4000 PERSONNEL SERVICES

Equal Employment Opportunity

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

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

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

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

August 2008; Revised August 2019
The report will be investigated to determine, what, if any, responsive action is necessary and appropriate. If it is determined that anyone is illegally discriminating, harassing or retaliating against a GCCS employee, the offending person will be subject to discipline up to and including termination.

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

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

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

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

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

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

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

July 2016; Revised August 2019
4000 PERSONNEL SERVICES

Discrimination or Retaliation in the Workplace

Policy 4112

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

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

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

July 2016; Revised August 2019
Unlawful Harassment

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

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

1) Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments.

2) Visual conduct such as derogatory posters, photography, cartoons, drawings, or GCCStures.

3) Physical conduct such as unwanted touching, blocking normal movement, or interfering with work directed at you because of your sex or any other protected basis.

4) Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors.

5) Retaliation for opposing, reporting or threatening to report harassment, or for participating in an investigation, proceeding or hearing conducted by an investigating agency.

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

New August 2019
Retaliation against any employee by another employee or by the school for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the school or a federal or state enforcement agency is prohibited.

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

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

New August 2019
4000 PERSONNEL SERVICES

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

Policy 4120

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

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

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

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

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

July 2016; Revised August 2019
All positions will be filled by choosing the most qualified candidate that meets GCCS’s needs both in filling open positions and from a budgetary standpoint. All hiring decisions will be consistent with all other policies of the Board.
All teachers and librarians ("Certified Staff") shall be maintain their current certifications by the Department of Elementary and Secondary Education ("DESE") in the appropriate field of study and grade. All Certified Staff will be required to have on file with GCCS a copy of their then current certificate issued by DESE. Should a Certified Staff member's certificate become under investigation by DESE, they must immediately inform both their building administrator and the Superintendent of the investigation. If a Certified Staff member's teaching certificate is revoked or suspended by DESE they shall immediately be removed from the classroom and may be disciplined up to termination.
4000 PERSONNEL SERVICES

Administrative Staff

Policy 4126

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

July 2016; Revised August 2019
All school Counselors, School Psychologists, Social Workers and Speech Language Pathologists shall be certified by DESE as student services professionals. Student Services Professionals will be required to have on file with GCCS a copy of their current certificate issued by DESE. Should the Student Services Professionals' certificate become under investigation by DESE, they must immediately inform both their building Administrator and the Superintendent. If a Student Service Professional is revoked or suspended by DESE they shall immediately be removed from the school building and shall be disciplined up to termination.
Non-Certified Support Staff

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

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

July 2016; Revised August 2019
4000 PERSONNEL SERVICES

Certified Staff Contracts

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

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

July 2016; Revised August 2019
4000 PERSONNEL SERVICES

Extra Duty, Extended Duty, and Summer School Assignments for Certified Staff  Policy 4131

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

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

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

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

August 2008; Revised July 2016; Revised August 2019
All Administrative Staff shall be employed pursuant to a contract of employment. All employment contracts will be in writing and will be signed by the Employee and the Board President. All agreements will be for the term set forth in the contract, or the remaining portion of the school year for mid-year hires and will include the amount of annual compensation. There will be no other agreements other than those contained within the Employment Agreement. GCCS reserves the right to assign Administrative Staff in accordance with the needs of GCCS. If the need arises, the Superintendent is authorized to reassign Administrative Staff during the term of a contract.

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

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

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

July 2016; Revised August 2019
4000 PERSONNEL SERVICES

Reemployment of Certified Staff and Support Services Professionals  Policy 4140

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

August 2008; Revised August 2019
4000 PERSONNEL SERVICES

Substitute Teacher Employment Policy 4150

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

The rate of compensation shall be according to the annual school budget approved by the Board.
Notice of Arrest, Abuse Complaint, Traffic Citation

