GCCS expects all work relations to be business-like and professional, free of bias, prejudice or discrimination. This policy applies to all conditions of employment including, but not limited to, hiring, placement, promotion, discipline, termination, transfer, leave of absence, compensation, benefits and training. GCCS will not tolerate any discrimination in the workplace and expects any employee who believes that they are subjected to any practice that appears to be inconsistent with this policy should contact Human Resources or their building administrator.

GCCS requires reporting of incidents of discrimination, harassment or retaliation, regardless of the alleged offender's identity or position, so that prompt investigation and action may be undertaken. Employees have an obligation to report incidents they believe may be discriminatory, harassing or retaliatory. There will be no retaliation or adverse action taken against an employee for raising a concern or complaint pursuant to this policy or participating or assisting in the related investigation of the concern or complaint.

The report will be investigated to determine, what, if any, responsive action is necessary and appropriate. If it is determined that anyone is illegally discriminating, harassing or retaliating against a GCCS employee, the offending person will be subject to discipline up to and including termination.

GCCS is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. GCCS further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender, national origin, or sexual orientation.

GCCS's equal opportunity policy extends to prohibitions against unlawful harassment of students or employees because of the individual's race, color, religion, disability, age, gender, national origin, or sexual orientation.

## **4000 PERSONNEL SERVICES**

### **Americans with Disabilities Act Compliance**

**Policy 4111**

GCCS is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify Human Resources of the need for accommodation. Upon doing so, Human Resources may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability.

The Americans' with Disabilities Act permits an employer to require a medical certification of the workplace modifications and/or restrictions that pertain to you, thus we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. GCCS will not seek genetic information in connection with requests for accommodation. All medical information received by Human Resources in connection with a request for accommodation will be treated as confidential and maintained by Human Resources in a file separate from your personnel file with limited accessibility.

When an individual with a disability is requesting accommodation, and can be reasonably accommodated without creating an undue hardship without creating an undue hardship or causing a direct threat to workplace safety, they will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety or well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

GCCS will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of the job unless doing so causes direct threat to those individuals or others at the workplace and the threat cannot be eliminated by reasonable accommodations or if the accommodation creates an undue hardship to GCCS. "Qualified" individual means an individual who with or without reasonable accommodation, can perform the essential functions of the employment position the individual holds or desires.

To report of violations of this Policy please see the reporting provisions of set forth in Policy 4813. Adverse action will not be taken against any person who reports or participates in the investigation of a violation of this policy. GCCS will not tolerate violations of this policy. Any violation subjects the violator to disciplinary action, up to and including discharge.

July 2016; Revised August 2019

## **4000 PERSONNEL SERVICES**

### **Discrimination or Retaliation in the Workplace**

**Policy 4112**

The Board prohibits discrimination of one employee by another employee, supervisor or third party for any reason based race, color, religion, national origin, age, physical or mental disability, genetic information, veteran status, uniform service member status or any other protected class under federal, state, or local law. GCCS prohibits retaliation related to any complaint made by an employee and brought forward to a member of management or the Human Resources Department.

GCCS employees have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive. All employees of GCCS are expected to treat others with dignity and respect at all times. Discrimination based upon race, color, religion, sex, citizenship, ancestry, national origin, age, disability, veteran status, genetic information or any other characteristic protected under the law will not be tolerated.

To report of violations of this Policy please see the reporting provisions of set forth in Policy 4815. Adverse action will not be taken against any person who reports or participates in the investigation of a violation of this policy. GCCS will not tolerate violations of this policy. Any violation subjects the violator to disciplinary action, up to and including discharge.

## **4000 PERSONNEL SERVICES**

### **Anti-Harassment Policy**

**Policy 4113**

#### **Unlawful Harassment**

In accordance with applicable law, GCCS prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, age, or any other basis protected by federal, state or local law. Guadalupe is committed to taking all reasonable steps to prevent harassment from occurring.

Unlawful harassment because of sex, race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, age or any other protected characteristic includes, but is not limited to:

- 1) Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments.
- 2) Visual conduct such as derogatory posters, photography, cartoons, drawings, or GCCStures.
- 3) Physical conduct such as unwanted touching, blocking normal movement, or interfering with work directed at you because of your sex or any other protected basis.
- 4) Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors.
- 5) Retaliation for opposing, reporting or threatening to report harassment, or for participating in an investigation, proceeding or hearing conducted by an investigating agency.

Prohibited harassment is not necessarily limited to the loss of a job or some other economic benefit. Prohibited harassment that impairs an employee's working ability or emotional well-being at work is considered a violation of this policy and will not be tolerated.

**Retaliation against any employee by another employee or by the school for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the school or a federal or state enforcement agency is prohibited.**

**Any employee, including any supervisor or manager, who is found to have engaged in unlawful harassment is subject to disciplinary action up to and including termination from employment.**

**To report of violations of this Policy please see the reporting provisions of set forth in Policy 4810. Adverse action will not be taken against any person who reports or participates in the investigation of a violation of this policy. GCCS will not tolerate violations of this policy. Any violation subjects the violator to disciplinary action, up to and including discharge.**

## **4000 PERSONNEL SERVICES**

### **Employment Procedures for Administrators, Certified Support Staff and Student Services Professionals**

**Policy 4120**

The Board, upon recommendation of the Superintendent, votes on the employment of all certified staff, Administrators and Student Services Professionals. In approving applicants the Board will be guided by the desire to obtain individuals committed to providing the highest quality education for the students.

No person will be employed by GCCS until the Human Resources Department obtains a clear criminal records check and a clear check of the Child Abuse and Neglect Registry maintained by the Missouri Department of Social Services. Similarly, all persons employed by outside contractors who will have contact with students will be required to submit to the same screening. The background checks for contractors shall be conducted by an agency acceptable to GCCS and be paid for by the contractor. For purpose of a criminal background check, an applicant will be considered to have a clear background check be eligible provided he or she he has not pled guilty or been convicted of a felony or any drug crime, regardless of the severity, or any crime of dishonesty, including but not limited to theft or fraud. For purposes of this policy, a plea of no contest, suspended sentence or diversion shall be considered a conviction.

All finalists for an employment position will be required to sign a release of liability authorizing prior employers, including school districts, to furnish any information about the applicant and the applicant's work performance, including but not limited to discipline records and performance evaluations. GCCS may also conduct random background checks after employment. Failure to check references and prior employment for new hires prior to their start date may result in disciplinary action for the employee that fails to perform the checks up to and including termination.

As part of the criminal records check all potential employees shall submit two sets of fingerprints to be used by the Missouri Highway Patrol and the Federal Bureau of Investigation. The fingerprints shall be collected pursuant to standards determined by the Missouri Highway Patrol.

All vacancies for Administrator positions shall be posted for a minimum of ten (10) school days before the Superintendent may recommend a qualified applicant to the Board for employment. In an emergency situation the Superintendent, with consent of the Board, may temporarily employ an applicant prior to the expiration of the posting. The temporary applicant may be considered along with other applicants for the position after the ten days.



All positions will be filled by choosing the most qualified candidate that meets GCCS's needs both in filling open positions and from a budgetary standpoint. All hiring decisions will be consistent with all other policies of the Board.

## **PERSONNEL SERVICES**

### **Certified Staff**

### **Policy 4125**

All teachers and librarians ("Certified Staff") shall be maintain then current certifications by the Department of Elementary and Secondary Education ("DESE") in the appropriate field of study and grade. All Certified Staff will be required to have on file with GCCS a copy of their then current certificate issued by DESE. Should a Certified Staff member's certificate become under investigation by DESE, they must immediately inform both their building administrator and the Superintendent of the investigation. If a Certified Staff member's teaching certificate is revoked or suspended by DESE they shall immediately be removed from the classroom and may be disciplined up to termination.

## **4000 PERSONNEL SERVICES**

### **Administrative Staff**

### **Policy 4126**

All principals, assistant principals, the Director of Curriculum and Instruction, Director of Special Services, the Director of Student Services, Director of Human Resources, ESL Director and any other Assistant Superintendent shall be considered Administrative Staff. They are required to hold an administrator's certificate. Should an administrative certificate become under investigation by DESE, they must inform the Superintendent immediately. If an administrator is revoked or suspended by DESE, they shall immediately be removed from their position and shall be disciplined up to termination.

## **4000 PERSONNEL SERVICES**

### **Student Services Professionals**

**Policy 4127**

All school Counselors, School Psychologists, Social Workers and Speech Language Pathologists shall be certified by DESE as student services professionals. Student Services Professionals will be required to have on file with GCCS a copy of their current certificate issued by DESE. Should the Student Services Professionals' certificate become under investigation by DESE, they must immediately inform both their building Administrator and the Superintendent. If a Student Service Professional is revoked or suspended by DESE they shall immediately be removed from the school building and shall be disciplined up to termination.

## **4000 PERSONNEL SERVICES**

### **Non-Certified Support Staff**

**Policy 4128**

All employees not required to be certified by the Department of Elementary and Secondary Education shall be considered Non-Certified Support Staff. Most Non-Certified Support Staff shall be hourly paid, at will employees, who may be terminated with or without cause at anytime.

GCCS is authorized to employ Non-Certified Support Staff as exempt salaried employees at the discretion of the Superintendent with the approval of the Board. Any such employee will be at will and may be terminated with or without cause at anytime.

## **4000 PERSONNEL SERVICES**

### **Certified Staff Contracts**

### **Policy 4130**

All Certified staff shall be employed pursuant to a contract of employment. All employment contracts will be in writing and will be signed by the employee and the Board President. All agreements will be for one school year, or the remaining portion of the school year for mid-year hires and will include the amount of annual compensation and the days of service. There shall be no other agreements other than those contained within the written Employment Agreement. GCCS reserves the right to assign its certified staff in accordance with the needs of GCCS. If the need arises, the Superintendent is authorized to reassign a certified staff member during the term of a contract.

Full-Time Certified staff shall be entitled to such benefits as are offered by GCCS including contributions to the Kansas City Public School Retirement System. Certified staff shall be considered for employment on an annual basis. All reemployment decisions shall be consistent with GCCS being an Equal Opportunity employer. No Certified staff member shall have any vested right to reemployment for a successive year.

## **4000 PERSONNEL SERVICES**

### **Extra Duty, Extended Duty, and Summer School Assignments for Certified Staff**

**Policy 4131**

Certified staff may be offered a contract to compensate them for providing support and sponsorship of approved organization and for performing coaching duties as recommended by the Superintendent and approved by the Board. Compensation for such positions will be provided as approved by the Board and set forth in a written contract for extra duty pay.

Instructional employees may be employed for additional days beyond the regular agreement period. Compensation for such extended duty will be calculated on the existing salary schedule at the daily rate in accordance with the Certified Staff Members' last rate of pay.

Building Administrators shall recommend Certified Staff to teach summer school. Upon recommendation, the Superintendent shall make the approved decision. Staff members will be chosen on an as needed basis to fill the subjects offered. Preference will be given to Certified Staff who are certified to teach the subjects offered and have been offered a Certified Staff Contract for the year. The Board may establish a separate salary for summer school.

Assignment to extra duty, extended duty and summer school is for one (1) year only and may be renewed or eliminated annually upon the recommendation of the Superintendent and approval of the Board.

## **4000 PERSONNEL SERVICES**

### **Administrative Personnel Contracts**

**Policy 4135**

All Administrative Staff shall be employed pursuant to a contract of employment. All employment contracts will be in writing and will be signed by the Employee and the Board President. All agreements will be for the term set forth in the contract, or the remaining portion of the school year for mid-year hires and will include the amount of annual compensation. There will be no other agreements other than those contained within the Employment Agreement. GCCS reserves the right to assign Administrative Staff in accordance with the needs of GCCS. If the need arises, the Superintendent is authorized to reassign Administrative Staff during the term of a contract.

Administrative Staff shall be entitled to such benefits as are offered by GCCS including contributions to the Kansas City Public School Retirement System. Administrative Staff shall be considered for employment on an annual basis. All reemployment decisions shall be consistent with GCCS being an Equal Opportunity employer. No Administrative Staff shall have any vested right to reemployment for a successive year.



## **4000 PERSONNEL SERVICES**

### **Support Services Professionals Contracts**

**Policy 4136**

Support Services Professionals shall be employed pursuant to a contract of employment. All employment contracts will be in writing and signed by the employee and Board President. All agreements will be for one school year, or the remaining portion of the school year for midyear hires and will include the amount of annual compensation. There will be no other agreements other than those contained within the Employment Agreements. GES reserves the right to assign Support Services Professionals in accordance with the needs of GES. If the need arises, the Superintendent is authorized to reassign Support Services Professionals during the term of a contract.

Full time Support Services Professionals shall be entitled to such benefits as are offered by GES including, if they are eligible, to contributions to the Kansas City Public School Retirement System. Support Services Professionals shall be considered for reemployment on an annual basis. All reemployment decisions shall be consistent with GES being an Equal Opportunity employer. No Support Services Professional shall have any vested right to reemployment for a successive year.

## **4000 PERSONNEL SERVICES**

### **Reemployment of Certified Staff and Support Services Professionals**

**Policy 4140**

Certified Staff and Support Services Professionals will be notified, in writing, if they are going to be recommended by the Superintendent for a contract for the subsequent school year. GCCS will attempt to notify the employees by May 1<sup>st</sup>. All Certified Staff and Support Services Professionals shall be recommended for employment to the Superintendent by the Administrator in their building during the spring of each year.

## **4000 PERSONNEL SERVICES**

### **Substitute Teacher Employment**

**Policy 4150**

GCCS will employ only qualified substitutes for all Certified Staff absences. GCCS reserves the right to use an approved third party supplier of qualified educators to fill substitute positions on a daily or long-term basis. If a substitute is not available, the Administrator of the building shall attempt to provide coverage through reassignment within the building.

The rate of compensation shall be according to the annual school budget approved by the Board.

## **4000 PERSONNEL SERVICES**

### **Notice of Arrest, Abuse Complaint, Traffic Citation**

**Policy 4160**

Every employee and volunteer who is arrested for a criminal act, felony or misdemeanor shall notify their supervisor in writing within three (3) work days of the arrest. Similarly, every employee/volunteer shall notify their supervisor within the same time period of notice of a child abuse complaint against them. Any alcohol related traffic violations will be treated as a criminal arrest. In addition to the preceding, any employee who as part of their job duties provides transportation to students of GCCS or who operates any GCCS vehicle shall notify their supervisors of any moving traffic violations whether or not on work time.

## **4000 PERSONNEL SERVICES**

### **Certified Staff, Support Services Personnel, and Administrator's Duties, Schedules, and Working Hours**

**Policy 4210**

The school year will be set annually by the Board. The start date, end date, and number of days of work will be included in the employment agreement for each employee. The length of the teaching day will also be recommended by the Superintendent and approved by the Board.

Certified Staff, Support Services Personnel and Administrative Staff are required to be on duty during the teaching day. In addition to the teaching day, Certified Staff, Support Services Personnel and Administrative Staff are required to attend scheduled staff meetings, parent conference days, IEP meetings, and other meetings as may be determined by their building Administrator and the Superintendent.

#### **Normal Working Day**

It is recognized that professional duties and responsibilities extend beyond the regular school hours to include additional planning and evaluating, meeting, professional development, parent conferences, participation in Open Houses and PTA meetings, if needed. It is the expectation of the Board that all Certified Staff, Support Services Professionals and Administrative Staff will conduct themselves in a manner consistent with the expected participation in the above activities. It is further expected that all Certified Staff, Support Services Personnel and Administrative Staff will arrive for work leaving plenty of time to prepare and be waiting the arrival of students at the beginning of the school day.

#### **Snow Days/Emergency Closing**

In the event schools are closed due to snow or other emergency Certified Staff shall be excused from school attendance. Support Services Personnel shall be allowed to work should they elect to report for work at the time directed by the Superintendent. Administrative Staff who are considered essential personnel will be expected to report for duty unless excused by the Superintendent.

## **Lunch Period**

GCCS will attempt to provide Certified Staff and Support Services Personnel with at least 20 minutes of uninterrupted time for lunch. Administrative Staff will set the approved lunch periods at the beginning of each school year.

## **4000 PERSONNEL SERVICES**

### **Non-Certified Staff Duties, Schedules, and Working Hours**

**Policy 4221**

The school year and work calendars will be set annually by the Board. Work hours may be changed by the Administrative Staff or the Superintendent as needed.

Regular attendance is essential in order to maintain a high quality educational program. Non-Certified staff, with reasonable notice, will be subject to disciplinary action when their absenteeism is deemed to be excessive. Non-Certified staff includes but is not limited to; custodians, secretaries, technology support and cafeteria.

#### **Overtime**

Employees must receive prior authorization from their building Administrative Staff to work overtime. Employees will be paid in accordance with the Fair Labor Standards Act for all hours worked.

#### **Normal Work Day**

Non-Certified staff will have their hours set by their building Administrative Staff.

#### **Snow Days/Emergency Closing**

In the event that schools are closed due to inclement weather or an emergency, Non-Certified Staff, other than essential staff, are excused from reporting for work; however, they shall be allowed to work should they elect to report for work at the time directed by the Superintendent.

## **4000 PERSONNEL SERVICES**

### **General Attendance**

### **Policy 4300**

Regular attendance is essential to provide students with a high quality of instruction. When employees are absent more than 6 days in any semester or more than 12 days per school year, their absence is considered excessive. Administrative Staff will review each incident of excessive absence and may require the employee to provide medical documentation or may consider various disciplinary actions up to, and including, recommendation of termination.



