

## **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.