Every employee and volunteer who is arrested for a criminal act, felony or misdemeanor shall notify their supervisor in writing within three (3) work days of the arrest. Similarly, every employee/volunteer shall notify their supervisor within the same time period of notice of a child abuse complaint against them. Any alcohol related traffic violations will be treated as a criminal arrest. In addition to the preceding, any employee who as part of their job duties provides transportation to students of GCCS or who operates any GCCS vehicle shall notify their supervisors of any moving traffic violations whether or not on work time.
4000 PERSONNEL SERVICES

Certified Staff, Support Services Personnel, and Administrator's Duties, Schedules, and Working Hours Policy 4210

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

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

Normal Working Day

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

Snow Days/Emergency Closing

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

August 2008; Revised August 2019
Lunch Period

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

August 2008; Revised August 2019
4000 PERSONNEL SERVICES

Non-Certified Staff Duties, Schedules, and Working Hours

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

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

Overtime

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

Normal Work Day

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

Snow Days/Emergency Closing

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

August 2008; Revised August 2019
General Attendance

Regular attendance is essential to provide students with a high quality of instruction. When employees are absent more than 6 days in any semester or more than 12 days per school year, their absence is considered excessive. Administrative Staff will review each incident of excessive absence and may require the employee to provide medical documentation or may consider various disciplinary actions up to, and including, recommendation of termination.
Consistent contact with students and staff is important to the learning environment and GCCS’s operation; therefore, it is an essential duty of a Certified Staff, Administrative Staff and Student Services Professionals' position. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

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

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

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

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

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

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

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

September 2017; Revised August 2019
under policy 4321 Family and Medical Leave. Exceptions due to extenuating circumstances may be granted by the Superintendent.

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

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

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

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

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

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

September 2017; Revised August 2019
Vacation

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

- **Position**
  - Certified staff and Student Support Professionals (Teachers, Paraprofessionals, Counselors, Social Workers, Special Education Support and Instructional Coaches)
    - Vacation Time Allotment: Scheduled breaks during the school year

- **Non-Instructional Staff**
  - Years of service
    - Days allotted
      - Full-time
      - Part-Time
    - After 6 months from hire date: 5 days, 2 days
    - 1-4 years: 10 days, 5 days
    - 5-9 years: 15 days, 7 days
    - 10+ years: 20 days, 10 days

- **Finance**
  - In accordance with their respective employment Agreements

- **Administrators and Directors**
  - Scheduled breaks when school is in session and in accordance with their employment agreements when school is not in session

---

August 2019 [New]
Requests for vacation must be submitted two weeks in advance of the planned vacation scheduled. GCCS reserves the right to deny vacation requests to ensure proper staffing. Unused vacation shall not be carried forward to the next school year, thus, unused vacation time will be lost if not used by July 31st of the year.
PERSONNEL SERVICES

Family and Medical Leave Policy 4321

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

Eligible Employees

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

An employee may request leave for one or more of the following reasons:

1. Birth of a child and to care for the newborn child;

2. Adoption or foster placement of a child with the employee;

3. To care for the employee's Spouse, Son, Daughter or Parent, if that person has a serious health condition;

4. Serious health condition of employee that prevents the employee from performing the job functions;

5. Because of a Qualifying exigency (hereinafter defined) arising out of the fact that an employee's Spouse, Son, Daughter or Parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of a contingency operation;

6. To care for a Covered Service member with a serious injury or illness when the employee is the Spouse, Son, Daughter or Parent.

Definitions

"Covered Service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he or she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness may render the

July 2019 [New]
servicemember medically unfit to perform duties of the member’s office, grade rank or rating.

“Certified employee or other key position” means an employee whose school leader function is to instruct or directly support instruction of students in a class, a small group or an individual setting or provide an essential function such as administration which would provide a disruption in the normal operations of the school.

“Parent” means a biological parent or one who acted in place of a parent when the employee was a child. The term “parent” does not include parent “in-law.”

“Qualifying exigency” may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider and has been duly documented by a health care provider.

“Son or Daughter” means a biological, adopted or foster child, a step-child, a legal ward or a child for whom the employee acts as a parent. The son or daughter must be under age 18 or, if the son or daughter is age 18 or older, he/she must be incapable of self-care on a daily basis due to a documented mental or physical disability.