## **4000 PERSONNEL SERVICES**

### **Personal Leave**

### **Policy 4310**

Consistent contact with students and staff is important to the learning environment and GCCS's operation; therefore, it is an essential duty of a Certified Staff; Administrative Staff and Student Services Professionals' position. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

GCCS may require an employee to provide verification of illness from a healthcare provider or supply other documentation verifying the absence before GCCS applies applicable paid leave to the absence. In accordance with law, GCCS requires all employees who are absent for three consecutive days to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's illness or injury.

The following leaves with pay will be provided to full-time Certified Staff, Administrative Staff and Student Services Professionals. This policy does not apply to part-time, temporary or substitute staff members unless otherwise noted.

**Paid Time Off (PTO) - Certified Staff Administrative Staff and Student Services professionals will receive one PTO day per contracted month proportional to his/her workday. Unused PTO shall be limited to 60 days. (480 hours).**

**PTO cannot be taken in increments of less than half days (4 hours).**

**PTO must be scheduled at least two weeks in advance and must be approved by the immediate supervisor, except for unexpected illness, injury, incapacity, emergency or when such notice is not practical. The use of PTO for any reason, other than leave associated with Policy 4321 Family and Medical Leave, may be limited based on substitute availability. Employees must comply with established GCCS procedures for notification of absence and arrangements for substitute coverage.**

**PTO is limited to a maximum of three consecutive days, one time per year, and any remaining PTO can be taken in a combination of one or two days during the school year.**

**PTO may not be combined with any other paid or unpaid leave time, used before or after winter or spring break, a holiday or vacation, during the first week and last week of regular school, or during GCCS professional development days. Consecutive days of PTO may not be used during the GCCS's established state assessment testing window, unless for leave**

**under policy 4321 Family and Medical Leave. Exceptions due to extenuating circumstances may be granted by the Superintendent.**

**Certified Staff Administrative Staff and Student Services Professionals who voluntarily discontinue service to the District shall be compensated for accumulated chargeable leave according to the following:**

**Zero to Four Years' service - no payout upon discontinuation of service.**

**Five to Nine Years' Service - shall be paid for 25% of their accumulated PTO leave at the prevailing substitute teacher or substitute administrator wage;**

**Ten to Fourteen Years' Service - shall be paid for 50% of their accumulated PTO leave at the prevailing substitute teacher or substitute administrator wage;**

**Fifteen to Nineteen Years' Service - shall be paid for 75% of their accumulated PTO leave at the prevailing substitute teacher or substitute administrator wage;**

**Twenty or More Years' Service - 100% of their accumulated PTO leave at the prevailing substitute teacher or substitute administrator wage.**

## 4000 PERSONNEL SERVICES

### Vacation

### Policy 4315

Vacation time off with pay is available to eligible full-time employees to provide opportunities for rest, relaxation, and personal pursuits. An employee's vacation schedule is based upon their position with GCCS and GCCS's operating schedule. Part-time employees working at least 20 hours a week will received pro-rated vacation benefits based upon the number of hours they regularly work. The vacation time schedule is based upon the school year (starting August 1<sup>st</sup>). The vacation permitted is as follows:

Position	Vacation Time Allotment		
Certified staff and Student Support Professionals (Teachers, Paraprofessionals, Counselors, Social Workers, Special Education Support and Instructional Coaches)	Scheduled breaks during the school year		
Non-Instructional Staff	Years of service	Days allotted	
		Full-time	Part-Time
	After 6 months from hire date	5 days	2 days
	1-4 years	10 days	5 days
	5-9 years	15 days	7 days
	10+ years	20 days	10 days
Finance	In accordance with their respective employment Agreements		
Administrators and Directors	Scheduled breaks when school is in session and in accordance with their employment agreements when school is not in session		

Requests for vacation must be submitted two weeks in advance of the planned vacation scheduled. GCCS reserves the right to deny vacation requests to ensure proper staffing. Unused vacation shall not be carried forward to the next school year, thus, unused vacation time will be lost if not used by July 31<sup>st</sup> of the year.

## **PERSONNEL SERVICES**

### **Family and Medical Leave**

**Policy 4321**

This policy will summarize the provisions of the Family and Medical Leave Act ("FMLA") and is limited to any rights or benefits contained in the FMLA 29 U.S.C. Section 2601, et seq.

#### **Eligible Employees**

Employees of the GCCS who have been employed for at least twelve (12) months and who have worked at least 1250 hours during the 12 month period immediately prior to requesting leave and are employed at a worksite where 50 or more employees are located within 75 miles of the worksite are eligible to take twelve (12) weeks of unpaid leave under FMLA.

An employee may request leave for one or more of the following reasons:

1. Birth of a child and to care for the newborn child;
2. Adoption or foster placement of a child with the employee;
3. To care for the employee's Spouse, Son, Daughter or Parent, if that person has a serious health condition;
4. Serious health condition of employee that prevents the employee from performing the job functions;
5. Because of a Qualifying exigency (hereinafter defined) arising out of the fact that an employee's Spouse, Son, Daughter or Parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of a contingency operation;
6. To care for a Covered Service member with a serious injury or illness when the employee is the Spouse, Son, Daughter or Parent.

#### **Definitions**

*"Covered Service member"* means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he or she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness may render the

servicemember medically unfit to perform duties of the member's office, grade rank or rating.

*"Certified employee or other key position"* means an employee whose school leader function is to instruct or directly support instruction of students in a class, a small group or an individual setting or provide an essential function such as administration which would provide a disruption in the normal operations of the school.

*"Parent"* means a biological parent or one who acted in place of a parent when the employee was a child. The term "parent" does not include parent "in-law."

*"Qualifying exigency"* may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

*"Serious health condition"* means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider and has been duly documented by a health care provider.

*"Son or Daughter"* means a biological, adopted or foster child, a step-child, a legal ward or a child for whom the employee acts as a parent. The son or daughter must be under age 18 or, if the son or daughter is age 18 or older, he/she must be incapable of self-care on a daily basis due to a documented mental or physical disability.

*"Spouse"* means a husband or wife.

### **Amount and Type of Leave Taken**

Except as provided below, an employee may take a total of twelve (12) weeks during any twelve-month period. The twelve-month period shall be measured backward from the date the employee begins using any FMLA leave. In the event of the birth, adoption or foster placement of a son or daughter, all leave must be completed within twelve (12) months after the birth, adoption or foster placement.

If both spouses work for GCCS and both are eligible for FMLA leave, they are authorized to take only a combined total of twelve (12) weeks during any one twelve-month period to care for a newborn or adopted child, a child placed with the employee for foster care, or a Parent with a serious health condition for twelve (12) weeks.

Employees seeking to take Family and Medical Leave to care for a newborn or adopted child, a child placed with the employee for foster care, a Parent, Spouse or child with a serious health condition, or because of their own serious health condition, must first exhaust any personal leave, paid vacation, applicable accumulated sick leave, and any other applicable paid leave for their Family and Medical Leave.

## **Intermittent or Reduced Leave**

An employee may only take leave on an intermittent or reduced leave schedule when medically necessary. GCCS will require a certification, in the form described in Section 3 below, to document the medical necessity of such intermittent leave.

## **Notification of Leave**

If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days advance notice to the Superintendent. If such advance notice is not possible, the employee must give said notice as soon as practicable, ordinarily within one to two working days of learning of the need for leave. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment so that any corresponding leave will not unduly disrupt the operations of the school or classroom instruction.

## **Benefits and Return to Work**

Employees taking FMLA leave will continue to accrue all benefits for which they are eligible that are provided by the school while on FMLA leave. GCCS will pay the employer's portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning the leave. The employee will be billed for the employee portion of the benefits and shall timely pay required premiums in order to maintain active benefits coverage.

GCCS may recover any health care benefit premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired.

With the exception of paid vacation, personal, medical or sick leave required to be exhausted prior to taking unpaid leave under Section 3.3 above, the employee's absence during leave will not alter benefits which the employee accrued before taking leave.

Upon return from leave, the employee is entitled to be reinstated to a position equivalent to the one the employee held when they left on FMLA leave, with equivalent pay, benefits and other terms and conditions of employment. Upon proper notice, however, the Board may deny reinstatement under this policy to an employee whose salary is within the highest 10% of the employees employed by the school ("key employees") if such denial is necessary to prevent substantial and grievous economic injury to the school's operation, as determined by the Board. Employees will be notified if they are considered a key employee, if there is an intention to deny reinstatement, and of their rights in such instances.

## **Required Certification and Reporting**

GCCS requires that a request for leave due to a serious health condition be supported by a certification issued by the appropriate health care provider of the eligible

employee or of the Son, Daughter, Spouse or Parent of the employee on a form to be provided by the Board.

This certification must include:

1. The date on which the serious health condition commenced;
2. The probable duration of the condition;
3. If the purpose of the leave is to care for a Son, Daughter, Spouse or Parent ("family member"), a statement that the employee is needed to care for the family member and the estimated amount of time needed for such care;
4. If the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his or her job functions. The employer may require that the eligible employee obtain subsequent recertification on a reasonable basis as requested by the Board.

GCCS, at its own expense, may obtain the opinion of a second health care provider of the GCCS's choice, if it should choose to do so. If a conflict exists between the opinion in the certification and the second opinion, GCCS may, at its own expense, obtain a third opinion from a health care provider upon which the Board and the employee jointly agree. Such a third opinion as to the necessity for the leave is binding on both the Board and the employee.

Upon an employee's return after leave for thier own serious health condition, GCCS may require the employee to obtain certification from a health care provider that the employee is able to resume work.

The Board may require an employee on FMLA leave to report periodically to the (School Leader or other job title) on the employee's status and intent to return to work.

### **Special Provisions**

When an Certified Staff member or other key position essential to the function of the school seeks intermittent leave or leave on a reduced schedule in connection with a family or personal illness that would constitute at least 20% of the total number working days in the period during which the leave would extend, the Board may require the employee to elect to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position within the school that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

If the employee begins leave more than five weeks before the end of a semester, GCCS may require the employee to continue taking leave until the end of the semester if:

1. The leave will last at least three weeks; and



2. The employee would return to work during the three-week period before the end of the term.

## **4000 PERSONNEL SERVICES**

### **Other Leave**

**Policy 4320**

#### **Bereavement Leave**

A maximum of three (3) days may be used in any school year for bereavement purposes. Bereavement leave is available only upon the death of a member of the employee's immediate family. Immediate family member is defined as spouse, parent, mother-in-law, father-in-law, brother or sister-in-law, grandparent, child, sibling, daughter or son-in-law, grand child or non-family member living in employee's home. Days needed for bereavement, outside the death of an immediate family member may be granted through accumulated PTO.

#### **Leave for Jury Duty**

Employees called for jury duty, for participation in the jury selection process, or subpoenaed to testify in a civil or criminal proceeding will be granted leave with pay. Employees will receive their normal pay. Employees called for jury selection or service on a jury will not be requested or required to use PTO for time required in such civic service.

#### **Military Leave**

For appropriate military leaves of absence, benefits and reinstatements will be granted pursuant to state and federal law. Employees who are considering service or who have been called to "serve in the uniformed services" should contact Human Resources for further details and obligations regarding military leaves. An Employee who is a member of a military reserve unit is entitled to leave to fulfill military training requirements. The unpaid leave will not affect the employee's status, seniority, PTO, bonus, advancement, or other advantages of employment.

## **4000 PERSONNEL SERVICES**

### **Holidays**

**Policy 4330**

The Board will annually approve a calendar for the school year that will provide for the following holidays:

1. Labor Day
2. Thanksgiving Day and the day following
3. Christmas Eve and Christmas Day
4. New Year's Day
5. Martin Luther King Jr. Day
6. Presidents' Day
7. Memorial Day
8. Independence Day

Employees must work the day prior to and immediately following a holiday unless excused in writing by the Superintendent.

Certified Staff and Support Services Professionals shall be given such days off as set by GES in its school calendar.

## **4000 PERSONNEL SERVICES**

### **Employee Emergency Service**

**Policy 4335**

Employees joining any fire department, fire protection district, volunteer firefighter department, the Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team, or staff member activated by the Federal Emergency Management Agency (FEMA) to respond to a national disaster will not be subject to dismissal due to their joining such organizations. However, such employees who are absent from work, or who are late to work due to such service may have their pay reduced and be required to submit written verification concerning the time and date of the emergency. In addition, such employees are required to make a reasonable effort to notify their supervisors that they will be absent or late due to emergency service.

## **4000 PERSONNEL SERVICES**

### **General Professional Development**

**Policy 4410**

It is the policy of GCCS that a program of in-service training be established by the Superintendent and approved by the Board. GCCS requires all employees to be engaged in a continuous program of professional development in order to continue to provide quality educational programs and services for all students. The in-service training program for each year will be outlined in the proposed budget for that year with estimated costs to be approved by the Board.

As a result of the operation of this policy, employees will become knowledgeable regarding new developments and changes in their specialized fields and will utilize new and improved methods in practice.

The administrative staff, employing administration and management techniques consistent with modern management development, will provide leadership that will assist each employee to develop professionally and contribute to overall school success.

## **4000 PERSONNEL SERVICES**

### **Professional Development Program**

**Policy 4411**

GCCS shall provide a Professional Development Program to be in compliance with State Statutes regarding assistance for beginning teachers. A written plan will be developed annually to carry out the goals of the Professional Development Program.

GCCS will establish a Professional Development Committee to work with beginning teachers and experienced teachers in identifying instructional concerns and remedies; assist beginning teachers with implementation of their professional development plan; serve as a consultant upon a teacher's request; arrange training programs for mentors; assess faculty needs and develop in-service opportunities for school staff; present faculty suggestions, ideas and recommendations pertaining to classroom instruction within the School; and review and evaluate the GCCS's staff development program.

GCCS supports professional development of its staff through the maintenance of a professional development plan as well as assistance programs for new teachers and resource programs for experienced teachers.

### **New Teacher Assistance Program**

Each inexperienced teacher employed by GCCS will be assigned a mentor by the building principal. Mentors will be required to possess at least five (5) years of teaching experience and have received or be willing to complete mentor training. Mentors will work closely with their assigned new teachers during the teachers' first two (2) years upon request or at the direction of the building principal during the mentoring period.

New teachers, with the assistance of their mentors, will prepare professional development plans. The plans will be consistent with the evaluation criteria and will establish plans of development for the teachers' first two (2) years of teaching.

## **4000 PERSONNEL SERVICES**

### **Conferences and Travel**

**Policy 4420**

The following guidelines are established for absence from assigned duties in order to attend workshops and conferences:

1. Requests will be submitted in sufficient time to the Superintendent fourteen (14) days prior to scheduled Board meetings. Further, requests must be submitted in sufficient time for Board approval prior to the date of the conference workshop.
2. GCCSS will only pay 'member' registration fees, with nonmembers being reimbursed only for member fees.
3. Normally, no more than two persons from each school will attend conferences, depending upon available funding.
4. For major conferences held locally (reading, math, curriculum and instruction, etc.), normally only two (2) days of release time should be approved in order to permit attendance by as many teachers as possible.
5. The equitable allocation of travel funds to schools and offices will be the responsibility of the Superintendent.
6. Conference requests need to have an invitation or pamphlet attached for verification of activity and a brief rationale for the request.
7. Conference attendees will not be paid unless a "report of conference" and verification of expenses is submitted.
8. Request to attend professional conferences in order to sell items or to operate booths for professional organizations will not be approved.
9. Employees must state on the application whether or not the sponsoring organization is paying the conference attendee any "honorarium" or travel expenses. An employee receiving an honorarium must use a vacation or personal leave day. Otherwise, the honorarium must be remitted to the School.

**All administrative Staff who process conference and workshop requests shall inform their personnel of these guidelines prior to making any recommendation and forwarding the request.**



## **4000 PERSONNEL SERVICES**

### **School Committees**

**Policy 4430**

#### **Guidelines for School-wide Committees**

A written description of each school-wide committee established in GCCS will be posted in each building explaining the goals and objectives of the committee and the method used to select members to the committee.

Each committee will write a summary report of its findings and/or recommendations and present this to the appropriate administrator. The chairperson of said committee will present this report to the Board at the appropriate scheduled Board meeting.

#### **Guidelines for School-wide Committees with Employee Representation**

School-wide committees may be formed for the purpose of recommending policy changes to the administration and Board. Employees who are selected to serve on these committees should represent all interests of the employee groups.

## **4000 PERSONNEL SERVICES**

### **Mentoring**

**Policy 4440**

District mentoring guidelines are as follows:

1. The mentor will introduce and help to integrate the mentee into the culture of the school, GCCS, and the community by:
  - a. Instructing the mentee on the District's policies, procedures and goals;
  - b. Communicating the social environment of the surrounding community;
  - c. Familiarizing the mentee with local, district, and national organizations that are active within the school environment;
  - d. Discussing any classroom issue the mentee may have; such as how the school handles race, gender, or disability issues;
  - e. Providing ongoing assistance with data analysis, assessments procedures/practices; and,
  - f. Discussing any district initiatives or parental concerns the mentee would find helpful to know about.
  
