Rolla Public Schools (RPS)

Revised JULY 2023

SUBSTITUTE TEACHER HANDBOOK

### **WELCOME**

Your teaching service provides our school district the opportunity to continue a quality educational program for students when it is necessary for their regular teachers to be absent. The staff commends you for the support you give to their role as teachers and to our overall educational program. Your role as a substitute teacher is highly valued by this district and the parents who entrust the care and education of their children to us every day. We realize that the job of a substitute teacher may be as challenging as it is gratifying and hope that this handbook will assist you in your efforts.

**PLEASE FOLLOW THESE STEPS IN ORDER:**

1. Read over the DESE Substitute Teacher Checklist at: [**https://dese.mo.gov/educator-quality/certification/checklist-substitute-teachers**](https://dese.mo.gov/educator-quality/certification/checklist-substitute-teachers)
2. Use this DESE website link [**https://dese.mo.gov/educator-quality/certification/educator-certification-help-guide**](https://dese.mo.gov/educator-quality/certification/educator-certification-help-guide)to register and complete the application process for a Substitute Teaching Certificate which includes submission of official transcript(s) ***OR*** Online Training Certificate of Completion and High School Diploma, GED or HiSET. **[All Fees payable by applicant]**. NOTE: A Sub Certificate is not required for those with a current, regular valid MO teaching certificate.
3. See instructions on page **3** of this handbook for our two “MANDATORY BACKGROUND CHECK REQUIRMENTS”. A criminal case search of your name on Missouri CaseNet may also be conducted.
   * **You must register for an electronic fingerprint criminal background check [Fee payable by applicant] and YOU MUST USE THE RPS REGISTRATION CODE.** Fingerprint background checks must have been completed within the 6 months prior to your application.
   * **You must register with the Family Care Safety Registry** (if not already registered). They will conduct a background screening and, with your signed consent, RPS will request a copy.
4. Fill out all RPS employment forms included in the application packet
5. Once your Fingerprint Background Check has cleared and DESE has granted your Substitute Teaching Certificate, you can make an appointment with **Shannon Pogue at Central Office, 500A Forum Drive (spogue@rolla31.org; 573-458-0101 ext. 11119)** to bring all completed forms from Step 4 as well as the additional items listed in the next paragraph. Hours are Tues-Fri, 7:30A to 12:00P, and 1:30P-3:00P **by appt only**.

Be sure to bring required form(s) of identification (see “Lists of Acceptable Documents” on the last page of this handbook) and a voided check or bank printout of routing and checking account number. These items are needed to complete two of the final three forms: I-9 Employment Verification and Direct Deposit. The third form will be a release from you for us to request the results of your Family Care Safety Registry screening. All three forms must be completed in person.

1. The last step is to visit the office of the campuses you have indicated so that you can introduce yourself as a new substitute teacher for RPS.

#### **IMPORTANT EMPLOYMENT INFORMATION**

##### **SUBSTITUTE TEACHING CERTIFICATION**

There are two methods for obtaining a substitute teaching certificate: (1) completion of 60 semester hours or more of credit in the content areas from an academic degree-granting institution contained within the U.S. Dept. of Education’s Directory of Post-Secondary Institutions (2) possession of a high school diploma, General Education Diploma (GED) or High School Equivalency Test (HiSET) and certificate of completion of the DESE-approved twenty (20) hour substitute teacher training through Frontline Education. Both of the above-mentioned methods also require completion of an electronic fingerprint background check. Those wishing to substitute teach (except those with a current MO teaching certificate who are exempt from this part of the process) should apply through the Dept. of Elementary & Secondary Education

[**https://dese.mo.gov/educator-quality/certification/educator-certification-help-guide**](https://dese.mo.gov/educator-quality/certification/educator-certification-help-guide)

The laws pertaining to teacher certification apply to substitutes & full-time teachers. A valid MO teaching certificate or a substitute teaching certificate is required to serve as a substitute teacher. There are two types of substitute teaching certificates: ‘content’ & ‘career/technical’. Substitute teaching certificates are good for unlimited use throughout Missouri beginning with the effective date & continuing through the expiration date.