“Spouse” means a husband or wife.

Amount and Type of Leave Taken

Except as provided below, an employee may take a total of twelve (12) weeks during any twelve-month period. The twelve-month period shall be measured backward from the date the employee begins using any FMLA leave. In the event of the birth, adoption or foster placement of a son or daughter, all leave must be completed within twelve (12) months after the birth, adoption or foster placement.

If both spouses work for GCCS and both are eligible for FMLA leave, they are authorized to take only a combined total of twelve (12) weeks during any one twelve-month period to care for a newborn or adopted child, a child placed with the employee for foster care, or a Parent with a serious health condition for twelve (12) weeks.

Employees seeking to take Family and Medical Leave to care for a newborn or adopted child, a child placed with the employee for foster care, a Parent, Spouse or child with a serious health condition, or because of their own serious health condition, must first exhaust any personal leave, paid vacation, applicable accumulated sick leave, and any other applicable paid leave for their Family and Medical Leave.

July 2019 [New]
Intermittent or Reduced Leave

An employee may only take leave on an intermittent or reduced leave schedule when medically necessary. GCCS will require a certification, in the form described in Section 3 below, to document the medical necessity of such intermittent leave.

Notification of Leave

If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days advance notice to the Superintendent. If such advance notice is not possible, the employee must give said notice as soon as practicable, ordinarily within one to two working days of learning of the need for leave. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment so that any corresponding leave will not unduly disrupt the operations of the school or classroom instruction.

Benefits and Return to Work

Employees taking FMLA leave will continue to accrue all benefits for which they are eligible that are provided by the school while on FMLA leave. GCCS will pay the employer’s portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning the leave. The employee will be billed for the employee portion of the benefits and shall timely pay required premiums in order to maintain active benefits coverage.

GCCS may recover any health care benefit premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired.

With the exception of paid vacation, personal, medical or sick leave required to be exhausted prior to taking unpaid leave under Section 3.3 above, the employee’s absence during leave will not alter benefits which the employee accrued before taking leave.

Upon return from leave, the employee is entitled to be reinstated to a position equivalent to the one the employee held when they left on FMLA leave, with equivalent pay, benefits and other terms and conditions of employment. Upon proper notice, however, the Board may deny reinstatement under this policy to an employee whose salary is within the highest 10% of the employees employed by the school (“key employees”) if such denial is necessary to prevent substantial and grievous economic injury to the school’s operation, as determined by the Board. Employees will be notified if they are considered a key employee, if there is an intention to deny reinstatement, and of their rights in such instances.

Required Certification and Reporting

GCCS requires that a request for leave due to a serious health condition be supported by a certification issued by the appropriate health care provider of the eligible
employee or of the Son, Daughter, Spouse or Parent of the employee on a form to be provided by the Board.

This certification must include:

1. The date on which the serious health condition commenced;

2. The probable duration of the condition;

3. If the purpose of the leave is to care for a Son, Daughter, Spouse or Parent ("family member"), a statement that the employee is needed to care for the family member and the estimated amount of time needed for such care;

4. If the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his or her job functions. The employer may require that the eligible employee obtain subsequent recertification on a reasonable basis as requested by the Board.

GCCS, at its own expense, may obtain the opinion of a second health care provider of the GCCS's choice, if it should choose to do so. If a conflict exists between the opinion in the certification and the second opinion, GCCS may, at its own expense, obtain a third opinion from a health care provider upon which the Board and the employee jointly agree. Such a third opinion as to the necessity for the leave is binding on both the Board and the employee.

Upon an employee’s return after leave for their own serious health condition, GCCS may require the employee to obtain certification from a health care provider that the employee is able to resume work.

The Board may require an employee on FMLA leave to report periodically to the (School Leader or other job title) on the employee’s status and intent to return to work.