2. The mentoring program will provide a systematic and ongoing program review/evaluation by all Administrators and the Superintendent:
  - a. The program will identify all stakeholders;
  - b. The program will identify desired mentoring outcomes, timelines for those outcomes, and how the desired outcomes will be measured;
  - c. The program will include a systematic and continuous system for gathering feedback on the mentoring program from mentors, mentees;
  - d. The program will be based on a foundation of best teaching and student learning practices;

- e. The program will require independent/anonymous exit interviews, so clear reasons for staff departure can be determined;
  - f. The program will be supported by central office and school board trend data; and,
  - g. The program will be included in broader Professional Development program evaluations.
3. The mentoring program will include an individualized plan for beginning educators that aligns with the district's goals and needs and:
- a. The individualized plan will be aligned with GCCS's Teacher/Educator Evaluation standards;
  - b. The individualized plan will be a systematic and concise mentoring and professional development plan that prioritizes the immediate and future needs of the new educator;
  - c. The individualized plan will align with all the district's CSIP and certification requirements;
  - d. The individualized plan will establish outcomes for new educators;
  - e. The individualized plan will be an extension or part of a professional development plan that may have begun during student teaching/internship or culminating project in college;
  - f. The individualized plan will establish classroom or on the job observations that are guided by and contain a checklist of best practices observed by the mentor; and,
  - g. The individualized plan will encourage structured experiences and expectations for all new educators.
4. The mentoring program will have appropriate criteria for selecting the mentors that will operate within the program:

- a. The mentor will have at least five years of teaching experience;
  - b. The mentor will be committed to optimizing student learning;
  - c. The mentor will show enthusiasm and a commitment to the education profession;
  - d. The mentor will have a commitment to self-growth and a commitment to the growth of any future mentees;
  - e. The mentor will hold the same or similar position in respects to the grade and subject area of the mentee;
  - f. The mentor and mentee will have the ability to use mechanisms that will be in place to end the pairing if either the mentor or mentee is not satisfied;
  - g. The mentor will have an understanding of both broad educational issues and specific teaching and learning issues;
  - h. The mentor will have a strong understanding of pedagogy, instructional expertise and relevant administrative issues;
  - i. The mentor will be made available, through release time or some other mechanisms, to mentor their assigned mentee;
  - j. The mentor will be assigned by the building principals with input from the grade level or department level chair person; and,
  - k. The mentor shall be supported in time and effort by the administration and the school board.
5. The mentor program will provide comprehensive mentor training to all mentors
- a. The mentor training program will teach the prospective mentors that the mentoring process is not an evaluation and that confidentiality is required between mentor and mentee (unless it is a situation involving child endangerment);
  - b. The mentor training program will include cognitive coaching and

collaborative training skills;

- c. The mentor training program will include observation and feedback on the training and skills of the mentors;
  - d. The mentor training program will provide the mentors with an awareness of the phases of first-year educator (stress, depression, etc.);
  - e. The mentor training program will provide mentors with a catalogue of the resources that are available to beginning educators;
  - f. The mentor training program will teach mentors the need to recognize the need for knowledge and strategies in regards to classroom management;
  - g. The mentor training program will provide for formation of mentoring consortia;
  - h. The mentor training program will teach mentors to focus on exemplary teaching and assessment practices;
  - i. The mentor training program will teach mentors to build working strategies that encourage problem solving and independent thinking;
  - j. The mentor training program will teach mentors the importance of student assessments and how these assessments may be utilized to guide future classroom instruction;
  - k. The mentor training program will instruct the mentors on the importance of including a self-assessment that identifies whether mentoring is meeting both the mentor's and the mentee's expectations; and,
  - l. The mentor training program will stress the importance of student learning.
6. During the mentoring program mentors will be given sufficient time to observe the beginning educators and for the beginning educators to observe master educators. The times of the observations should be structured in a way that limits that amount of time a substitute teacher is required while still allowing multiple opportunities for the observations. These results may be achieved by:

- a. **Aligning class schedules and planning periods in a way that allows for the completion of mentoring duties;**
- b. **Utilizing state and local professional development funds, career ladder, or stipends to support the mentor's additional duties;**
- c. **Providing release time for at least three observations and meetings between the mentor and the mentee; and,**
- d. **Encouraging colleges to support mentors and mentees, using online classes, having personal visits and/or using a beginning educators' assistance program.**

### **Mentor Assignments/Program Delivery**

**Mentors will be allowed a sufficient amount of time to observe the teaching of the mentee. These observations should be accomplished via release time and schedule coordination. Additionally, when executing the mentoring program the following elements should be met:**

1. **That very new educator participates in a mentoring program approved and provided by GCCS for a minimum of two years.**
2. **That the program should provide the new educator with an introduction to District students, community, district, school, and classroom in away that is systematic, ongoing and individualized.**
3. **The program will have classroom visits with pre and post conferences and allow time for mentor/mentee activities and meetings.**

### **Program Accountability**

**All mentor programs will have systematic and ongoing program review and evaluation by all stakeholders that identifies mentoring outcomes and their measurements, gathers feedback from stakeholders, and includes anonymous exit interviews.**

## **4000 PERSONNEL SERVICES**

### **Salary Schedules**

**Policy 4505**

The Superintendent will prepare salary schedules for Certified Staff and Support Services Personnel annually. The schedules will be submitted to the Board for approval. A copy of the approved salary schedule shall be maintained in the Human Resource department.

## **4000 PERSONNEL SERVICES**

### **Benefits**

**Policy 4510**

**GCCS provides fringe benefits to full-time Certified Staff, Support Services Personnel, Administrative Staff and Non-Certified Staff. The extent and nature of fringe benefits provided may vary by employee group and work schedule, including the amount of financial support for the benefit.**

**Insurance coverage for covered employee includes:**

- 1. Medical Insurance**
- 2. Group Life Insurance**
- 3. Short- and Long-Term Disability Insurance**



## **4000 PERSONNEL SERVICES**

### **Salary Deductions**

**Policy 4520**

### **Withholding Taxes**

A Federal withholding tax is retained for the Collector of Internal Revenue as payment on Federal Income Tax for the current year. The amount withheld is determined by salary and the number of dependents. No salary check will be issued until all withholding forms are submitted.

A State withholding tax is retained for the Missouri Department of Revenue. The amount withheld is determined in the same manner as the Federal Income Tax. Employees may authorize additional sums to be withheld by notifying the payroll department in writing and completing a new W-4 form indicating the additional amount to be withheld each pay period. No salary checks will be issued until all withholding forms are submitted.

### **Public School Retirement System of the School District of Kansas City (KCPSRS)**

All full-time employees and part-time employees who work twenty-five (25) hours or more per week for at least nine months are members of KCPSRS. GCCS will make such payments required of member organizations under KCPSRS.

### **Medical**

Medical insurance payments will be deducted for all full time employees on a twelve (12) month prorated basis each month.

### **Credit Union and Tax Sheltered Plan**

Credit Union and Tax Sheltered Plans will be deducted under the terms of the respective contracts.

### **Additional Deductions**

Any staff member may authorize additional voluntary deductions for payment to the offered tax- deferred plans and United Way.

## **4000 PERSONNEL SERVICES**

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

**Policy 4530**

GCCS will maintain insurance for the protection of employees who are injured and covered under the Missouri Workers' Compensation laws. The terms of the coverage will be consistent with Missouri law. Coverage will be as provided in the GCCS insurance policy pertaining to Workers' Compensation Coverage.

## **4000 PERSONNEL SERVICES**

### **Group Insurance Benefits**

**Policy 4540**

The insurance program for all school personnel who are eligible shall be determined by the annual school budget as first approved by the Board.

There may be years in which the amount determined by GCCS to be set aside for personnel insurance benefit will not equal the total amount required by the coverage carrier. The employee must pay the difference or elect not to participate in the program; election not to participate must be approved by the Board.

If the employee elects not to take the benefit, GCCS is not obligated to reimburse the employee an equal amount of the benefit not taken.

The final date for notification of participation in the health benefit by the employee is the date set by the insurance company.

Group insurance benefits are made available to full-time personnel, as defined by the GCCS and the insurance provider.

The contract for medical insurance is provided through GCCS.

## **4000 PERSONNEL SERVICES**

### **Retirement Compensation**

**Policy 4550**

Retirement provisions for all eligible employees will be in accordance with the provisions of the Public School Retirement System of the School District of Kansas City (KCPSRS).

Employees who retire or who have retired and who are eligible for retirement benefits from the KCPSRS Plan are eligible to participate in GCCS health benefit programs. In addition, the spouse and unmarried dependent children of any employee may also participate in GCCS health benefit programs provided that these family members are receiving or are eligible to receive retirement benefits from the KCPSRS System. The retiree must apply for insurance coverage within the first year they are eligible to receive retirement benefits.

## **4000 PERSONNEL SERVICES**

### **Performance Evaluation**

**Policy 4610**

The Board's ultimate goal in education is to provide the highest quality educational experience to all students. GCCS's performance-based evaluation system contributes to that goal by promoting the professional improvement of each staff member and, when necessary by providing data to remove an employee whose employment is detrimental to students.

Performance-based evaluation is a process endorsed by the Board for performance improvement that includes identification of performance expectations, documentation of performance, discussion of performance, development of improvement plans, and making personnel decisions based upon performance. The evaluation process for every employee is an on-going process that takes place every day. All GCCS employees will receive summative evaluations annually.

GCCS's performance evaluation system incorporates the seven "Essential Principles of Effective Evaluation" adopted by the State Board of Education and set out as follows:

1. Uses research-based and proven practices to measure educator performance;
2. Establishes performance indicators for educators based on their level of performance;
3. Aligns the evaluation process with an educator's probationary period to provide for an appropriate accumulation of performance data;
4. Uses student learning, based on a variety of performance measures, in the evaluation process;
5. Assesses educator performance on a regular basis and provides feedback to teachers and administrators that they can use to improve their performance through their careers;
6. Ensures evaluators are highly trained so that evaluation ratings are fair, accurate, and reliable; and,
7. Uses the evaluation process to guide school district policies that impact the development of educators and student learning.

**Notwithstanding the State's essential principles, the major focus on GCCS's evaluation system is on positive learning outcomes, cognitive and affective, for GCCS students. Educators are responsible for the positive learning outcomes for their students.**

## **4000 PERSONNEL SERVICES**

### **Non-Certified Staff Evaluation**

**Policy 4620**

The development of a competent Non-Certified staff is a major objective of the performance evaluation. All supervisors and Administrative Staff will complete an annual written evaluation on all Non-Certified staff under their supervision. The following areas will be evaluated:

1. Job knowledge
2. Quality of work
3. Quantity of work
4. Dependability
5. Cooperation
6. Attendance
7. Punctuality
8. Other areas as appropriate for the specific job

This evaluation will be used to improve job proficiency and to determine eligibility for continued employment.

## **4000 PERSONNEL SERVICES**

### **Certified Staff Conduct**

### **Policy 4630**

GCCS requires all Certified Staff members to serve as positive role models for students. GCCS exists to provide quality cognitive and affective education for students. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

1. Properly prepare for student instruction;
2. Fully utilize instructional time for learning activities;
3. Maintain students under active supervision at all times;
4. Assess student performance in a regular and accurate manner;
5. Modify instructional goals to meet the needs of each student;
6. Comply with administrative directives;
7. Motivate students to achieve learning objectives;
8. Communicate with students in a professional and respectful manner;
9. Maintain relationships with students in a professional teacher-student model;
10. Review and comply with Board policies, regulations, and procedures as well as related building rules and practices;
11. Properly operate and maintain district property;
12. Utilize district technology solely for school district business;
13. Maintain required records and submit requested reports in a timely manner;
14. Comply with all safety guidelines and directives;
15. Refrain from the use of profane and obscene language;



16. Dress in a professional manner; and,
17. Attend to all duties in a punctual manner.

## **4000 PERSONNEL SERVICES**

### **Certified Staff Standards**

**Policy 4640**

GCCS's teaching standards include, but are not limited to:

1. Teachers will ensure that students are actively participating and are successful in the learning process;
2. Teachers will monitor and manage student learning by specific assessment vehicles;
3. Teachers will be prepared and knowledgeable of the curricular content;
4. Teachers will maintain students' on task behavior;
5. Teachers will use professional communications and interactions with the school community;
6. Teachers will remain current on instructional knowledge;
7. Teachers will seek and explore changes in teaching behaviors that will enhance student learning;
8. Teachers will act responsibly in the overall mission of the school;
9. Teachers will create learning experiences that make the subject matter meaningful;
10. Teachers will demonstrate knowledge of the subject matter by implementing instruction pertinent to the subject matter;
11. Teachers will provide learning opportunities that support the intellectual, social, and personal development of all students;
12. Teachers will cultivate the unique skills and talents of every student;
13. Teachers will use a variety of instructional activities of critical thinking, problem solving, and performance skills;
14. Teachers will create a positive learning environment that encourages active engagement in learning, positive social interactions and self-motivation;

- 15. Teachers will model effective verbal, nonverbal, and media communication techniques with students and parent to foster active inquiry, collaboration, and supportive interaction in the classroom;**
- 16. Teachers will use formal and informal strategies to access learners' progress;**
- 17. Teachers will actively seek out opportunities to grow professionally in order to improve learning for all students; and,**
- 18. Teachers will maintain effective working relationships with students, parents, colleagues, and community members.**

## **4000 PERSONNEL SERVICES**

### **Certified Staff and Support Services Personnel Resignations**

**Policy 4710**

Certified Staff and Support Services Personnel who for any reason intend to retire or resign at the end of the then current school year are encouraged to indicate their plans in writing to the Superintendent as early as possible, but no later than March 15th.

Resignations to become effective during the school year require a release by the Board and must be considered on an individual basis. Letters of resignation shall be submitted to the Superintendent. The letter should state reasons and an effective date for the resignation.

The Board may release a Certified Staff member or Support Services Personnel who request to resign after June 1st and prior to July 31st for good cause as determined by the Board. After July 31st, a Certified Staff member or Support Services Personnel may petition the Superintendent to recommend a release from their agreement for extremely unusual reasons. Should the Superintendent decline to recommend a release and the employee leaves GCCS, GCCS reserves the right to pursue any and all legal options available to it.

## **4000 PERSONNEL SERVICES**

### **Non-Certified Staff Resignations**

**Policy 4711**

Non-Certified Staff members who wish to resign should address a letter of resignation to the Superintendent. The letter should state reasons and an effective date for the resignation.

In order to resign in good standing, a Non-Certified Staff member must give fourteen (14) days written notice.

## **4000 PERSONNEL SERVICES**

### **Suspension or Termination of Non-Certified Staff**

**Policy 4720**

Employment is voluntary and at will. "At will" means that you are free to resign at any time, with or without notice, and with or without reason. Likewise, "at will" means your employment may be terminated at any time, with or without cause or advance notice, as long as we do not violate any applicable federal, state, or local law. We request any team member intending to resign their position with GCCS to submit written notification no less than two weeks prior to the desired date of termination.

## **4000 PERSONNEL SERVICES**

### **Termination of a Certified Staff Member, Support Services Personnel, or Administrative Staff**

**Policy 4730**

The Superintendent may recommend to the Board the immediate termination of a Certified Staff, Support Services Personnel or Administrative Staff's employment agreement during the term of an agreement for causes as follows:

1. Physical or mental condition that renders the teacher unfit to instruct or associate with children;
2. Immoral conduct;
3. Willful or persistent violation of, or failure to obey, the school laws of the state or the published regulations of the School;
4. Excessive or unreasonable absence from the performance of duties;
5. Conviction of a felony or a crime involving moral turpitude; and,
6. Incompetence, inefficiency, or insubordination.

The Board may terminate the Employment Agreement upon the recommendation of the Superintendent. The employee is not entitled to a hearing before the Board.

## **4000 PERSONNEL SERVICES**

### **Requests for Employment References or Verification**

**Policy 4740**

Human Resources shall respond to all requests for employment references or verification. GCCS will only provide the employee's last position, length of employment and last rate of pay.

Additionally, in order to comply with the provisions of the Amy Hestir Student Protection Act GCCS will do the following:

1. In instances of employment inquiries concerning a former employee against whom allegations of sexual misconduct involving a student have resulted in the employee being terminated or the employee resigning in lieu of termination or in which allegations of sexual misconduct have been substantiated by the Children's Division, the Superintendent or Director of Human Resources shall disclose the allegations of misconduct or findings of the Children's Division's investigation when responding to the requests for information to a potential school District employer.
2. Any GCCS employee who is permitted to respond to requests for information, anything in good faith, who reports authorized information will not be subjected to discipline because of such report.



## **4000 PERSONNEL SERVICES**

### **Complaints of Sexual Harassment**

**Policy 4810**

Any employee who believes that they are a victim of sexual harassment, or who witnessed harassment shall immediately and promptly report the matter. Upon receiving a report, GCCS shall thoroughly investigate the matter. The investigation shall proceed as follows:

#### **Procedure**

- 1. Any employee who believe that they are a victim of sexual harassment, have witnessed the sexual harassment of another employee or have been retaliated against for complaining of sexual harassment, should report the situation immediately to one of the following members of management who have been designated to receive such complaints: the Superintendent, the employee's building Administrator or the Human Resource Director. If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.**
- 2. Human Resources will investigate every reported incident without delay. Any employee or supervisor who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.**
- 3. Human Resources will conduct all investigations in a discreet manner. GCCS recognizes that every investigation requires a determination based on accusation all the facts can have in the matter. GCCS trusts that all employees will continue to act responsibly.**
- 4. The reporting employee and any employee participating in any investigation under this policy have GCCS's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.**

## **4000 PERSONNEL SERVICES**

### **Complaints Regarding Violations of the Americans' with Disabilities Act**

**Policy 4813**

All complaints regarding a violation of the Americans' with Disabilities Act will be promptly and thoroughly investigated as confidentially as possible.