Those with a current, regular valid Missouri teaching certificate are exempt from applying for a substitute teaching certificate or submitting a transcript; however, they do need to have a background check clearance that is less than one year old and that designates “Rolla 31” as the Requesting Agency by using the code 1596 as well as registration with the Family Care Safety Registry.

**COLLEGE TRANSCRIPT(S) – These are NOT submitted to Rolla Public Schools**

College transcripts should be sent directly from your college or university to Educator Certification, PO Box 480, Jefferson City, MO 65102-0480.

##### **GOVERNMENT I-9 / TAX FORMS / SOCIAL SECURITY**

It is necessary to provide proper identification for proof of U.S. citizenship before being employed. Please bring identification when returning your completed application (“**Lists of Acceptable Documents**” is included on the last page of this handbook).

As of January 1, 2009, we are required by law (HB 1549) to participate in E-Verify to determine employment eligibility. To learn more about E-Verify, you may contact the Department of Homeland Security at (888)464-4218 or go to their website at [www.dhs.gov](http://www.dhs.gov).

Payroll tax deductions are made for federal and state withholdings as determined by the U.S. W-4 and Missouri W-4 forms, which you will complete. Substitute teachers in the Rolla School District are covered by Social Security and deductions are made for the same.

**CHANGES TO YOUR EMPLOYMENT RECORD OR AVAILABILITY**

You are responsible for keeping all information current (address, phone number, availability, banking information, etc.) as well as reporting any changes in your availability. Please contact Stacey Roberts at 573/ 458-0100 or [sroberts@rolla31.org](mailto:sroberts@rolla31.org) to update your information or make changes to your availability.

**MANDATORY BACKGROUND CHECK REQUREMENTS**

**TWO (2) MANDATORY BACKGROUND CHECKS ARE REQUIRED FOR ALL PERSONEL WHO WORK WITH OR AROUND CHILDREN AND STUDENTS OF THIS DISTRICT:**

1. **ELECTRONIC FINGERPRINT BACKGROUND CHECK – Fee payable by applicant – see instructions below**

Satisfactory professional conduct and criminal record checks are a mandatory condition of employment. Statute 168.133, RSMo, requires school districts to ensure that a criminal background check is conducted on any person employed after January 1, 2005, authorized to have contact with pupils. The Department of Elementary & Secondary Education (DESE) Professional Conduct & Investigations Section and MO State Highway Patrol work together to process background checks through the Missouri Automated Criminal History Site (MACHS) and IDEMIA/IdentoGO.

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| To register with MACHS, go to this website:  [**https://www.machs.mo.gov/MACHSFP/home.html**](https://www.machs.mo.gov/MACHSFP/home.html)  Select the link that looks like this at the bottom of the page |  |  |
| You can also call IDEMIA/IdentoGO directly at (844)543-9712. | | |
| **4-DIGIT REGISTRATION # REQUIRED!!!**  1596 if you have regular valid or inactive MO teaching certificate  ***-OR-***  1597 if you do not have regular MO teaching certificate  At the conclusion of your appointment you will be presented with a printed receipt containing your unique Transaction Control Number (TCN). You should keep this receipt for your records.  Per Statute 168.133, RSMo, to remain on the sub list the next fiscal year and also be exempt from having to get a new fingerprint background check, active subs must work at least one full day in our district during each fiscal year (July 1-June 30). | | |

1. **REGISTRATION WITH THE FAMILY CARE SAFETY REGISTRY: Fee payable by applicant – see info below**

As an employer that serves children, Rolla Public Schools will need to obtain a copy of your Family Care Safety Registry background screening. This is why you must register in advance. Once you are registered, ***you will be asked to sign a release for Rolla Public Schools so that we may request a copy of your screening.*** The background screening unit will notify you as well as the district of your results which will determine if you are eligible to work for the school system.