**Special Provisions**

When an Certified Staff member or other key position essential to the function of the school seeks intermittent leave or leave on a reduced schedule in connection with a family or personal illness that would constitute at least 20% of the total number working days in the period during which the leave would extend, the Board may require the employee to elect to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position within the school that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

If the employee begins leave more than five weeks before the end of a semester, GCCS may require the employee to continue taking leave until the end of the semester if:

1. The leave will last at least three weeks; and

July 2019 [New]
2. The employee would return to work during the three-week period before the end of the term.
Bereavement Leave

A maximum of three (3) days may be used in any school year for bereavement purposes. Bereavement leave is available only upon the death of a member of the employee's immediate family. Immediate family member is defined as spouse, parent, mother-in-law, father-in-law, brother or sister-in-law, grandparent, child, sibling, daughter or son-in-law, grandchild or non-family member living in employee's home. Days needed for bereavement, outside the death of an immediate family member may be granted through accumulated PTO.

Leave for Jury Duty

Employees called for jury duty, for participation in the jury selection process, or subpoenaed to testify in a civil or criminal proceeding will be granted leave with pay. Employees will receive their normal pay. Employees called for jury selection or service on a jury will not be requested or required to use PTO for time required in such civic service.

Military Leave

For appropriate military leaves of absence, benefits and reinstatements will be granted pursuant to state and federal law. Employees who are considering service or who have been called to "serve in the uniformed services" should contact Human Resources for further details and obligations regarding military leaves. An Employee who is a member of a military reserve unit is entitled to leave to fulfill military training requirements. The unpaid leave will not affect the employee's status, seniority, PTO, bonus, advancement, or other advantages of employment.
4000 PERSONNEL SERVICES

Holidays

The Board will annually approve a calendar for the school year that will provide for the following holidays:

1. Labor Day
2. Thanksgiving Day and the day following
3. Christmas Eve and Christmas Day
4. New Year’s Day
5. Martin Luther King Jr. Day
6. Presidents’ Day
7. Memorial Day
8. Independence Day

Employees must work the day prior to and immediately following a holiday unless excused in writing by the Superintendent.

Certified Staff and Support Services Professionals shall be given such days off as set by GES in its school calendar.

August 2008; Revised March 2010; Revised July 2016; Revised August 2019
Employees joining any fire department, fire protection district, volunteer firefighter department, the Missouri-I Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team, or staff member activated by the Federal Emergency Management Agency (FEMA) to respond to a national disaster will not be subject to dismal due to their joining such organizations. However, such employees who are absent from work, or who are late to work due to such service may have their pay reduced and be required to submit written verification concerning the time and date of the emergency. In addition, such employees are required to make a reasonable effort to notify their supervisors that they will be absent or late due to emergency service.
4000 PERSONNEL SERVICES

General Professional Development Policy 4410

It is the policy of GCCS that a program of in-service training be established by the Superintendent and approved by the Board. GCCS requires all employees to be engaged in a continuous program of professional development in order to continue to provide quality educational programs and services for all students. The in-service training program for each year will be outlined in the proposed budget for that year with estimated costs to be approved by the Board.

As a result of the operation of this policy, employees will become knowledgeable regarding new developments and changes in their specialized fields and will utilize new and improved methods in practice.

The administrative staff, employing administration and management techniques consistent with modern management development, will provide leadership that will assist each employee to develop professionally and contribute to overall school success.

August 2008; July 2016; August 2019
4000 PERSONNEL SERVICES

Professional Development Program

GCCS shall provide a Professional Development Program to be in compliance with State Statutes regarding assistance for beginning teachers. A written plan will be developed annually to carry out the goals of the Professional Development Program.

GCCS will establish a Professional Development Committee to work with beginning teachers and experienced teachers in identifying instructional concerns and remedies; assist beginning teachers with implementation of their professional development plan; serve as a consultant upon a teacher’s request; arrange training programs for mentors; assess faculty needs and develop in-service opportunities for school staff; present faculty suggestions, ideas and recommendations pertaining to classroom instruction within the School; and review and evaluate the GCCS’s staff development program.

GCCS supports professional development of its staff through the maintenance of a professional development plan as well as assistance programs for new teachers and resource programs for experienced teachers.