1. Any employee who believes that they are a victim of disability discrimination or have been retaliated against for complaining of disability discrimination, should report the situation immediately to one of the following members of management who have been designated to receive such complaints: The Superintendent, the employee's building Administrator or the Human Resources Manager. If any employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deem satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.
2. Human Resources will investigate every reported incident without delay. Any employee, supervisor or agent of the company who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.
3. Human Resources will conduct all investigations in a discreet manner. GCCS recognizes that every investigation requires a determination based accusation on all the facts can have in the matter. GCCS also recognizes the serious impact a false accusation can have. GCCS trusts that all employees will continue to act responsibly.
4. The reporting employee and any employee participating in any investigation under this policy have GES's assurance that no reprisals will be taken as a result of a disability discrimination or retaliation complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.
5. All reports prepared or gathered by Human Resources during the course of its investigation will be considered confidential Personnel Records and will not be released to anyone, including the reporting party, without order of a court of competent jurisdiction.

## **4000 PERSONNEL SERVICES**

### **Complaints of Discrimination or Retaliation**

**Policy 4815**

Any employee who believes that they are a victim of discrimination or retaliation, or who witnessed discrimination or retaliation shall immediately and promptly report the matter. Upon receiving a report, GCCS shall thoroughly investigate the matter. The investigation shall proceed as follows:

1. Any employee who believes that they are a victim of discrimination or have been retaliated against for complaining of discrimination, should report the situation immediately to one of the following members of management who have been designated to receive such complaints: The Superintendent, the employee's building Administrator or the Human Resources Manager. If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive such complaints.
2. Human Resources will investigate every reported incident without delay. Any employee or supervisor who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.
3. Human Resources will conduct all investigations in a discreet manner. GCCS recognizes that every investigation requires a determination based accusation on all the facts can have in the matter. GCCS also recognizes the serious impact a false accusation can have. GCCS trusts that all employees will continue to act responsibly.
4. All reports prepared or gathered by Human Resources during the course of its investigation will be considered confidential Personnel Records and will not be released to anyone, including the reporting party, without order of a court of competent jurisdiction.

## **4000 PERSONNEL SERVICES**

### **Employees with Communicable Diseases**

**Policy 4820**

If an employee has, or has been exposed to, an infection or contagious disease or is reasonably believed to have an infectious or contagious disease the following guidelines apply:

1. The employee may be required to undergo a medical examination at GES's cost by a physician of GCCS's choosing.
2. While a determination is made concerning the status of an employee, that employee may be placed on a paid leave of absence. Except in unusual circumstances such leaves will not exceed ten (10) days.
3. If the employee is determined to be infectious or contagious, they will be required to take such leave as the physician provided for in Paragraph 1 determines that the employee is no longer able to transmit the disease.
4. Where a question exists concerning an employee's status, an individual assessment of the employee will be completed by a review team comprised of the employee's physician, a school nurse, a physician selected by GCCS, a county health official, the Superintendent, and the employee's supervisor and other individuals may be included, as is reasonably necessary and as designated by the Superintendent.
5. The review team will consider all available medical evidence and will determine the employee's medical condition, the employee's ability to return to work, and whether the employee's infectious status requires any restrictions on the employee's work assignment. Normally the team will be convened within seventy-two (72) hours of notice of the employee's contagious status. The employee's status will be reviewed thereafter as appropriate.
6. The written determination of the review team is subject to an appeal to the Board where determination shall be final.

An employee may be excluded from work if the employee (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is likely to be transmit the contagious or infectious disease, unless the Board or its designee has determined, based upon medical evidence, that the employee:

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1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

The Superintendent may require an employee suspected of having a contagious or infectious disease to be examined by a physician and may exclude the employee from work so long as there is a substantial risk of transmission of the disease in the school environment.

Employees with acute or chronic contagious or infectious diseases have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such employees will be informed. Willful or negligent disclosure of confidential information about an employee's medical condition by staff members will be cause for disciplinary action.

## **4000 PERSONNEL SERVICES**

### **Board/Staff Communications**

**Policy 4830**

#### **Staff Communications to the Board**

Communication to the Board from GCCS employees concerning personnel matters or personal complaints shall be filed in writing with the Superintendent. This policy will not be construed to preclude resident staff members from exercising their rights to discuss matters of public concern in the same manner as other School patrons.

All regular meetings of the Board are open for the public to attend. As such, they provide an excellent opportunity to observe the Board's deliberations on school related issues. Staff members may participate in Board meetings in accordance with the policies and regulations regarding public participation at such meetings. Further, at times and with the knowledge of the Superintendent, the Board may invite staff members to speak at Board meetings or to serve on advisory committees to the Board.

#### **Board Communications to Staff**

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

## **4000 PERSONNEL SERVICES**

### **Communication with Students by Electronic Media**

**Policy 4835**

Communications with enrolled or potential students and families should only take place at the school during school hours, during school-sanctioned meetings or events, as part of the GCCS's curriculum or regular reporting process, or to assist with homework via a school-issued mobile phone. Staff should not engage with students or their families in any of the following ways: social networking sites, e-mail (without approval of an Administrative Staff member or the Superintendent), texting, blogging, podcasting, other online postings. Mobile phone conversations may take place for assistance with homework or other school projects. If a student indicates they are in a situation requiring emergency assistance or professional help, the teacher should contact 911 and notify Administrative Staff immediately following the call.

## **4000 PERSONNEL SERVICES**

### **Conflict of Interest**

**Policy 4840**

Employees have an obligation to avoid actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain or for a relative, as a result GCCS business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the team member is similar to that of persons who are related by blood or marriage.

If an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose the existence of any actual or potential conflict of interest to the Superintendent as soon as possible so that safeguards can be established to protect all parties. Personal gain may result not only in cases where a staff member or relative has a significant ownership in a firm with which GCCS does business, but also when a staff member or relative receives any gift or special consideration as a result of any transaction or business dealings involving GCCS. The materials, products, designs, plans, ideas, and data of GCCS are the property of the school and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even if it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any Employee who participates in such a practice will be subject to disciplinary action, up to and including termination of employment.

### **Disclosure Statement**

An Employee with an actual, potential, or perceived conflict of interest shall inform the Superintendent, who shall report to the Board. Such Employee shall not be involved with considering or evaluating the activity, unless the person has unique information or perspective requested by the Board.



## **4000 PERSONNEL SERVICES**

### **Personnel Records**

**Policy 4860**

Personnel files on all employees will be maintained in Human Resources Manager's office. It is the intent of GCCS to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all employees.

GCCS will maintain the following information in personnel files: applications, certification documents, performance evaluations, current transcripts, employment contracts and performance related documents. Medical records, including health insurance records, will be maintained separately. Files containing immigration records will be kept separate from personnel files.

The personnel file of an individual employee will be considered confidential to the extent allowed by law. Access to personnel files will be on a strict need-to-know basis by appropriate School Administrators, legal counsel, or state agencies with authority.

Upon request to and in the presence of the Director of Human Resources Manager or their designee, any employee will have the right during regular working hours to inspect their own personnel file, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

## **4000 PERSONNEL SERVICES**

### **Drug Free Workplace**

**Policy 4870**

It is the policy of GCCS to create a drug-free workplace in order to be in compliance with the Drug-Free Workplace Act of 1988, as that Act may be amended from time to time. The non-prescription use of controlled substances is inconsistent with the behavior expected of staff members, subjects all students, staff members and visitors to our school to unacceptable safety risks, and undermines GCCS's ability to operate effectively and efficiently.

Accordingly, the following activities are strictly prohibited:

The unlawful manufacture, distribution, dispensation, possession, sale or nonprescription use of either a controlled substance or alcohol on GCCS property (including the parking lot), when on job assignments off school grounds, at school-sponsored functions and activities, and when engaged in any other school- or work-related activity whether on or off school premises;

The use of alcohol on GCCS property (including the parking lot), when on job assignments off school grounds, at school-sponsored functions and activities, and when engaged in any other school or work related activity whether on or off school premises, provided, however, GCCS may host certain off school grounds special events at venues where alcohol may be served;

Having illegal drugs, or any other controlled substance (not specifically prescribed by the staff member's medical provider) in your system while on GCCS property, operating a vehicle leased or owned by GCCS, or performing services for or on behalf of GCCS; and,

Having alcohol in your system during duty hours or at any time in which a staff member is interacting with students. Off-the-job illegal drug use or activities, or post-hiring convictions relating to such illegal drug use or activities is also a violation of this policy. Staff members convicted of controlled substance-related violations (including pleas of nolo contendere, i.e., no contest) must inform Human Resources within five (5) days of such conviction or plea. "Therapeutic drugs" include legally obtained prescription drugs, controlled substances, and over-the-counter drugs used in accordance with the related prescription and/or directions. Any staff member whose use of any therapeutic drug may affect their capacity to properly and safely perform job duties or may create a danger to them or to another in the workplace should report the therapeutic drug use to the Human Resources department.

**GCCS reserves the right to require a staff member to take a leave of absence or comply with other appropriate action determined by the Superintendent. Staff members who violate any aspect of this policy may be subject to disciplinary action, up to and including termination. At its discretion, GCCS may require staff members who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.**

## **4000 PERSONNEL SERVICES**

### **Alcohol and Illicit Drugs**

**Policy 4872**

GCCS prohibits all employees from the possession or distribution of alcohol or non-prescribed drugs, or presence on GCCS premises under the influence of alcohol and non-prescribed controlled substances. Violation of this policy will result in disciplinary action up to and including termination. In addition, such violation may result in substantially reduced or forfeiture of workers compensation benefits where the use of substances prohibited by this policy was in conjunction with or related to a workplace injury.

#### **Post-Accident Drug/Alcohol Testing**

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students, to other employees, and to GCCS property. Where an employee is involved in an accident producing injury, GCCS will require the employee to submit to post injury alcohol and drug testing.

Post-accident testing will be utilized after any accident

- involving the loss of life;
- resulting from a violation of Board Policy or Regulations, or municipal, state, or federal law;
- which results in an injury to a person who receives medical treatment;
- resulting in damage to any motor vehicle or GCCS property;
- resulting from a violation of a safety regulation or safety directive.

Refusal to submit to post injury testing will result in disciplinary action which could lead to termination, and may result in forfeiture of Workers Compensation benefits for injuries related to the request for testing.

Employees will be subject to drug or alcohol testing where Administrative Staff has sufficient cause to suspect the employee's use of alcohol or non-prescribed controlled substance is affecting their performance of their job duties. Such post-accident testing will be utilized in the event of the occurrence of any of the five instances set forth in this policy.

## **4000 PERSONNEL SERVICES**

### **Staff Cell Phone Usage**

**Policy 4873**

The use of cell phones, iPads and similar personal electronic devices during duty time presents a significant safety risk, as well as, adversely impacts duty time. For safety and educational reasons, the instructional staff and support staff except as provided in this policy for transportation employees, are not permitted to use such personal electronic devices during duty time. Exceptions will be made for bona fide school related emergencies.

Employees driving while on GCCS business are prohibited from using cell phones, iPads, and related electronic devices while driving. If an emergency occurs, the vehicle should be parked and remain parked in a safe location during the use of the electronic device.

## **4000 PERSONNEL SERVICES**

### **Use of School Property**

**Policy 4880**

Staff may be provided access to and use of GCCS property including, but not limited to, desks, file cabinets, closets, storage areas and computers for classroom use. These items remain the property of GCCS and are subject to inspection by Administrative Staff.

## **4000 PERSONNEL SERVICES**

### **Equipment, Technology, and Internet Use**

**Policy 4890**

#### **Care of Materials, Equipment and School Property**

When materials and equipment are issued for use in the classroom, the staff member is responsible to assure the items are not misused or mistreated. If an item is damaged, stolen or lost, the staff member shall be responsible for reporting the condition to their building supervisor. In the event of a theft along with information supplied by the staff member, a formal police report will be made. When the report has been made it shall be turned over to the Superintendent for appropriate action regarding inventory adjustments as well as determining if an insurance claim should be filed.

#### **Use of Electronic Equipment**

To ensure that GCCS's electronic equipment is used only for lawful and appropriate purposes and to further its business interests, GCCS has adopted the following Policy which applies to all staff members. Each staff member and student having access to the electronic equipment is required to abide by this Policy. GCCS will enforce this Policy.

Acceptable uses of equipment software and business equipment, including telephones, facsimile machines, computers, iPads or similar tablets, cell phones and laptops and GCCS's electronic mail system, GCCS's internet access, and copy machines (collectively, the "Equipment") are intended to be used for business purposes only. The equipment is the exclusive property of GCCS, and its sole purpose is to facilitate the business of GCCS. Each employee has the responsibility to use the equipment in a productive and appropriate manner.

#### **Unacceptable Use of Equipment**

GCCS's equipment may not be used for transmitting, receiving, or storage of any communications of a defamatory, discriminatory, or harassing nature, or materials that are sexually explicit, pornographic, or obscene. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin, or physical attributes shall be transmitted through GCCS's equipment. GCCS will not tolerate actions that may create a hostile environment. Equipment may not be used for any purpose which is illegal or against GCCS's policies or contrary to GCCS's best interest. Solicitation of non-school business, or any use of the school's equipment for personal gain, is prohibited.

## **Technology and Internet Acceptable Use**

Failure to abide by this policy shall render the employee ineligible to use GCCS's computer facilities and may bring additional disciplinary action. Employees are expected to use the technology available at GCCS in a manner appropriate to GCCS's goals and values.

"Technology" includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, iPads or similar tablets, electronic devices, software, Internet, e-mail and all other similar networks and devices. Employees are expected to be responsible and use technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, web pages, and use of hardware and/or software which disrupts or interferes with the safety and welfare of the GCCS community, is prohibited, even if such uses take place after duty hours or off GCCS property (i.e., home, business, private property, etc.). Failure to adhere to this policy and the guidelines below may result in disciplinary action.

### **Unacceptable Uses of Technology/Internet Include but are not Limited to:**

1. Violating the conditions of federal and Missouri law dealing with students and staff members' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.
2. Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.
3. Accessing profanity, obscenity, abusive, pornographic, and/or impolite language or materials, accessing materials in violation of Board Policies or policies found in the Student and Family Handbook. A good rule to follow is to never view, send or access materials that you would not want your colleagues to see.
4. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.



5. **Plagiarizing works through the Internet or other technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.**

6. **Damaging technology devices, computers, iPads, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).**

7. **Using the technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:**

- a. **any activity that requires an exchange of money and/or credit card numbers;**
- b. **any activity that requires entry into an area of service for which District will be charged a fee;**
- c. **any purchase or sale of any kind; and,**
- d. **any use for product advertisement or political lobbying.**

**Neither the Internet nor any other technology may be used for any purpose which is illegal or against GCCS's policies or contrary to GCCS's mission or best interests. All users are expected to be responsible, courteous and thoughtful when using technology and the Internet. Common sense should prevail.**

**The use of GCCS's computer network system should be in support of education and research, consistent with the educational mission or objectives of GCCS and in accordance with federal law, Missouri law and all school policies. Employees have no expectation of privacy with respect to the use of technology, the Internet, intranet or e-mail. Maintenance and monitoring of GCCS's network system may lead to the discovery that an individual has or is violating GCCS's policy or the law. Violations of policy or the law may result in severe penalties, up to and including termination.**

**GCCS makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through GCCS's technology system will be error-free or without defect. GCCS will not be responsible for any damage user may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. GCCS is not responsible for the accuracy or quality of the information obtained through or stored on GCCS's system. GCCS will not be responsible for financial obligations arising through the authorized use of the system. In accordance with the Children's Internet Protection Act ("CIPA"), GCCS has to place a filter on its Internet access as one step to help protect its**

users from intentionally or unintentionally viewing inappropriate material. GCCS blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of GCCS is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Staff should be aware of these risks.

### **Electronic Communication**

All computers, electronic and telephonic communications systems, including internet access and all communication and information transmitted by, received from, or stored in these systems is the property of GCCS. As such, they are intended to be used for job-related and business purposes only. GCCS reserves the right to monitor or review any information stored or transmitted on its equipment.

Staff members are responsible for the content of all information that they transmit over GCCS's equipment. All electronic communications must correctly identify the student or staff member responsible for the communication. Any information sent to an individual outside of GCCS via GCCS's equipment is considered a statement that reflects on GCCS. All communications sent by students and staff members via District's equipment must comply with this and other GCCS's policies.

### **Software and Copyright Issues**

To prevent computer viruses from being transmitted through GCCS's equipment, there will be no downloading or copying of any software onto GCCS's equipment without prior approval of GCCS. No files of any kind will be downloaded from the Internet without prior approval of GCCS. License agreements relating to any software, whether individually owned or owned by the GCCS will be strictly complied with. Copyright laws are very complex and can apply even to information that appears to be freely available for any use. No copyrighted material will be copied illegally on GCCS's equipment or transmitted through GCCS's equipment. The Board encourages teachers and staff assigned to GCCS to make judicious use of appropriate printed materials, sound recordings, and electronic programs in the curriculum but recognizes that Federal law protects authors and composers from the unauthorized use of their copyrighted work.