For more information, go to this website: [**https://health.mo.gov/safety/fcsr/index.php**](https://health.mo.gov/safety/fcsr/index.php)

For ONLINE registration, go to this website: [**https://healthapps.dhss.mo.gov/BSEES/WelcomeToRegistrationInformation.aspx?ID=9&TEXT=FLUSH&mainMenuFlush=Y&sk=SK1259738332**](https://healthapps.dhss.mo.gov/BSEES/WelcomeToRegistrationInformation.aspx?ID=9&TEXT=FLUSH&mainMenuFlush=Y&sk=SK1259738332)

For a WRITTEN registration form to mail in, go to this link: [**https://health.mo.gov/safety/fcsr/pdf/WorkerRegistration.pdf**](https://health.mo.gov/safety/fcsr/pdf/WorkerRegistration.pdf)

**OTHER CONDITIONS:** If you 1) request to be removed from the sub list or 2) fail to indicate you are returning for the next school year by submitting a new Substitute Teacher Information Form for the upcoming school year by September 15th, the District will opt out of receiving updates from MACHS regarding your criminal history and you will have to repeat the Electronic Fingerprint Background Check in order to return as a Substitute Teacher at a later date.

**FAQs**

**DESE FAQs**: <https://dese.mo.gov/educator-quality/certification/fingerprinting-background-check>

**Missouri Automated Criminal History System “MACHS” FAQs:**  <https://www.machs.mo.gov/MACHSFP/faqMain.html>

**Family Care Safety Registry FAQs:** <https://mohealth.uservoice.com/knowledgebase/topics/138574-family-care-safety-registry>

##### **PAYROLL INFORMATION**

**TimeClock Plus:**

All substitute personnel will be required to use the TimeClock Plus time-keeping system to accurately maintain their time. Substitutes are responsible for their electronic timecards being accurate and complete by the end of each day worked.

**Pay Periods:**

Substitute teachers will be paid on the 25th of the month or the last working day prior to that date. Pay periods run from the 16th of the previous month through the 15th of the current month.

**Short-term Assignment:**

Payments will be based on half days (up to 3.5 hours) and full days (up to 7 hours). The rate of pay is up to $107.00 per day. Please check with the building in regards to start time as they are staggered across the district.  Duties will be assigned by the principal, according to the needs of the district, which could include other areas in the school.

**Long-term Assignment (does not apply to substitute paraprofessional positions):**

Substitute teachers who teach in the same position for more than ten consecutive school days will be considered on a different salary schedule for the days in excess of ten. Substitute teachers with long-term assignments will be paid according to Step A-1 of the regular teacher salary schedule if they have a valid Missouri teaching certificate.  Retirement will be deducted when the assignment is for more than 600 hours and will be retroactive to the first day of their long-term assignment. All other substitute teachers with long-term assignments will be paid at a rate of $133 per day after ten days.

In addition, those serving in a long-term substitute teaching assignment who are employed to serve at least 17 hours per week and who are employed with the expectation of working at least 600 hours in a school year are required to have retirement withheld. Therefore, you are required to notify the superintendent’s office if you are on a long-term assignment either at Rolla Public Schools or at another school district. At that time, you will be temporarily removed from our regular substitute teaching list until you have completed your long-term assignment.

**Retired Teachers:**

All PSRS retireesare required to keep track of their **actual hours worked** (including substitute teaching and volunteer work). This is necessary because of the rule of not being allowed to work more than 550 hours per year. This rule includes all working experience, including both paid and unpaid. The PSRS office will provide a log to assist employee in tracking hours worked. Please maintain log and have available to send to PSRS office upon request.

**Direct Deposit:**

All employees are required to use direct deposit for payroll. Funds become available at 9:00 a.m. on the designated pay date at the financial institution of your choosing. When returning your completed application, please bring a voided check which will be attached to the direct deposit form that you will fill out. If you are using a savings account or a debit card, please obtain a form from your financial institution that designates the routing number and account number. You will be able to view and print your paystubs using the Rolla School District 31, Employee Portal.  You will receive an E-Mail notification of your direct deposit at the email address we have on file, including a link to the portal.

**OPTIONAL - Tax Sheltered Annuities (403(b) Plan):**

Recognizing the fact that the Internal Revenue Service has made it possible for employees of public schools and other non-profit organizations to subsidize their retirement program with tax free dollars through the use of a Tax Sheltered Annuity program, and in view of the constant desire of the Rolla Board of Education to make such advantages available to all employees, the Rolla Board of Education does authorize the writing of Tax Sheltered Annuities for the employees of the Rolla Public Schools. If you would like to find out if you qualify and to receive a list of approved TSA providers and agents, contact the payroll department.