New Teacher Assistance Program

Each inexperienced teacher employed by GCCS will be assigned a mentor by the building principal. Mentors will be required to possess at least five (5) years of teaching experience and have received or be willing to complete mentor training. Mentors will work closely with their assigned new teachers during the teachers’ first two (2) years upon request or at the direction of the building principal during the mentoring period.

New teachers, with the assistance of their mentors, will prepare professional development plans. The plans will be consistent with the evaluation criteria and will establish plans of development for the teachers' first two (2) years of teaching.

August 2008; July 2016; August 2019
4000 PERSONNEL SERVICES

Conferences and Travel

The following guidelines are established for absence from assigned duties in order to attend workshops and conferences:

1. Requests will be submitted in sufficient time to the Superintendent fourteen (14) days prior to scheduled Board meetings. Further, requests must be submitted in sufficient time for Board approval prior to the date of the conference workshop.

2. GCCSS will only pay 'member' registration fees, with nonmembers being reimbursed only for member fees.

3. Normally, no more than two persons from each school will attend conferences, depending upon available funding.

4. For major conferences held locally (reading, math, curriculum and instruction, etc.), normally only two (2) days of release time should be approved in order to permit attendance by as many teachers as possible.

5. The equitable allocation of travel funds to schools and offices will be the responsibility of the Superintendent.

6. Conference requests need to have an invitation or pamphlet attached for verification of activity and a brief rationale for the request.

7. Conference attendees will not be paid unless a "report of conference" and verification of expenses is submitted.

8. Request to attend professional conferences in order to sell items or to operate booths for professional organizations will not be approved.

9. Employees must state on the application whether or not the sponsoring organization is paying the conference attendee any "honorarium" or travel expenses. An employee receiving an honorarium must use a vacation or personal leave day. Otherwise, the honorarium must be remitted to the School.

August 2008; July 2016; August 2019
All administrative Staff who process conference and workshop requests shall inform their personnel of these guidelines prior to making any recommendation and forwarding the request.
Guidelines for School-wide Committees

A written description of each school-wide committee established in GCCS will be posted in each building explaining the goals and objectives of the committee and the method used to select members to the committee.

Each committee will write a summary report of its findings and/or recommendations and present this to the appropriate administrator. The chairperson of said committee will present this report to the Board at the appropriate scheduled Board meeting.

Guidelines for School-wide Committees with Employee Representation

School-wide committees may be formed for the purpose of recommending policy changes to the administration and Board. Employees who are selected to serve on these committees should represent all interests of the employee groups.
4000 PERSONNEL SERVICES

Mentoring

District mentoring guidelines are as follows:

1. The mentor will introduce and help to integrate the mentee into the culture of the school, GCCS, and the community by:
   a. Instructing the mentee on the District’s policies, procedures and goals;
   b. Communicating the social environment of the surrounding community;
   c. Familiarizing the mentee with local, district, and national organizations that are active within the school environment;
   d. Discussing any classroom issue the mentee may have; such as how the school handles race, gender, or disability issues;
   e. Providing ongoing assistance with data analysis, assessments procedures/practices; and,
   f. Discussing any district initiatives or parental concerns the mentee would find helpful to know about.

2. The mentoring program will provide a systematic and ongoing program review/evaluation by all Administrators and the Superintendent:
   a. The program will identify all stakeholders;
   b. The program will identify desired mentoring outcomes, timelines for those outcomes, and how the desired outcomes will be measured;
   c. The program will include a systematic and continuous system for gathering feedback on the mentoring program from mentors, mentees;
   d. The program will be based on a foundation of best teaching and student learning practices;

August 2008; July 2016; Revised August 2019
e. The program will require independent/anonymous exit interviews, so clear reasons for staff departure can be determined;

f. The program will be supported by central office and school board trend data; and,

g. The program will be included in broader Professional Development program evaluations.