The copyright laws of the United States (Title 17, USC) govern the making of photocopies or other reproductions of copyrighted materials. According to the copyright law, it is illegal to copy or reproduce on a disk or paper, by use of school equipment or any other means, materials for which the person reproducing or GCCS does not own the copyright, unless the

written permission of the copyright owner has been obtained, or unless the activity is within some of the limited exceptions to the copyright laws. Copyright infringement carries with it serious civil and criminal penalties under the law. Title 17, Section 107, regarding the Fair Use of copyrighted work, reads in pertinent part: ...[T]he fair use of a copyrighted work, including use by reproduction in copies or photo-records or by any other means specified that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and,
4. the effect of the use upon the potential market for or value of the copyrighted work.

## **4000 PERSONNEL SERVICES**

### **Social Media Policy**

**Policy 4891**

GCCS recognizes the usefulness of online resources to inform its school community of activities and to recruit talented teachers and staff. Due to the nature of social networking sites, there exists a risk that the lines between one's professional life and personal life will be blurred. GCCS's staff are prohibited from communicating with students and families via social media, e-mail, text messaging, or other forms of communication not specifically approved by the Superintendent. Staff members should communicate with students and families via face-to-face meetings and phone calls. GCCS will maintain an official website and may also employ school sanctioned social media outlets to further the aims of GCCS, recruit future staff members, or better inform the public.

By accessing, creating or contributing to Facebook, Twitter, blogs, discussion forums, wikis, podcasts or other social media for program use, you agree to abide by these guidelines. Please read them carefully before making use of such social media. If you have any doubts or concerns about how these guidelines apply to you or your situation, or how they might apply to some new form of social media in the future, please err on the side of caution and direct your questions and concerns to the Human Resources before you make use of such media. This policy is not intended to infringe upon a staff member's right to speak publicly on matters of public concern, so long as such communication:

1. adheres to appropriate time, place and manner restrictions;
2. does not interfere with the performance of job duties;
3. does not explicitly or implicitly state that the view is an official view of GCCS unless the staff member is expressly authorized by the Superintendent to make an official statement on behalf of GCCS; and,
4. does not violate laws applicable to communications with or about students;
5. does not disclose proprietary or confidential information of GCCS;
6. does not disclose personal information about associates or students or information protected by law.

Staff members should be mindful that actions that are not permissible when not on social media are similarly not permissible on social media, and GCCS reserves the right to discipline for impermissible behavior that utilizes social media. Additionally, GCCS may place certain restrictions on a staff member's use of social media to preserve student confidentiality and to ensure policy is followed.

## **4000 PERSONNEL SERVICES**

### **Media or Public Inquiries**

**Policy 4892**

Any questions, requests, or solicitations from the public or from any media source should be referred to the Superintendent. Staff members will not provide any information, comments, or feedback to the public or to the media regarding GCCS.

All press releases and other promotional material must be approved by the Superintendent prior to dissemination.

## **SUPPORT SERVICES**

### **Building Maintenance**

**Policy 5110**

Safe and adequate grounds shall be maintained for the educational and recreational programs of children. The Board shall maintain the buildings and equipment through a continuous program of assessment, repair, reconditioning, and remodeling. The Chief Operating Officer shall develop and implement capital improvement projects that ensure proper maintenance of the school in accordance with the approved budget.

The Chief Operating Officer shall manage janitorial and custodial staff in maintaining all school facilities and grounds.

## **SUPPORT SERVICES**

### **Hazardous Materials**

**Policy 5210**

GCCS will follow written procedures for the purchase, use, storage and disposal of substances designated as hazardous by local, state and federal authorities.

## **SUPPORT SERVICES**

### **Eye Protection**

### **Policy 5211**

Every student, teacher and visitor is required to wear an industrial quality eye protective device when participating in or observing any of the following:

1. Vocational, technical, industrial arts, chemical, or chemical-physical shops or laboratories involving exposure to the following: Hot molten materials, or other molten materials; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding, or other forms of welding processes; repair or servicing of any vehicle; caustic or explosive materials;
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.

“Industrial quality eye protective devices” means devices meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc.



## **SUPPORT SERVICES**

### **School Bus Safety**

**Policy 5220**

Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the operation of buses and vehicles used to transport students will be observed by drivers, students and staff.

GCCS has develop rules for student behavior expectations. These rules will be published annually in student handbooks to be distributed to students and parents or guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures.

GCCS will file criminal charges of trespass against any person who unlawfully enters a school bus where entry is not approved by Board policy or where the individual does not have written approval of the Board.

## **SUPPORT SERVICES**

### **Accident Reporting**

**Policy 5230**

In order that proper measures may be taken to avoid recurrence of accidents, written reports will be prepared on all accidents occurring on school premises or at a GCCS sponsored activity.

## **SUPPORT SERVICES**

### **Weather, Earthquake and Fire Emergencies**

**Policy 5240**

At the direction of the Board, the Principal of each building will determine areas in each building which are best suited for the protection of students during civil defense emergencies, including adverse weather conditions. School will not be dismissed in the case of a civil defense alert or tornado warning.

It shall also be the duty of the Superintendent to provide for fire inspections on an announced and unannounced basis in each building. The Superintendent is responsible for remedying unsafe conditions reported by local fire marshals acting in their official capacities.

The Principal will assume responsibility for preparing a fire drill and emergency exit plan for each building. The plan will permit students to leave the building safely and quickly. Fire drills will be held the first full week of school and quarterly thereafter.

GCCS has adopted emergency plans for the use of the GCCS's resources during natural disasters or other community emergencies. These resources may include food assistance through the use of federal commodity foods, and the use of school buildings and buses.

## **SUPPORT SERVICES**

### **Emergency School Closings**

**Policy 5241**

The Superintendent may order the delay of opening, early dismissal or the closing of schools due to inclement weather, hazardous road conditions or specific emergency situations which would make the operation of school impractical or hazardous to pupils. Notification of such actions will be given over local radio and television stations. Unless individually approved by the Principal, after-school activities will be canceled on the day which school is closed or dismissed early due to weather or other emergency conditions.

Instructional time lost due to weather and other emergency conditions will be made up as required by the State and as approved by the Board.

## **SUPPORT SERVICES**

### **Use of Tobacco Products**

**Policy 5250**

The Board recognizes that the use of tobacco, nicotine and other similar type products represents a health and safety hazard. Therefore, the use of tobacco products, vapes or other smoking devices/apparatuses shall be prohibited in all GCCS facilities, grounds and vehicles. This policy applies to all employees, students and patrons attending GCCS sponsored activities and meetings.

## **SUPPORT SERVICES**

### **School Safety Plan and Emergency Closing Procedures**

**Policy 5260**

GCCS will cooperate fully with local emergency management preparedness authorities to develop and implement an emergency management preparedness program addressing man-made and natural disasters.

The Board further authorizes the Superintendent to suspend school operations or activities in the event of abnormal conditions, hazardous weather, or other emergencies that threaten their safety, welfare, or health of students or employees and to take whatever measures he or she deems necessary to protect students and staff.

Superintendent shall establish orderly procedures to assure that appropriate communications with students, staff, and other stakeholders are maintained before, during and after the abnormal conditions potentially or actually causing suspension of school operations or activities. At a minimum, instruction on obtaining information pertaining to suspension of school operations and activities for students, staff, and other stakeholders shall be published in the student and staff handbooks.

School activities, defined as extracurricular events, activities, clubs, competitions, and the like, held before or after the official school day, shall not be held if normal school operations have been suspended on the same day. The Superintendent shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

At the Superintendent's discretion, school activities as defined above, may be canceled even after operation of a regular school day if conditions exist to warrant such suspension. The Superintendent shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

## **SUPPORT SERVICES**

### **Security of Buildings and Grounds**

**Policy 5270**

The Administration will develop procedures to ensure that GCCS facilities are safeguarded against criminal acts and negligent use. All GCCS employees are responsible for the care and proper use of GCCS property. Maintenance personnel are responsible for the care, repair and annual maintenance of School equipment and facilities. After school access to GCCS facilities is limited to authorized individuals and groups.

## **SUPPORT SERVICES**

### **Vandalism and Theft**

**Policy 5280**

GCCS will take appropriate actions to discipline individuals determined to have vandalized GCCS property. Such actions include, but are not limited to school disciplinary action, restitution and criminal and civil charges.

Incident reports are to be sent to the Superintendent no later than the day following an incident. A telephone call to the Superintendent is to be made on the day of discovery as soon as practical.



## **SUPPORT SERVICES**

### **Purchasing Furniture and Equipment**

**Policy 5310**

The Superintendent shall develop a standardized furniture and equipment list for each type of facility in the GCCS. Furniture or equipment needed in addition to the standardized list requires specific approval of the Superintendent prior to bidding or purchase.

Furniture and equipment shall be purchased in accordance with the policies governing bidding requirements and purchasing procedures of the Board.

The Board may purchase apparatus, equipment and furnishings for its schools and operations by entering into lease or purchase agreements with vendors. Any agreement which may result in GCCS ownership of the leased object must contain a provision which allows GCCS an option to terminate the agreement on at least an annual basis without penalty. All expenditures related to lease or purchase agreements shall be considered expenditures for capital outlay.

## **SUPPORT SERVICES**

### **Preference for Missouri Products**

**Policy 5320**

Preference will be given to making GCCS purchases to all commodities manufactured, mined, produced, or grown within the state and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals when quality and price are approximately the same.

## **SUPPORT SERVICES**

### **Inventory Requirements**

**Policy 5410**

#### **Annual Inventory**

The Board shall require a physical count of all stock supply and equipment items at least once each year. This inventory total shall be recorded on GCCS's accounts.

This is done to provide:

1. Complete local property information for ready reference.
2. Information for insurance purposes.
3. Audit needs to determine capital worth.
4. Accountability of the physical property of the School.

The building Principal is responsible for the inventory. The person responsible for the room and its contents should take the inventory.

"Physical Property" for inventory purposes is defined as that property other than the building and built-in facilities such as bookcases, wall lockers and toilets. "Physical Property" includes such items as desks, chairs, typewriters, computers, audio-visual equipment, shop, home economics and physical education equipment even though attached to the building (i.e., stage curtains, auditorium seating, clocks and public address systems).

"Physical Property" meets all the following criteria:

1. Retains its original shape and appearance with use.
2. Is nonexpendable (more feasible to repair than replace).
3. Represents an investment of money which makes it advisable to capitalize the item.
4. Does not lose its identity through incorporation into a different or more complex unit.

"Physical Property" does not include supplies, textbooks, reference books, material, chalk and erasers, picture frames, cutlery, glassware, etc. Supply items which are not included are those which meet one or more of the following conditions:

1. Consumable
2. Loses its original shape or appearance
3. Expendable (more feasible to replace than repair)
4. Inexpensive item with value less than \$500.

## **SUPPORT SERVICES**

### **Maintenance and Control of Instructional Materials**

**Policy 5420**

All GCCS instructional materials and equipment, including media materials and equipment, will be classified and catalogued. All textbooks purchased by GCCS are school property and will bear identification of GCCS ownership. Obsolete materials and worn out equipment will be replaced on a regular basis.

Textbooks will be made available to all students in sufficient quantity and at appropriate levels, enabling teachers to meet both the planned curriculum sequence and the special instructional needs of the students.

Principals are responsible for textbooks assigned to teachers, and for instituting an inventory of all books at the end of the school year. Each teacher shall keep an accurate record of books issued to students. Students will be held responsible for the proper care of all schoolbooks, supplies, apparatus and furniture supplied to them by the Board. Any student who defaces or damages school property shall be required to pay for all damages. Any student who loses school property shall be required to pay for its replacement.

## **SUPPORT SERVICES**

### **Equipment on Loan**

**Policy 5440**

GCCS equipment is not to be lent to individuals or groups outside of GCCS. Deviation from this policy requires permission from the Superintendent.

## **SUPPORT SERVICES**

### **Food Service Management**

**Policy 5510**

The Superintendent will have input into the development and implementation of the food services program. The Chief Operating Officer will monitor the quality and efficiency of GCCS's food service program.

GCCS's food service program will comply with all state and federal regulations for food quality and financial reimbursement.

The Board may elect to contract with a food service management company to manage GCCS's food service program. The duration of contracts with food service management companies will be as set by the Board.

## **SUPPORT SERVICES**

### **Uniform Policy for Free and Reduced-Price Meals**

**Policy 5520**

GCCS will participate in the national school lunch program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon federal and state guidelines.

Information concerning the eligibility standards will be distributed annually within GCCS. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.



## **SUPPORT SERVICES**

### **Food Sales**

**Policy 5530**

GCCS will provide Breakfast and Lunch to students that comply with the nutritional requirements of the School Breakfast Program and National School Lunch Program respectively.

## **SUPPORT SERVICES**

### **Food Safety**

**Policy 5540**

The purpose of GCCS's food safety program is to ensure the delivery of safe foods to children in the school meals program by controlling hazards that may occur or be introduced into foods anywhere along the flow of food from receiving to service.

Serving safe food is a critical responsibility for school food service and is a key aspect of a healthy school environment. Keeping foods safe is a vital part of healthy eating. When properly implemented, GCCS's food safety program will help ensure the safety of school meals served to GCCS students.

In order to carry out these goals and comply with federal law, the School's Food Safety Program will include written plans for each school and will be consistent with Hazard Analysis and Critical Control Point (HACCP) principles.

GCCS's Food Safety Program will focus on three (3) key points.

1. Food preparation areas will be maintained in a clean and sanitary manner. This includes ensuring that workers hands, utensils, and food contact areas are clean and sanitary so as to avoid cross contamination.
2. Temperature controls will be strictly adhered to. Food will be cooked and served at the proper temperature.
3. Standard Operation Procedures should be developed to ensure sanitation; to ensure that food is maintained at the proper temperatures, and to facilitate other safety aspects of the food service program.

If food is prepared by an outside vendor, the contract with the food service provider will require that the food services provider adhere to this Policy.

## **SUPPORT SERVICES**

### **Transportation**

**Policy 5610**

#### **Car Riders**

To ensure the safety of all students, staff, and visitors, the Superintendent shall establish procedures including, but not limited to: authorization processes for dismissal and pickup, drop off and pick up times, routes, supervision, and load and un-load processes. These procedures shall be published in the student handbook each year and updated periodically as needed for efficiency and safety.

Parents, guardians, day-care buses and vans, and other authorized individuals dropping off or picking up students shall comply with all procedures set forth by the Superintendent. The Superintendent is authorized to take measures, including debarment from access to the property, to address habitual non-compliance with GCCS's transportation policy and procedures which infringe upon the safety of students, staff and visitors or which impedes the efficiency of arrival and dismissal processes.

GCCS will accept or release students from the car rider area only to the care of a parent or guardian or other individual previously approved in writing by the parent or guardian.

#### **Busing**

Students may be transported to and from school in contracted vehicles, which are compliant with applicable laws and state regulations related to transporting public school students, including obtaining a copy of the driver's proof of legally required minimum insurance and the appropriate certifications from the Public Service Commission or similar certifying agency.

Any Bus company that is performing transportation services for GCCS must comply with all federal and state regulations pertaining to the care, maintenance and record keeping pertaining to school buses.

#### **Field trips or other GCCS related activities**

For fieldtrips and other off-site events where transportation is provided, GCCS shall procure the permission and medical release for students by parents or guardians and shall maintain records in accordance with the approved records retention schedule.

For school-sponsored events, such as fieldtrips, priority of transportation to be used should be in the following order:

1. Contracted buses
2. Alternate transportation
3. Parent's private vehicles

Students shall be required to follow all safety regulations required of passengers riding in school vehicles.

Students or children under the age of 18 who are not enrolled at GCCS shall not be permitted to ride in vehicles provided by GCCS.

### **Walking and Biking**

The Board recognizes the benefits of exercise, including walking and biking. However, to ensure the safety of all students, GCCS prohibits unaccompanied minors under the age of 18 from walking or biking to and from school where established cross walks, crossing guards, or signage on streets within 1 mile of the school are not present.

## **INSTRUCTIONAL SERVICES**

### **Curriculum Development**

### **Policy 6110**

The Board recognizes the need and value of a systematic and on-going program of curriculum review. The Board encourages and supports the professional staff in its efforts to identify and review new curricular ideas, develop and improve existing programs and evaluate all instructional programs.

The Board directs the Superintendent to continuously carry out the curriculum development and implementation process. As used in this Policy, curriculum is the process, attitudes, skills and knowledge that is taught and learned at the appropriate levels.

## **INSTRUCTIONAL SERVICES**

### **Curriculum Planning**

**Policy 6111**

The plan for curriculum development will address all requirements set forth by the State of Missouri. These standards include performance standards and knowledge standards. All curriculum developed by the School shall satisfy moving students toward achieving Missouri's definition of what students should know and be able to do by the time they graduate from high school.

## **INSTRUCTIONAL SERVICES**

### **Curriculum Research**

### **Policy 6112**

The Board directs that all curriculum developed and or adopted by GCCS shall be based on current research relative to how students best learn. Resources to be consulted include, but are not limited to, local or area universities, the Missouri Department of Elementary and Secondary Education, the Association for Supervision of Curriculum Development and similar national, state or local curriculum organizations. Every effort should be made to ensure that GCCS curriculum is current and based on sound educational research findings.

## **INSTRUCTIONAL SERVICES**

### **Curriculum Design**

**Policy 6113**

The design of the GCCS curriculum shall follow curriculum frameworks offered by the Missouri Department of Elementary and Secondary Education which are intended to provide assistance in aligning local curriculum with the applicable State Standards.