##### **SUBSTITUTE INTRODUCTION / REPORTING TO WORK**

Once you are placed on our substitute teaching list, please introduce yourself to the principal or designated person in each building you would like to work in. See “School Information” on the next page of this handbook. Building principals or their designees make arrangements for substitute teacher assignments. As possible, arrangements are made in advance. Upon your arrival at school, the principal or secretary will direct you to the classroom. A folder for Substitute Teachers will be available which outlines all building procedures and personnel, special instructions, class lists and lesson plans. Upon your departure at the end of the day, please turn in requested reports, keys, and any other items issued to you for the day.

**SCHOOL INFORMATION**

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| **SCHOOL** | **ADMINISTRATOR(S)** | **SECRETARIES** |
| **Mark Twain Elementary (PreK-3)**  1100 Mark Twain Drive; Phone: 458-0170 | Mr. Matt Fridley, Principal | Heather Cavendar  \*Paige Johnson |
| **Truman Elementary (Pre-K-3)**  1001 East 18th; Phone: 458-0180 | Mr. Robert Hauck, Principal | Amy Young  \*Traci Burris |
| **Wyman Elementary** **(Pre-K-3)**  402 Lanning Lane; Phone: 458-0190 | Mrs.Sarah Russell, Principal | \*Sarah Snodgrass |
| **Rolla Middle School (4-6)**  1111 Soest Road; Phone: 458-0120 | Dr.Monica Davis, Principal  Mrs. Kimberly Davis (\*), Asst. Principal  Dr. Gwen Fleming, Admin. Intern | Rhonda Veik  \*Ginger Thompson  Chelsea Tanner |
| **Rolla Junior High (7-8)**  1360 Soest Road; Phone: 458-0130 | Dr. Tori Snitker, Principal  Mrs. Chelsea Johnson (\*), Asst. Principal | Julie Parsons  Carolyn Duncan  \*Teri Beaugard |
| **Rolla Senior High (9-12)**  900 Bulldog Run; Phone: 458-0140 | Dr. Jim Pritchett, Principal  Mr. Josh Smith, Asst. Principal  Ms. Sheri Norman, Asst. Principal  Dr. Stephanie Grisham (\*), Asst. Principal | Charlene Mumma  \*Jamie Mesa  Michelle Sharpes  Dawn Falkenhain |
| **Rolla Technical Institute (9-12)**  1304 East 10th; Phone: 458-0150 | Dr. Lucas Chapman, Director  Mr. Derek Chance (\*), Asst. Director | \*Jordan McConahay |
| **Rolla Technical Center (9-12)**  500 Forum; Phone: 458-0160 | Dr. Lucas Chapman, Director  Mr. Derek Chance (\*), Asst. Director | Shannon Lewis  \*Amanda Reeder |
| *(\*) Designated Substitute Teacher Contact* | | |

#### **GENERAL EXPECTATIONS**

**Classroom responsibilities:**

Direct any outsider seeking information about a child, or seeking permission to take a child from the room, to principal’s office; Follow the program as outlined by regular teacher; Be prompt in releasing your students for their scheduled activities; Notify nurse immediately in the event of a student’s illness, injury or accident; Abide by the seating arrangement designated by regular teacher; Leave room neat and in order before leaving (locking the door is advised); Supervise your students at all times; Maintain strict confidentiality regarding all student and parental matters; Refer serious behavioral concerns to principal.

**THE SUBSTITUTE SHOULD EXPECT TO FIND IN THE CLASSROOM:**

A well-organized, well-oriented plan for the day, including name of the text and page numbers; the daily schedule showing recesses, physical education, music or art periods, lunch and dismissal times; an up-to-date and easy-to-read seating chart; fire and emergency drill procedures; a teacher who does not criticize the work of the substitute in the presence of students or other teachers; and an atmosphere of good will toward the substitute as discussions should have preceded his/her coming, concerning responsibilities of the students to the substitute.

**THE CLASSROOM TEACHER EXPECTS THE SUBSTITUTE TO:**

Follow the regular plans and schedule as closely as possible; maintain a neat, attractive and orderly environment; leave a statement of the work covered, together with any comments about special difficulty or outstanding cooperation, work completed or unfinished; keep accurate attendance records; maintain good classroom discipline; leave equipment in proper place; refrain from discussing teachers’ instruction methods or ideas in or out of the classroom; refer requests from parents for pupil progress to the teacher; check the teacher’s mailbox (if so directed) for bulletins, announcements, or special arrangements.