3. The mentoring program will include an individualized plan for beginning educators that aligns with the district’s goals and needs and:

   a. The individualized plan will be aligned with GCCS’s Teacher/Educator Evaluation standards;

   b. The individualized plan will be a systematic and concise mentoring and professional development plan that prioritizes the immediate and future needs of the new educator;

   c. The individualized plan will align with all the district’s CSIP and certification requirements;

   d. The individualized plan will establish outcomes for new educators;

   e. The individualized plan will be an extension or part of a professional development plan that may have begun during student teaching/internship or culminating project in college;

   f. The individualized plan will establish classroom or on the job observations that are guided by and contain a checklist of best practices observed by the mentor; and,

   g. The individualized plan will encourage structured experiences and expectations for all new educators.

4. The mentoring program will have appropriate criteria for selecting the mentors that will operate within the program:

August 2008; July 2016; Revised August 2019
a. The mentor will have at least five years of teaching experience;

b. The mentor will be committed to optimizing student learning;

c. The mentor will show enthusiasm and a commitment to the education profession;

d. The mentor will have a commitment to self-growth and a commitment to the growth of any future mentees;

e. The mentor will hold the same or similar position in respects to the grade and subject area of the mentee;

f. The mentor and mentee will have the ability to use mechanisms that will be in place to end the pairing if either the mentor or mentee is not satisfied;


g. The mentor will have an understanding of both broad educational issues and specific teaching and learning issues;

h. The mentor will have a strong understanding of pedagogy, instructional expertise and relevant administrative issues;

i. The mentor will be made available, through release time or some other mechanisms, to mentor their assigned mentee;

j. The mentor will be assigned by the building principals with input from the grade level or department level chair person; and,

k. The mentor shall be supported in time and effort by the administration and the school board.

5. The mentor program will provide comprehensive mentor training to all mentors

a. The mentor training program will teach the prospective mentors that the mentoring process is not an evaluation and that confidentiality is required between mentor and mentee (unless it is a situation involving child endangerment);

b. The mentor training program will include cognitive coaching and
collaborative training skills;

c. The mentor training program will include observation and feedback on the training and skills of the mentors;

d. The mentor training program will provide the mentors with an awareness of the phases of first-year educator (stress, depression, etc.);

e. The mentor training program will provide mentors with a catalogue of the resources that are available to beginning educators;

f. The mentor training program will teach mentors the need to recognize the need for knowledge and strategies in regards to classroom management;

g. The mentor training program will provide for formation of mentoring consortia;

h. The mentor training program will teach mentors to focus on exemplary teaching and assessment practices;

i. The mentor training program will teach mentors to build working strategies that encourage problem solving and independent thinking;

j. The mentor training program will teach mentors the importance of student assessments and how these assessments may be utilized to guide future classroom instruction;

k. The mentor training program will instruct the mentors on the importance of including a self-assessment that identifies whether mentoring is meeting both the mentor’s and the mentee’s expectations; and,

l. The mentor training program will stress the importance of student learning.

6. During the mentoring program mentors will be given sufficient time to observe the beginning educators and for the beginning educators to observe master educators. The times of the observations should be structured in a way that limits that amount of time a substitute teacher is required while still allowing multiple opportunities for the observations. These results may be achieved by:

August 2008; July 2016; Revised August 2019
a. Aligning class schedules and planning periods in a way that allows for the completion of mentoring duties;

b. Utilizing state and local professional development funds, career ladder, or stipends to support the mentor’s additional duties;

c. Providing release time for at least three observations and meetings between the mentor and the mentee; and,

d. Encouraging colleges to support mentors and mentees, using online classes, having personal visits and/or using a beginning educators' assistance program.

Mentor Assignments/Program Delivery

Mentors will be allowed a sufficient amount of time to observe the teaching of the mentee. These observations should be accomplished via release time and schedule coordination. Additionally, when executing the mentoring program the following elements should be met:

1. That very new educator participates in a mentoring program approved and provided by GCCS for a minimum of two years.

2. That the program should provide the new educator with an introduction to District students, community, district, school, and classroom in away that is systematic, ongoing and individualized.

3. The program will have classroom visits with pre and post conferences and allow time for mentor/mentee activities and meetings.