## **INSTRUCTIONAL SERVICES**

### **Curriculum Adoption**

**Policy 6114**

All curriculum developed by GCCS staff shall be formally presented to the Board for official approval before classroom implementation.

## **INSTRUCTIONAL SERVICES**

### **Constitution, American History, Missouri Government, Civics – Course Requirements**

**Policy 6115**

During Seventh and eighth grade GCCS shall offer regular courses of instruction in the Constitution of the United States, the state of Missouri and American history.

Guadalupe Centers High School shall offer in grade nine, ten, eleven, or twelve a course of instruction in the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States, and in the electoral process. Each pupil who receives a high school diploma or certificate of graduation shall satisfactorily complete such a course of study. Such course shall be of at least one semester in length and may be two semesters in length. GCCS may waive the requirements of this subsection for any student who transfers from outside the state to a Missouri high school if the student can furnish documentation deemed acceptable by the school of the student's successful completion in any year from the ninth through the twelfth grade of a course of instruction in the institutions, branches, and functions of state government, including local governments, and of the government of the United States, and in the electoral process.

American history courses at the elementary and secondary levels shall include in their proper time-line sequence specific referrals to the details and events of the racial equality movement and other events that have caused major changes in United States and Missouri laws and attitudes.

No pupil shall receive a certificate of graduation unless he has satisfactorily passed an examination on the provisions and principles of the Constitution of the United States and of the state of Missouri, and in American history and American institutions and American civics. The civics portion of the examination shall consist of one hundred questions similar to the one hundred questions used by the United States Citizenship and Immigration Services administered to applicants for United States citizenship. The civics examination requirement may be waived for any student with a disability if recommended by the student's IEP committee.

## **INSTRUCTIONAL SERVICES**

### **Human Sexuality and Sexually Transmitted Diseases Instruction**

**Policy 6116**

Any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried pupils because it is the only method that is one hundred percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity, and advise students that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy;
2. Stress that sexually transmitted diseases are serious, possible, health hazards of sexual activity. Pupils shall be provided with the latest medical information regarding exposure to human immunodeficiency virus, acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases;
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases; or shall present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law;
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan;
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role-playing at appropriate grade levels to emphasize that the pupil has the power to control personal behavior. Pupils shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical consideration, such as respect for one's self and others. Pupils shall be taught not to make unwanted physical verbal sexual advances or otherwise exploit another person. Pupils shall be taught to resist unwanted sexual advances and other negative peer pressure; and,

6. Advise pupils of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise pupils of the provisions of RSMo. chapter 566 pertaining to statutory rape.

When providing human sexuality instruction students may be separated according to gender for instructional purposes.

The school shall notify the parent or legal guardian of each student enrolled in the school of: (1) The basic content of the district's or school's human sexuality instruction to be provided to the student; (2) The parent's right to remove the student from any part of the district's or school's human sexuality instruction; (3) All curriculum materials used in the human sexuality instruction shall be available for public inspection prior to the use of such materials in actual instruction; and, (4) The school will not provide abortion services, or permit a person or entity to offer, sponsor, or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if such person or entity is a provider of abortion services.

## **INSTRUCTIONAL SERVICES**

### **Curriculum Guides**

**Policy 6120**

Written curriculum guides shall be developed by the Director of Curriculum and Instruction and receive Board approval for implementation in the following areas K-12:

1. English/Language Arts
2. Social Studies
3. Mathematics
4. Science
5. Foreign Language
6. Health, Safety and Physical Education
7. Fine Arts (Visual and Performing Arts)
8. Practical Arts and Vocational Programs (Business, Industrial Technology, and Family and Consumer Science)
9. Counseling and Guidance

Health education is to include drug education and education in human sexuality and sexually transmitted disease as mandated by state and federal legislation.

Curriculum Guides at all levels will include a philosophy statement and sections defining behavioral goals and objectives reflecting content standards, teaching resources, and evaluation criteria reflecting performance standards. Each Guide will include strategies for interdisciplinary studies and cooperative classroom implementation.

## **INSTRUCTIONAL SERVICES**

### **Drug Education**

**Policy 6130**

The Board understands that parents and guardians, educators, students and other community members are seriously concerned about the adverse effects of drug abuse on the individual and society. Furthermore, the Board believes that effective drug education programs require both the acquisition of knowledge and the development of positive personal values. GCCS will follow federal and state mandates regarding drug and alcohol education. Both the school and other community agencies must share in the development and conduct of programs to alleviate the problems of drug abuse.

Therefore, GCCS will abide by the following:

1. Be concerned with the education of all areas of drug and alcohol abuse.
2. Establish and maintain a realistic, meaningful drug and alcohol education program that will be incorporated in the total educational program.
3. Establish and maintain an ongoing in-service drug and alcohol education program for school personnel.
4. Cooperate with government and private agencies offering services related to drug and alcohol awareness and substance abuse issues and intervention.
5. Encourage and support activities that will develop a positive peer influence in the area of drugs and alcohol.
6. Create a climate whereby students may seek and receive counseling about drugs and alcohol and related problems without fear of reprisal.

## **INSTRUCTIONAL SERVICES**

### **Services for Students with Disabilities**

**Policy 6140**

GCCS has developed an individualized educational program (IEP) for each student with a disability who needs special educational services pursuant to the Individuals with Disabilities Education Act (IDEA) and an accommodation plan for students who are qualified only pursuant to Section 504 of the Rehabilitation Act. The Director of Special Services will formulate a plan for each identified student. The IEP is designed to meet the unique needs of the student and to offer a free appropriate public education. The IEP will address the extent to which each student's disability affects the Student's ability to access the GCCS' general curriculum and what modifications, accommodations, and supplementary aids and services, if appropriate, are necessary to provide for such access. Each student with a disability will be educated to the maximum extent appropriate with children who are nondisabled. However, students with disabilities may be assigned to special classes, separate schooling or removed from the regular educational environment when the nature or severity of the student's disability is such that education in the regular educational environment with the use of supplementary aids and services cannot be achieved satisfactorily.

GCCS will provide special education and other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, 162.670-.995, RSMo., and Missouri's State Plan for Part B.

If a Student's curriculum is substantially altered or modified pursuant to an IEP, 504 Plan, or in connection with a plan of homebound instruction so that the academic requirements, including but not limited to the requirements for achieving a specific letter or numerical grade, for one or more courses have been significantly reduced as compared to the regular course or courses, the IEP team or 504 team, or in the case of a student receiving homebound instruction who is not covered by an IEP or 504 Plan, the Principal, counselor, and classroom teacher for such course shall determine whether the student shall be included in the computation of class rank. Students who are not included in the class ranking shall still receive a cumulative grade point average (G.P.A.) and shall be eligible for the honor roll.

## **INSTRUCTIONAL SERVICES**

### **Service Animals in Schools**

**Policy 6145**

GCCS recognizes that service animals may be used to provide assistance to qualified individuals with disabilities. This policy governs the presence of service animals in the GCCS's buildings, on school property (including school buses), and at school activities. The Board adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from District programs, activities and services, and to ensure that GCCS does not discriminate on the basis of disability.

Qualified students or adults with disabilities may be accompanied by a "service animal" on school property, in school buildings, and at school functions when required by law and subject to the conditions of this Policy.

### **Service Animals**

Under federal law, a "service animal" means "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability." Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Under Missouri law, the term "service dog" is defined as "any dog specifically trained to assist a person with a physical disability by performing necessary physical tasks which the person cannot perform. Such tasks shall include, but not be limited to, pulling a wheelchair, retrieving items, and carrying supplies.

GCCS will permit the use of a miniature horse as a service animal if the miniature horse has been individually trained to do work or perform tasks for the benefit of an individual with a disability.

In determining whether to permit the use of a miniature horse as a service animal, GCCS will consider: (1) the type, size and weight of the miniature horse and whether the facility can accommodate these features; (2) whether the handler has sufficient control of the miniature horse; (3) whether the miniature horse is housebroken; and (4) whether the miniature horse's presence compromises legitimate safety requirements that are necessary



for the safe operation of the facility. All additional requirements outlined in this Policy which apply to service animals, shall apply to miniature horses.

If an individual with a disability requests to use a service animal in a GCCS building, on GCCS property, in a GCCS vehicle or at a GCCS function, GCCS will not ask about the nature or extent of the person's disability. However, GCCS may make the following inquiries to determine whether an animal qualifies as a service animal: (1) whether the animal is required because of a disability; and (2) what work or task the animal has been trained to perform. The District may not make these inquiries when it is readily apparent that an animal is trained to work or perform tasks for an individual with a disability.

GCCS will not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

## **INSTRUCTIONAL SERVICES**

### **Curriculum for At-Risk Students**

**Policy 6150**

The Board directs that curriculum be developed to meet the needs of students at risk of failure. This curriculum is to include strategies infused in all areas of regular education, K - 12, to address the special needs of students at-risk due to disadvantaged backgrounds.

As provided by state and federal guidelines and funds, the Board directs the Administration to utilize funds from ESEA, Title I and state programs for alternative education strategies, among others, as resources for curriculum development for students at-risk.

## **INSTRUCTIONAL SERVICES**

### **English as a Second Language (ESL)/English Language Learners (ELL) Language Instruction Educational Program (LIEP)**

**Policy 6180**

The Board is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the School will provide appropriate programs to address the needs of these students.

#### **English as Second Language (ESL) and English Language Learners (ELLs)**

1. Students who come from a background where English is not the student's first language, or where the primary language of the home is not English or both.
2. Students whose English language skills are insufficient to lead to success in an English-only classroom.

GCCS will also take steps to ensure to the maximum extent practicable that the interests of ESL and ELL students are included in the development and implementation of programs and services that are offered by GCCS to and for its student body. The ESL Director will oversee all ESL and ELL programs as well as LIEPs at GCCS and serve as the ELL coordinator. GCCS will follow guidelines set forth by the State of Missouri, as established by the Department of Elementary and Secondary Education, in regard to identifying and reclassifying English Learners – Entry/Exit Criteria.

To ensure that parents and guardians are properly notified of the LIEP, all new and enrolling students are asked to answer home language and language use questions on the enrollment form. If the enrollment form indicates that another language other than English is spoken in the home, then the students are screened with an English language assessment known as the WIDA Screener (online). Kindergarten and first semester first grade students will take the paper-pencil WIDA-ACCESS Placement Test (W-APT). This includes any student who has recently arrived in the country, to prevent unnecessary, prolonged testing experiences.

ESL and ELL student English language progress is measured every year with the WIDA ACCESS test. Thus, parents are notified of the results and of the services that will be provided. A student attains the required level of English proficiency to be exited from the GCCS's English as a Second Language program/LIEP when the Student obtains a 4.7 Composite score on the WIDA ACCESS for ELLs test, barring compelling academic evidence suggesting the student should remain in the LIEP.

## **INSTRUCTIONAL SERVICES**

### **Instructional Time**

**Policy 6210**

The primary focus of the GCCS's staff and programs is maximization of student learning. While learning occurs as a result of extracurricular activities and as a result of non-structured interaction between students and between students and staff, most learning occurs as a result of planned learning activities during class time. Therefore, every effort will be made to minimize disruptions in instructional time. Public address announcements and pull out programs will be planned to avoid loss of critical instruction time.

## **INSTRUCTIONAL SERVICES**

### **Student Teachers and Interns**

**Policy 6220**

The Board authorizes contractual arrangements to be made for the acceptance for training of student teachers from regularly accredited colleges and universities to the extent that the training of these student teachers will both enhance educational opportunities of the classroom students as well as provide a training opportunity for the student teacher.

Guidelines will be prepared for the direction of staff members in handling the student teacher program. These guidelines will also be written to provide a definite program for the improvement of the student teacher while assigned to GCCS.

## **INSTRUCTIONAL SERVICES**

### **Textbooks**

### **Policy 6225**

The term “textbook” means workbooks, manuals, or other books, whether bound or in loose-leaf form, intended for use as a principal source of study material for a given class or group of students, a copy of which is expected to be available for the individual use of each pupil in such class or group.

GCCS shall purchase and loan free all textbooks for all children who are enrolled in grades kindergarten through twelve, and may purchase textbooks and instructional materials for prekindergarten students.

Only textbooks filed with the state board of education pursuant to section 170.061 shall be purchased and loaned under this section. No textbooks shall be purchased or loaned under this section to be used in any form of religious instruction or worship.

## **INSTRUCTIONAL SERVICES**

### **Textbook Selection and Adoption**

**Policy 6230**

The Superintendent will appoint a committee of teachers and Administrators to review textbook offerings in specific instructional areas. The committee will submit its report together with its recommendation to the Superintendent. The Superintendent will consider the committee's report and make a recommendation to the Board for final approval.

## **INSTRUCTIONAL SERVICES**

### **Textbook Usage - Students**

**Policy 6231**

Textbooks on which assignments are based are to be available to each student. Under the guidance of the teacher and the rules for a particular class, a textbook should be available for the student to take home overnight or over a weekend so that the student may prepare homework assignments and so that the parents or guardians may see the textbook.

Textbooks and library books are to be treated with respect by the students, used wisely, cared for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties, or methods of repayment for a fair value of the book is to be developed. No student is to be penalized if the book is lost because of factors beyond the student's control.



## **INSTRUCTIONAL SERVICES**

### **Instructional Materials**

**Policy 6240**

The Superintendent/designee shall formulate administrative regulations as necessary to be included in faculty handbooks relative to the purchase and appropriateness of instructional materials. Guidelines relative to guest lecturers or presentations shall be included.

## **INSTRUCTIONAL SERVICES**

### **Challenged Materials**

### **Policy 6241**

The Board has the ultimate responsibility for establishing the curriculum and for purchasing instructional and media materials to be used at GCCS. While the Board recognizes the right of students to free access to the many different types of books and instructional materials, the Board also recognizes the right of teachers and Administrators to select books and other materials in accord with current trends in education and the established curriculum.

It is therefore the policy of the Board to require that books and other instructional materials shall be chosen for values of educational interest and the enlightenment of all students in the community. Instructional materials shall not be excluded on the basis of the writer's racial, nationalistic, political or religious views. Every effort will be made to provide materials that present all points of view concerning international, national and local problems and issues of our times. Books, or other instructional or media materials of sound factual authority, shall not be proscribed, nor removed from library shelves or classrooms on the basis of partisan or doctrinal approval or disapproval. The Board will strive to provide stimulating, effective materials that will be appropriate to the community's values and the students' abilities and maturity levels.

Instructional or media materials used in the GCCS's educational program consist of various types of print and non-print materials. Despite the care taken to select those materials deemed to be educationally useful, occasional objections to the selection of instructional materials may be made by the public. However, the principles of academic freedom and the freedom to read must be defended, rather than the materials.

If a challenge is made, it should be properly channeled through guidelines and procedures established by the Board.

## **INSTRUCTIONAL SERVICES**

### **Religious or Controversial Issues**

**Policy 6242**

Religious education is the responsibility of the home and church. The espousal by any teacher or staff member of any particular religious denomination or faith is strictly forbidden; however, teachers may teach about religion with information being presented at an appropriate maturity level for students.

No partisan political views may be espoused by any teacher or staff member; however, teachers may teach about political parties and politics as related to the governmental systems of the nation or world.

## **INSTRUCTIONAL SERVICES**

### **Copyrighted Materials**

### **Policy 6243**

It is the intent of the Board to delineate, enforce, and abide by the provisions of current copyright laws and regulations as they affect GCCS and its employees. GCCS will not purchase any videos, computer software, audio tapes, publications or other materials that have been illegally copied or reproduced.

Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been received.

Details about "fair use" will be made available to all teachers. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard GCCS's copyright position are in violation of Board policy; they do so at their own risk and assume all liability responsibility.

Any materials produced by an employee during the time the employee is paid for production of the materials shall be owned by GCCS, and any civil rights of authorship are forfeited with payment by GCCS for production of materials.

## **INSTRUCTIONAL SERVICES**

### **Instruction for Students with Disabilities**

**Policy 6250**

It is the policy of GCCS to provide a free appropriate public education to school students with disabilities. Students with disabilities are defined as those students who have one of the categorical disabilities as enumerated in the Missouri State Plan for Part B of the Individuals with Disabilities Education Act (IDEA) and who also require special education services or who have a mental or physical impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act and who require accommodations or special education and related services.

GCCS will provide special education and other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, §162.670-.995, RSMo., and Missouri's State Plan for Part B.

When providing print materials to students with visual impairments, GCCS will adhere to the National Instructional Materials Accessibility Standards or will provide such print materials in timely high quality accessible materials.

## **INSTRUCTIONAL SERVICES**

### **Independent Educational Evaluations**

**Policy 6255**

The Board recognizes that parents have the right to obtain independent educational evaluations (IEE) of their student if the parents disagree with the evaluation of the Student that was obtained by GCCS for the provision of services for the Student.

An IEE is an evaluation conducted by a qualified examiner who is not employed by GCCS or responsible for the education of the Student.

If the parent requests an IEE, GCCS will provide the parent with the information where they may obtain an IEE and GCCS's criteria that apply to IEEs.

The parent has a right to an IEE of the Student at no cost to the parent consistent with the provisions of Part B of the IDEA.

#### **Procedures**

1. If a parent requests an IEE, GCCS will either (a) file a due process request asserting that the evaluation previously conducted is appropriate, or (b) provide an IEE at no cost to the parent.
2. If GCCS requests a due process hearing and the final decision is that the GCCS's evaluation is appropriate, the parent still has a right to an IEE but at the parent's expense.
3. If a parent requests an IEE, GCCS may ask the parent to identify the reason the parent objects to GCCS's evaluation.