**HINTS FOR SUCCESS:**

Write your name on the board so students will know how to address you; write directions or lesson plans neatly on the board; this will be of great help in the orderly beginning of a day’s work; be ready when the bell rings to supervise the passing of students in and out of the classroom, caring for belongings and getting settled in seats; be an informed substitute; know the school rules and take firm control of the class from the beginning. Physical punishment, sarcasm, ridicule, or hasty decisions are not accepted ways of pupil control. Use positive rather than negative comments and suggestions; start class promptly by avoiding unnecessary delays in instruction; treat all students with respect; refer serious discipline concerns to the principal; ask the principal or the classroom teacher to evaluate your performance in order to offer helpful suggestions; develop a file of meaningful back-up plans and dress professionally.

### **ROLLA PUBLIC SCHOOL POLICIES FOR SUBSTITUTE TEACHER HANDBOOK**

**Please review the following 3 policies that apply to your employment:**

* PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION
* DRUG-FREE WORKPLACE
* TECHNOLOGY USAGE

**PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION**

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

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

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

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

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

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

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

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

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

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

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

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

**Definitions**

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

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

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

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

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

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

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

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

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

**Compliance Officer**

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| **The Board designates the following individual to act as the district’s compliance officer:**  Deputy Superintendent of Human Resources  & Support Services  Rolla Public Schools  500A Forum Drive  Rolla, MO 65401  Phone: 573-458-0100; Fax: 573-458-0105  mfulton@rolla31.org | **In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:**  Superintendent of Schools  Rolla Public Schools  500A Forum Drive  Rolla, MO 65401  Phone: 573-458-0100; Fax: 573-458-0105  kdare@rolla31.org |

The compliance officer or acting compliance officer will:

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

**Public Notice**

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

**Reporting**

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

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

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

**Student-on-Student Harassment**

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

**Investigation**

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

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

**Grievance Process Overview**

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

**Grievance Process**

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.  
     
   Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.  
     
   Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.
2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer’s decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.  
     
   Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.
3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent’s decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary.   
     
   The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

**Confidentiality and Records**

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

**Training**

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

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

Adopted: 06/18/1998 Revised: 07/17/2014

**DRUG-FREE WORKPLACE**

Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances, alcoholic beverages or unauthorized prescription medications by district employees on any district property; on any district-approved vehicle used to transport students to and from school or district activities; off district property at any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business.

When it is evident that an employee has consumed alcoholic beverages or controlled substances off school property before or during a district activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on district property.

Staff members will be tested for alcohol and controlled substances if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district transportation must submit to alcohol and drug testing as otherwise required by law. All testing will be conducted in accordance with Board policy, administrative procedures and law.

Any employee who violates this policy will be subject to disciplinary action, which may include satisfactory participation in rehabilitation programs, suspension, termination and referral for prosecution. Employees needing help in dealing with substance abuse problems are encouraged to use our health insurance plan, as appropriate. Conscientious efforts to seek such help will not jeopardize any employee’s job, and will not be noted in any personnel record, except where the employee has committed violations of this policy within the scope of employment as otherwise described herein.

Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and notify the superintendent or designee of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent or designee in writing no later than five (5) calendar days after conviction. The superintendent or designee will provide notice in writing of such violation to the United States Department of Education or other appropriate federal agency within ten (10) calendar days after the superintendent or designee receives such notification if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education (DESE).

The district will take appropriate disciplinary action within 30 days.

The district will institute a drug-free awareness program to inform employees of the dangerous and harmful nature of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. Although the district will not assume financial responsibility, treatment facilities or agencies in the community may be recommended to an employee requesting assistance.

Upon the request of DESE or an agency of the United States, the district shall certify that it has adopted and implemented the drug prevention program described in this policy. The district shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes and ensure that the disciplinary sanctions are consistently enforced.

This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory.

Adopted: 06/18/1998 Revised: 05/25/2006

**TECHNOLOGY USAGE**

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

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

Definitions

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

Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Adopted: 04/10/2003 Revised: 05/10/2018**

**Department of Homeland Security – Employment Eligibility Verification**