A Student is allowed one IEE at public expense any time GCCS conducts its own evaluation of a Student with which the parent disagrees.

## **INSTRUCTIONAL SERVICES**

### **Surrogate Parent**

**Policy 6260**

The Board directs the Director of Special Services to determine whether a disabled student is in need of a surrogate parent within thirty (30) days of the date of notification that the student is living within GCCS's jurisdiction. The Director of Special Services is directed to notify the State Board of Education in writing within ten (10) days after the determination that such need exists.

## **INSTRUCTIONAL SERVICES**

### **Reading Instruction**

### **Policy 6265**

Pursuant to the Missouri Reading Instruction Act GCCS shall have reading programs in kindergarten through grade three based in scientific research. Such programs shall include the essential components of phonemic awareness, phonics, fluency, vocabulary, and comprehension, and all new teachers who teach reading in kindergarten through grade three shall receive adequate training in these areas. The program may include “explicit systematic phonics”, which, for the purposes of this Policy, shall mean the methodology of pronouncing and reading words by learning the phonetic sound association of individual letters, letter groups, and syllables, and the principles governing these associations.



## **INSTRUCTIONAL SERVICES**

### **Virtual Instruction Program**

**Policy 6266**

The Department of Elementary and Secondary Education established the Missouri Virtual Instruction Program which offers online course to any kindergarten through grade twelve students residing in Missouri.

GCCS will not limit the availability of student access to MoVIP state-funded course. Administrators and counselors will advise students who are considering MoVIP courses about the availability and appropriateness of those course for a particular student.

GCCS will permit a student to take MoVIP courses during the regular school day if the students schedule permits and if the technology is available to be used at the appointed time for the MoVIP offering.

GCCS will recognize MoVIP course credit for MoVIP courses. Further, the Superintendent, in conjunction with the Director of Student Services, will formulate a procedure for the crediting of the course and the grade received for all MoVIP offerings.

GCCS will offer MoVIP opportunities to all students and shall accommodate the needs of all students who are eligible to take MoVIP courses to complete the coursework.

GCCS will place information in the student handbook and display it prominently on GCCS's homepage on its website so that all student are aware and have access to information regarding the MoVIP at GCCS.

## **INSTRUCTIONAL SERVICES**

### **Instruction in Braille**

**Policy 6268**

Any student who is determined to be eligible for special education services under the Individuals with Disabilities Education Act due to an impairment in vision that adversely affects a child's performance shall be evaluated to have the provision of braille instruction in reading and writing provided by GCCS.

The student's individual education program team will evaluate the student's reading and writing skills, needs, appropriate reading and writing media, including an evaluation of the student's future needs for instruction in braille. The student's individualized education plan shall specify (1) how braille will be implemented as a primary mode for learning through integration with normal classroom activities; (2) the date upon which the instruction will begin; (3) the level of competency to be achieved at the end of the period covered by the individualized education plan; and, (4) the duration of each session. If braille will not be provided the reason for not incorporating the provision of braille into the individualized education plan shall be set forth within the final IEP presented to the family of the student.

No student shall be denied instruction in Braille reading and writing solely because the student has some remaining vision.

Instruction in Braille shall be sufficient to enable each student to communicate effectively and efficiently at a level commensurate with the student's sighted peers of comparable grade level and intellectual functioning.

## **INSTRUCTIONAL SERVICES**

### **Instruction for At-Risk Students**

**Policy 6270**

At-risk students are those whose educational outcomes are in jeopardy because they are experiencing academic deficits, have become disaffected with school and learning, or impacted by other factors which impede education and social development.

As provided by state and federal guidelines and funds, the Board directs the Administration to utilize funds from ESEA, Title I and state programs for alternative education strategies, among others, as resources for curriculum development for students at-risk.

GCCS shall meet all federal and state requirements for identifying and providing services to educationally at-risk students, including, for a school that offers high school education, the implementation of a measurable system for identifying students in their ninth grade year, or students who transfer into the school subsequent to their ninth grade year, who are at risk of not being ready for college-level work or for entry-level career positions.

Academic and career counseling shall take place prior to graduation so that the school may attempt to provide sufficient opportunities to the student to graduate college-ready or career-ready and on time.

The requirements may be waived for any student with a disability if recommended by the student's IEP committee.

## **INSTRUCTIONAL SERVICES**

### **Instruction for Gifted and Talented Students**

**Policy 6271**

The Board, recognizing the need for programs addressing the special needs of gifted and talented students, shall endeavor to provide the level of monetary support it deems proper to enhance programs for those students so identified. Procedures for the selection of programs and students will be developed by the professional staff and approved by the Board.

The Board directs that curriculum be developed to meet the needs of students who have been identified as gifted and talented by multi-criteria assessment developed by professional staff. This curriculum is to include strategies infused in all areas of regular education, K- 12, as well as specific curriculum designed to enrich the regular curriculum in order to meet the challenge of educating the gifted student.

The Board directs the Administration to seek whatever resources are available to develop curriculum and programs in this area, including Department of Elementary and Secondary resources for Gifted and Talented Education.

## **INSTRUCTIONAL SERVICES**

### **Instruction for Preschool Students**

**Policy 6272**

The Board may endeavor to enter into programs for preschool children, as is provided for in the statutes of the State of Missouri, and subject to the rules and regulations of the specific legislation governing the administration of the program. The School shall attempt to provide an organization for continuous progress in education to fit the needs of individuals of the community within the limitations of School finances.

Within these limitations, the Board may provide school facilities for the purpose of maintaining and expanding programs and services for preschool children. Such programs shall be commensurate with the needs of the community. The Board may provide administrative, ancillary and other supportive services needed to enhance the quality of the preschool educational program.

## **INSTRUCTIONAL SERVICES**

### **Program for Homeless Students**

**Policy 6273**

The Board recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the Board, in accordance with state and federal law (Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the No Child Left Behind Act) and the Missouri State Plan for Homeless Children and Youth, will give special attention to ensure that homeless children in the geographical area served by GCCS have access to free, appropriate public education.

### **Definitions**

The term “homeless child” or “homeless youth” is one who:

1. Lacks a fixed, regular, and adequate nighttime residence; and Includes
  - a. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
  - b. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - c. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
  - d. Is a migratory child or youth who qualifies as homeless because the child or youth is living in circumstances in subdivisions (a) to (c) above.

The students covered by the definition in 1(a) may include some individuals who have moved in with others. Consideration of each individual case, along with the permanency of the situation, will be needed in order to identify those who are homeless.

The terms “enroll” and “enrollment” include attending classes and participating fully in school activities.

The “school of origin” is the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

## **Enrollment and Placement**

Homeless children and youth frequently move, and maintaining a stable school environment is critical to their success in school. To ensure this stability, GCCS must make school placement determinations on the basis of the “best interest” of the homeless child or youth. Using this standard, the GCCS will attempt to do the following:

1. Continue the child’s or youth’s education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the child or youth becomes permanently housed during an academic year; or

2. Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining what is a child or youth’s best interest, GCCS must, to the extent feasible, keep a homeless child or youth in the school of origin, unless doing so is contrary to the wishes of the child or youth’s parent or guardian. If GCCS wishes to send a homeless child or youth to a school other than the school of origin or a school requested by the parent or guardian, GCCS must provide a written explanation of its decision to the parent or guardian, together with a statement regarding the right to appeal the placement decision.

Enrollment requirements which may constitute a barrier to the education of a homeless child or youth may be waived if allowed by law. GCCS may, however, require contact information.

If GCCS is unable to determine the grade level of the student because of missing or incomplete records, GCCS shall administer tests or utilize other reasonable means to determine the appropriate grade level of the child or youth.

## **Transportation**

Transportation must be provided, at the request of the parent or guardian to and from school of origin.

If the homeless child or youth continues to live in the area served by the District in which the school of origin is located, GCCS must provide or arrange for the child’s or youth’s transportation to or from the school of origin.

If the homeless child or youth continues his or her education in the school of origin but begins living in an area served by another District, the District of origin and the District in which the homeless child or youth is living must agree upon a method to apportion the

responsibility and costs for providing the child with transportation to and from the school of origin. If the Districts cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.

## **Services**

Each homeless child or youth shall be provided services comparable to services offered to other students in GCCS including, but not limited to, transportation services, educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged, disabled, and gifted and talented students, vocational programs, and school meals programs; before-and-after-school care programs; and programs for students with limited English proficiency.

Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

In the event that it is in the best interest of the homeless child or youth to attend the school of origin, it shall be the responsibility of GCCS to provide for the transportation of the student. This may be achieved through the transportation services of GCCS, the school of origin, or another outside agency.

## **Records**

Once GCCS officials have determined that an enrolling student is homeless, GCCS's Director of Student Services must assist the student in obtaining the student's education, immunization, medical, and other records. According to McKinney-Vento, the student must be enrolled in the interim.

If the Director of Student Services is unable to obtain prior immunization records within thirty (30) days of enrolling and the student is still eligible for services under the homeless education program; the student must begin the immunization series and demonstrate that satisfactory progress has been accomplished within ninety (90) days. If the homeless student maintains that the student is exempted from receiving immunizations, then after thirty (30) days the student must provide documentation in accordance with the exemption requirements provided for in § 167.181.3, RSMo.

Any records ordinarily kept by GCCS, including immunization records, academic records, birth certificates, guardianship records, and evaluation for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when homeless children or youth enters a new District. Copies of records shall be made available upon request to students or parents in accordance with the Family Education Rights and Privacy Act.



## **Coordinator**

The Board designates the Director of Student Services as the GCCS homeless coordinator to ensure compliance with federal and state law. The homeless coordinator will “ensure that homeless children and youth enroll and succeed in the schools of that agency; and homeless families, children, and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services.” The homeless coordinator will also ensure that disputes regarding the placement or education of homeless children or youth are resolved in a timely fashion.

GCCS shall inform school personnel, service providers, and advocates working with homeless families of the duties of GCCS’s homeless coordinator.

## **Resolving Grievances**

Level I – A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the Director of Student Services. If the complaint is not promptly resolved, the complainant may present a formal written complaint or grievance to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recap of the action taken during the informal charge state. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the Superintendent of the formal complaint and the disposition.

Level II – Within five (5) working days after receiving the decision at Level I, the complainant may appeal the decision to the Superintendent by filing a written appeal package. This package shall consist of the complainants’ grievance and the decisions rendered at Level I. The Superintendent will arrange for a personal conference with the complainant at their earliest mutual convenience. Within five (5) working days after receiving the complaint, the Superintendent shall state a decision in writing to the complainant, with supporting evidence and reasons.

Level III – If resolution is not reached in Level II, a similar written appeals package shall be directed through the Superintendent to the Board requesting a hearing before the Board at the next regularly scheduled or specially called meeting. The hearing before the Board may be conducted in closed session upon the request of either the Board or the complainant. Within thirty (30) working days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For GCCS’s purposes, the decision of the Board is final.

Level IV – If the complainant is dissatisfied with the action taken by the Board, a written notice stating the reasons for the dissatisfaction may be filed with the state director of special federal instruction programs. The state director will initiate an investigation, determine the facts relating to the complaint, and issue notice of his or her findings within

thirty (30) days to the GCCS and the complainant. If the findings support the action taken by GCCS, such action will be confirmed. If the findings support the allegations of the complainant, GCCS will be directed to take corrective action. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education. Within thirty (30) days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant and all other interested parties in writing.

## **INSTRUCTIONAL SERVICES**

### **Instruction of Migrant Students**

**Policy 6274**

#### **Identification**

A child is a “migratory child” and is eligible for the Migrant Education Program (MEP) if all of the following conditions are met:

1. The child is not older than 21 years of age;
2. The child is entitled to a free public education (through grade 12) under State law or is below the age of compulsory school attendance;
3. The child is a migratory agricultural worker or a migratory fisher or has a parent, spouse, or guardian who is a migratory agricultural worker or a migratory fisher.
4. The child moved within the preceding 36 months in order to seek or obtain qualifying work, or to accompany or join the migratory agricultural worker or migratory fisher identified in paragraph three above, in order to seek or obtain qualifying work; and
5. The child has moved from one District to another.

Potential migrant students will be identified through a question on the school enrollment form. If it is indicated that a potential migrant student is enrolling, GCCS will notify the Missouri Department of Elementary and Secondary Education MELL Director and request assistance with the identification of the student.

#### **Services**

If a migrant student is identified by the MELL office, GCCS will be responsible to:

1. Assess the educational, health, and social needs of the identified student and develop objectives to address those needs so that migrant children meet the same challenging State academic content standards and academic achievement standards that all children are expected to meet;
2. Provide advocacy to allow children and families to gain access to health, nutrition, and social services;
3. Review existing programs and resources to determine which can help meet the needs of migrant children and assure that the children have access to them;
3. Provide professional development activities for teachers to improve the quality of education for migrant children; and

4. Provide opportunities for participation of migrant parents in the educational activities of their children.

## **INSTRUCTIONAL SERVICES**

### **Student and Classroom Observations**

**Policy 6290**

While GCCS acknowledges that some educational benefit may be derived from third parties wishing to conduct classroom observations for research purposes for educational products or services, it is the responsibility of GCCS to protect the privacy of all students.

Requests for observations by an outside educational or clinical professional must be submitted in writing to the Superintendent for consideration at least two weeks in advance of the requested observation. The request must include the name and credentials of the professional who will be observing the classroom, the purpose of the classroom observation, the data that will be collected and a certification that the third party will comply with the Family Educational Rights and Privacy Act ("FERPA") and any other applicable state or federal laws pertaining to student privacy. In addition, the third party may be required to execute a confidentiality agreement.

The Superintendent must provide parents of students in the classroom written notice of a third party's desire to observe the classroom, and parent concerns regarding outside observers shall be taken into consideration in the decision whether or not to allow the third party to observe the classroom.

If the outside professional is approved for the observation, all data collected shall be provided to the Superintendent.

Upon request, the Superintendent may, at the Superintendent's discretion, grant permission for visits by outside service providers who currently provide private educational or therapy services to a current student. To minimize disruption to the instructional program, outside service providers must comply with the guidelines for all visitors plus the following additional guidelines: (1) the third party must currently provide educational or therapy services to the student; (2) provide the School leader or other authorized school leader an appropriate Release of Confidential Information under FERPA, signed by the parent or guardian; (3) have the parent or guardian coordinate the observation date and time; (4) limit the observation to one hour unless an extended time period has been granted in advance of the scheduled observation; and (5) conduct the session in such a manner that allows the regular school program to continue during the visit by refraining from engaging the attention of the teacher or student(s) through conversation or other means.

## **INSTRUCTIONAL SERVICES**

### **School Library**

**Policy 6310**

The Board believes that it is the responsibility of the GCCS's library and media center to provide materials which reflect the ideals and beliefs of religious, social, political, historical and ethnic groups, and their contributions to American and world cultures. Materials will be selected which are related to and support the GCCS's curriculum. Selection of and access to library and media materials will be based upon the contribution to the education program and the age appropriateness of the materials.

### **Intellectual Access**

The library and media program serves as a point of access to information and ideas for students as they acquire critical thinking and problem-solving skills. Students and educators served by the library and media program should have access to resources and services free of constraints resulting from artificial barriers. Artificial barriers should not prevent students from accessing and using resources except as defined by GCCS Policies, including but not limited to selection, acquisition and Internet usage policies and regulations.

### **Confidentiality**

GCCS recognizes the need for confidentiality of school library records. Therefore, no person will release any library record of any student, faculty or other library user to any third party except as provided by law.

## **INSTRUCTIONAL SERVICES**

### **Internet Safety Policy**

**Policy 6320**

It is the policy of the School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

#### **Access to Inappropriate Material**

Technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### **Internet Safety Training**

In compliance with the Children's Internet Protection Act, each year, all students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

#### **Inappropriate Network Usage**

Steps shall be taken to promote the safety and security of users of the GCCS's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### **Supervision and Monitoring**

It shall be the responsibility of all GCCS employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent.

## **INSTRUCTIONAL SERVICES**

### **Evaluation of Instructional Programs**

**Policy 6410**

The Board believes that maximizing the quality of GCCS services and administrative decision-making requires the regular evaluation of all GCCS programs. Evaluations may identify the success of GCCS programs in meeting their objectives. Utilization of program evaluation should result in the improvement of School programs and will provide data for Board and staff decision-making. The Superintendent is directed to develop procedures for program evaluation and reporting.

GCCS utilizes a computer-managed benchmark testing system for collecting and compiling test results and achievement data that correlate with the Show-Me Standards, Grade Level Expectations (GLEs) and course objectives. This information will be used to interpret and analyze the equity, effectiveness, and efficiency of the curriculum and instructional methodology. GCCS uses this interpretation and analysis of the benchmark data to determine disaggregated subgroup level or undereducated student level. The Administration shall keep the Board informed of the information and date received to allow the Board to assess the academic progress and achievement of GCCS's students.



## **INSTRUCTIONAL SERVICES**

### **Test Security**

**Policy 6420**

All standardized testing materials shall be stored, distributed and collected according to procedures that insure the security and authorized access to test booklets. The Superintendent shall designate a GCCS test coordinator who will direct the administration and security procedures for each testing site.

### **Teacher Responsibilities for Test Administration**

Prior to the administration of any GCCS or State standardized test, the Principal will review with the teachers the testing guidelines that they and the students are to follow. The Principal shall distribute this policy and any other testing guidelines to all teachers, require them to sign and return one copy and keep a copy for their files.

The guidelines listed below are examples and not all inclusive:

1. Teachers shall not to review the test questions or content prior to its being given to the students.
2. Teachers shall not to give any assistance to the students during the administration of the test.
3. Teachers shall review only the purpose of the test, the directions, the time restraints and what the students are to do upon completion of the test.

Violation of these and other administrative testing guidelines by the teacher may result in disciplinary action against the teacher, up to and including termination.

## **INSTRUCTIONAL SERVICES**

### **Statewide Assessments**

**Policy 6440**

All students will participate in statewide assessments. The Administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the students who will be administered each test or assessment instrument. This Policy and the assessment schedule will be given to each student as well as their parent or guardian at the beginning of each school year. In addition, a copy of this Policy and the assessment schedule will be available to the public in the Principal's office during normal business hours.

## **INSTRUCTIONAL SERVICES**

### **Grading and Reporting**

**Policy 6450**

#### **Grading**

The Board shall vest responsibility in the Superintendent for developing a grading scale which comports with the school's instructional philosophy, curriculum, and state mandates.

Teachers shall use a variety of methods to assess student progress.

#### **Reporting**

A report card will go home every quarter.

The report card shall provide accurate reporting of student progress against academic and other standards based on qualitative and quantitative evidence collected on classroom work, projects, tests, quizzes, performance-based tasks, observations, and other evidence.

Cumulative grades shall be transferred to students' individual permanent school record and report cards and permanent records shall be maintained in the student's files according to the adopted records retention schedule.

Teachers are expected to maintain regular communications with parents by providing timely return of graded classwork and convening informative student conferences.

## **INSTRUCTIONAL SERVICES**

### **Proficiency/Competency-Based Credit**

**Policy 6451**

#### **Opportunities to Earn Credit Beyond the Traditional Classroom Setting**

The District will follow the state definition of offering non-traditional credit.

Typically, high school credits are defined as seat time by a Carnegie Unit, however non-traditional methods for earning credit provide unique opportunities for students to get a head start on applying academics to postsecondary goals. School districts/charters may seek to award credit through means other than time-fixed terms, semesters, or school years. Possibilities may include awarding credit based on demonstration of the knowledge, skills and competencies deemed equivalent to that which would be gained in a more traditional class setting. Alternate ways for earning high school credit include virtual education, off-campus programs, proficiency/competency credit, and embedded credit. (Missouri DESE Graduation Requirements Guide—May 2018, p. 12)

In order to provide access to non-traditional educational opportunities for students and to promote providing credit for educational skills that students already possess, or gain through non-traditional means, the District is directed to develop procedures for awarding credits to students based on demonstrated proficiency across a range of skills and knowledge. Once non-traditional opportunities to earn credit arise, the school will inform the state of the procedures to award credit and follow the guidelines as directed by DESE in the Missouri DESE Graduation Requirements Guide.

#### **The District recognizes three categories of credit for non traditional learning:**

1. Credit by testing
2. Prior experiential learning
3. Extra institutional learning

#### **The following general conditions apply:**

1. Awarded credits are subject to staff review and approval.
2. Students must register for the current or upcoming quarter before the process of awarding non-traditional credit begins.
3. Type of credit for attaining required credits toward graduation could include a range from credit recovery work through accelerated learning.

#### **General Procedures**

1. The school will provide an application form—Request to Award Non-traditional Credit.
2. Designated GCCS staff will review the application.

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3. Designated GCCS staff will approve the award of credit and inform the Counselor.
4. The Counselor will add credit to the transcript based upon approved credit.

### **Credit by Testing**

The type of test and test score determine the amount of credit awarded.

1. Students submit an official copy of their test scores and the Request to Award Non-traditional Credit form, following the process indicated on the form.

### **Prior Experiential Learning**

This includes knowledge and skills acquired through experience alone. A faculty member evaluates (subjectively) a compilation of work submitted in a portfolio. GCCS awards credit based on the following:

1. Students work directly with their faculty adviser to develop the requirements needed to complete a portfolio.
  - a. The award of credit for prior experiential learning is entirely subject to faculty availability and approval, and the school does not guarantee faculty availability for all circumstances or subject areas.
  - b. Once students develop a plan with the faculty adviser, they submit the application form—Request to Award Non-traditional Credit—and follow the process indicated on the form.
2. The portfolio review must demonstrate that the student possesses the same knowledge and skills as do students who enroll in and successfully complete the specified course.

### **Extra-institutional Learning**

This includes knowledge and skills acquired through non-traditional means, including credits earned through correspondence courses, courses delivered primarily through electronic media, such as satellite video, cable video, computer-driven, online courses, or external institutions.

External Institutions—Learning & credit could be attained outside the institution and objectively verified through third-party institutions or certifications. This includes industry-recognized testing/training, and crosswalks.

## **INSTRUCTIONAL SERVICES**

### **Proficiency/Competency-Based Credit World/Foreign Language Credit**

**Policy 6452**

#### **World/Foreign Languages**

The board recognizes the value of preparing students to be global citizens with the skills to communicate in English and other World/Foreign languages. In our state's diverse communities, it is not unusual for students to have various opportunities to develop language skills, for example, through experiences of using the language at home, attendance at language programs offered in the community, learning online or time spent living abroad. GCCS encourages students and their families to take advantage of any language learning opportunities available to them.

To enable students to fully benefit from the advantages of multilingualism, GCCS will encourage students to learn to understand, speak, read and write at a high level of language proficiency. Proficiency can also be demonstrated in languages that are only spoken.

In order to recognize the language proficiency of students, the Superintendent and Administration is directed to develop procedures for awarding World/Foreign language credits to students based on demonstrated proficiency across a range of language skills. Though proficiency/competency based learning might differ from the traditional classroom, awarding credit to students with language skills in a Language Other Than English (LOTE) will be based on a quality proficiency based credit system.

#### **Procedures**

##### **World (Foreign) Languages Credit for Proficiency/Competency**

##### **Definition**

For purposes of this procedure, a world language is defined according to the definition used by the American Council on the Teaching of Foreign Languages (ACTFL) as "a form of communication, essential to the culture of a community, with a system of sounds, letters, symbols, and/or signs recognized and utilized by humans."

##### **Demonstrating Proficiency/Competency in a World Language**

GCCS will manage the assessment process so that students seeking competency based credit can demonstrate proficiency and competency across language skills. Assessments will be aligned to the American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines. GCCS will select the appropriate assessment instrument(s) from the following:

1. Standards-based Measurement of Proficiency (STAMP) in reading, writing, and speaking (and listening, if available) for all languages for which it is available (as of 2018 — Spanish, French, German, Italian, Japanese, Chinese, Polish, Russian, Korean, Hindi, Hebrew and Arabic). STAMP is offered by Avant Assessment (<http://avantassessment.com>).

2. American Council on the Teaching of Foreign Languages (ACTFL) assessments Oral Proficiency Interview (OPI) or Oral Proficiency Interview Computer Based (OPIc) and Writing Proficiency Test (WPT) — for languages for which STAMP is not available or for which ACTFL assessments are deemed to be more appropriate. ACTFL assessments are offered through Language Testing International (<http://www.language-testing.com>).

3. For languages that do not currently have any other nationally available proficiency based assessment, the district will work with local language community organizations and MELL Instructional Specialists to develop a collection of evidence process, such as LinguaFolio, that is aligned with ACTFL Proficiency Guidelines.

### **Determining Competency and Credit Equivalencies**

GCCS will award one or two credits based on the student demonstrating an overall proficiency level according to the ACTFL Proficiency Guidelines as follows:

#### **Standardized Assessments following the ACTFL Proficiency Guidelines:**

- 1. Novice Mid – 1 credit**  
~ Show title “Intro. to Spanish 1” credit on Transcripts

#### ***Score of Novice High and above – 2 credits***

- 2. Novice High**  
~ Show title “Intro. to Spanish 1” credit on Transcripts  
~ Show title “Intro. to Spanish 2” credit on Transcripts
- 3. Intermediate Low**  
~ Show title “Intro. to Spanish 2” credit on Transcripts  
~ Show title “Native Spanish I” credit on Transcripts

#### ***\*\*Score of Intermediate Mid (or above) – 2 credits and “Native Spanish” Course Titles—Qualify for Seal of Biliteracy***

- 4. Intermediate Mid (or above)**  
~ Show title “Native Spanish I” credit on Transcripts  
~ Show title “Native Spanish 2” credit on Transcripts

Since students may demonstrate varied levels of proficiency across skills, credits will be awarded based on the lowest common level of proficiency demonstrated across the skill areas.

### **Offering Testing Opportunities**

GCCS will manage the assessment process so that students have multiple opportunities to take or retake the assessment required to demonstrate proficiency. Assessments will be offered in a proctored setting with appropriate technology within district buildings, primarily at the High School location.

### **Assessment Costs**

GCCS will set a fee for the assessments to cover administrative costs, test fees, or proctoring. GCCS will offer financial assistance to students who demonstrate need, such as qualifying for free or reduced price lunch. Although the cost of individual tests vary, GCCS will set a flat fee at the lowest cost for all students. Current fees and financial assistance information are available from the ESOL department.

### **Reporting Results**

GCCS will receive official test results for each student participating in the assessment process. GCCS will provide a letter to the student with a copy of the test results and an indication of how many world language credits, if any, may be awarded. If requested by the student, or a staff member, GCCS Counselors will ensure that world language credits earned are posted on the official transcript. A letter grade of “A”/4.0 will be posted to the transcript for proficiency/competency in a world/foreign language for each level of credit earned (for a maximum of 2 credits), based on the previously stated ACTFL Proficiency Guidelines, as previously designated in this Policy.

### **Criteria for Awarding High School World/Foreign Language Credit for Proficiency/Competency Based Credit**

<b>Assessment Criteria</b>	<b>Number of Credits Awarded</b>	<b>*Course Titles for Transcript</b>	<b>Grade Awarded for earned credit</b>
<b>Novice Mid</b>	1	<i>Intro. to Spanish 1</i>	<i>“A”/ 4.0</i>
<b>Novice High</b>	2	<i>Intro. to Spanish 1</i> <i>Intro. to Spanish 2</i>	<i>“A” / 4.0</i> <i>“A” / 4.0</i>



<b>Intermediate Low</b>	2	<i>Intro. to Spanish 2</i> <i>Native Spanish I</i>	<i>"A" / 4.0</i> <i>"A" / 4.0</i>
<b>**Intermediate Mid (or above)</b>	2	<i>Native Spanish I</i> <i>Native Spanish 2</i>	<i>"A" / 4.0</i> <i>"A" / 4.0</i>

\*For LOTE languages other than *Spanish*, please insert the target language tested for the Course Title on the Transcript.

\*\*Student qualifies in LOTE criteria for the Missouri Seal of Biliteracy.

## **INSTRUCTIONAL SERVICES**

### **E-mail Records and Electronically Stored Information**

**Policy 6530**

Any e-mails that are pertinent and must be saved for an extended period of time to exceed one month shall either be 1) printed and physically filed in such a way that it will be easily retrievable or 2) saved directly to a file on one of the GCCS servers from which it will be easily retrievable. GCCS will regularly delete unnecessary e-mails on the GCCS's computer system, typically, on the first school day of each month during the school year.

Until GCCS's e-mail system can be equipped with such capabilities, all GCCS e-mail account holders shall regularly update their e-mail account by either saving necessary and pertinent e-mails to a GCCS approved storage device, printing them and filing them appropriately, or deleting unnecessary e-mails from their account. This process shall become a permanent and regular occurrence if the automatic deletion process is not implemented into GCCS's e-mail system.

## **FACILITIES DEVELOPMENT**

### **Educational Specifications**

**Policy 7110**

To ensure that all new and remodeled facilities are designed to best implement the educational program of GCCS, the Superintendent will provide for the development of detailed educational specifications to apply to the design and construction of new or remodeled buildings. The preparation of educational specifications will serve the following purposes.

1. Clarify and consolidate the thinking of the staff, Administration, Board and the GCCS community on the needs, desires and objectives of educational programs to be conducted within the proposed new or remodeled building.
2. Organize important information in a manner that can be easily and clearly interpreted by an architect.

Once the educational specifications are prepared, an introductory section will be devoted to a brief description of the community, enrollment trends, and the educational philosophy of the School. Educational specifications are detailed descriptions of the following items:

1. Activities that will take place in the building.
2. Organization of instruction and curriculum to be housed in the building.

Once the educational needs are established and the activities to take place in the building are clearly articulated it shall be the responsibility of the Chief Operating Officer to coordinate the construction project. To accomplish that means, the Chief Operating Officer shall:

1. Identify specific architectural characteristics desired.
2. Identify the Facilities needed, equipment required and space relationship to other facility elements.
3. Work with the Chief Financial Officer and GCCS's attorney to ensure compliance with pertinent budget and other governing factors.

The persons involved in developing educational specifications should include: the Board, which adopts policies, the Chief Operating Officer who approves final specifications,

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employs the architect and ensures proper budget restraints and facilitates the construction project with the approved contractor; the Superintendent, who provides administrative leadership, interpretation and evaluation; principals, staff members, students and patrons, who utilize the facilities; and the architect, who develops architectural plans for the facility.

Consultants may be used in the development of educational specifications when deemed necessary by the Superintendent and the Board.

## **FACILITIES DEVELOPMENT**

### **Procurement of Architects, Engineers, and Land Surveyors**

**Policy 7120**

GCCS may need to engage the services of an architect, engineer, or land surveyor when capital improvement or other GCCS needs arise. The Board recognizes that hiring architects, engineers, or land surveyors who have performed acceptable work for GCCS in the past promotes continuity, efficiency, and quality. The Board also recognizes that a construction contractor retained by GCCS may wish to work with a particular architect, engineer, or land surveyor with whom it has a solid working relationship. The Board shall have the discretion to approve the selection of construction and construction related professionals on an as needed basis in the best interests of GCCS without regard to the lowest bid if a bid process was used for the procurement of services.

Under this Policy, the terms architect, land surveyor, and professional include, but are not limited to, any individual, firm, partnership, corporation or other entity providing architectural, engineering, or land surveying services.

## **FACILITIES DEVELOPMENT**

### **Construction Manager Selection**

**Policy 7130**

The Board may desire to engage the services of a construction manager when planning, designing, improving, altering, repairing, or constructing a building or structure. The Board recognizes the need to enter into contracts with qualified construction managers at a price GCCS considers to be fair and reasonable. It shall be the formal policy of GCCS to observe the procedures set forth in its procurement Policy when the Board determines that construction management services are needed.

## **FACILITIES DEVELOPMENT**

### **Construction Contracts, Bidding and Awards**

**Policy 7210**

All facilities construction projects which exceed an expenditure of \$15,000 shall be advertised once a week for two consecutive weeks in the Kansas City Star or similar newspaper of general circulation in the Kansas City metropolitan area.

In addition to the city or county newspaper, GCCS may also advertise in business, trade or minority newspapers. Competitive bids shall be solicited according to state law only after the plans and specifications have been approved by the Board. In order to protect the Board, each bidder may be required to submit, with his bid, a bidder's bond in an amount determined by the estimated cost of the project.

The construction contract shall be awarded to the best bidder whose bid is in accordance with the Board approved plans and specifications and has provided the required security. The Board reserves the right to waive any informalities in, or reject any or all bids or any part of any bid. No bid for the construction, alteration, or repair of any building shall be accepted if it does not conform to the Board approved plans and specifications.

Whenever two or more proposals or bids of equal amount are the lowest proposals submitted by reasonable bidders pursuant to the advertisement of bids, the Board may award the contract to any one of the bidders as determined by exercise of discretion.

The contractor shall receive monthly payments for the work completed, less a percentage to be determined to ensure completion. The contractor may be required to submit a performance bond and a material and labor bond to the satisfaction of the Board. The final payment shall be made only after acceptance of the project by the Board and completion of the items to be corrected. Lien waivers shall be provided by the contractor and his subcontractors and suppliers.

All pay requests by the contractor shall be approved by the architect prior to submission to the Board for payment.

## **FACILITIES DEVELOPMENT**

### **Board Inspection and Acceptance**

**Policy 7220**

The Board shall withhold the acceptance of new construction until all details are complete and the buildings are certified complete by the Chief Operating Officer in consultation with the architect.



## **FACILITIES DEVELOPMENT**

### **Site and Facilities Retirement**

**Policy 7300**

Certain school buildings may no longer be adequate for instructional purposes and should be used to benefit GCCS or the public in other ways. In determining when a facility is to be retired from regular school purposes, the Board will be guided by a combination of factors, to include:

1. Review of the in-depth demographic studies and population groupings.
2. Age and current physical condition of the building, its operating systems and program facilities.
3. Adequacy of site, location, accessibility, surrounding development, traffic patterns, and other environmental conditions.
4. Reassignment of children, including alternative plans, according to Board policy.
5. Transportation factors including number of children bused, time, distance and safety.
6. Alternate uses of the building.
7. Costs/savings
  - a. Personnel
  - b. Plant operation
  - c. Transportation
  - d. Capital investment
  - e. Alternate use

If the Board determines to close a school, it will first consider other uses that GCCS might make of the building; then it will consider its sale.

The historic value of any building will also be considered by the Board. It may take special action to provide for a building's preservation.