Program Accountability

All mentor programs will have systematic and ongoing program review and evaluation by all stakeholders that identifies mentoring outcomes and their measurements, gathers feedback from stakeholders, and includes anonymous exit interviews.

August 2008; July 2016; Revised August 2019
The Superintendent will prepare salary schedules for Certified Staff and Support Services Personnel annually. The schedules will be submitted to the Board for approval. A copy of the approved salary schedule shall be maintained in the Human Resource department.
4000 PERSONNEL SERVICES

Benefits

GCCS provides fringe benefits to full-time Certified Staff, Support Services Personnel, Administrative Staff and Non-Certified Staff. The extent and nature of fringe benefits provided may vary by employee group and work schedule, including the amount of financial support for the benefit.

Insurance coverage for covered employee includes:

1. Medical Insurance
2. Group Life Insurance
3. Short- and Long-Term Disability Insurance

August 2008; July 2016; Revised August 2019
4000 PERSONNEL SERVICES

Salary Deductions

Withholding Taxes

A Federal withholding tax is retained for the Collector of Internal Revenue as payment on Federal Income Tax for the current year. The amount withheld is determined by salary and the number of dependents. No salary check will be issued until all withholding forms are submitted.

A State withholding tax is retained for the Missouri Department of Revenue. The amount withheld is determined in the same manner as the Federal Income Tax. Employees may authorize additional sums to be withheld by notifying the payroll department in writing and completing a new W-4 form indicating the additional amount to be withheld each pay period. No salary checks will be issued until all withholding forms are submitted.

Public School Retirement System of the School District of Kansas City (KCPSRS)

All full-time employees and part-time employees who work twenty-five (25) hours or more per week for at least nine months are members of KCPSRS. GCCS will make such payments required of member organizations under KCPSRS.

Medical

Medical insurance payments will be deducted for all full time employees on a twelve (12) month prorated basis each month.

Credit Union and Tax Sheltered Plan

Credit Union and Tax Sheltered Plans will be deducted under the terms of the respective contracts.

Additional Deductions

Any staff member may authorize additional voluntary deductions for payment to the offered tax- deferred plans and United Way.

August 2008; Revised July 2016; Revised August 2019
Worker’s Compensation Benefits

GCCS will maintain insurance for the protection of employees who are injured and covered under the Missouri Workers’ Compensation laws. The terms of the coverage will be consistent with Missouri law. Coverage will be as provided in the GCCS insurance policy pertaining to Workers’ Compensation Coverage.
Group Insurance Benefits

The insurance program for all school personnel who are eligible shall be determined by the annual school budget as first approved by the Board.

There may be years in which the amount determined by GCCS to be set aside for personnel insurance benefit will not equal the total amount required by the coverage carrier. The employee must pay the difference or elect not to participate in the program; election not to participate must be approved by the Board.

If the employee elects not to take the benefit, GCCS is not obligated to reimburse the employee an equal amount of the benefit not taken.

The final date for notification of participation in the health benefit by the employee is the date set by the insurance company.

Group insurance benefits are made available to full-time personnel, as defined by the GCCS and the insurance provider.

The contract for medical insurance is provided through GCCS.
Retirement provisions for all eligible employees will be in accordance with the provisions of the Public School Retirement System of the School District of Kansas City (KCPSRS).

Employees who retire or who have retired and who are eligible for retirement benefits from the KCPSRS Plan are eligible to participate in GCCS health benefit programs. In addition, the spouse and unmarried dependent children of any employee may also participate in GCCS health benefit programs provided that these family members are receiving or are eligible to receive retirement benefits from the KCPSRS System. The retiree must apply for insurance coverage within the first year they are eligible to receive retirement benefits.
Performance Evaluation

The Board’s ultimate goal in education is to provide the highest quality educational experience to all students. GCCS's performance-based evaluation system contributes to that goal by promoting the professional improvement of each staff member and, when necessary by providing data to remove an employee whose employment is detrimental to students.

Performance-based evaluation is a process endorsed by the Board for performance improvement that includes identification of performance expectations, documentation of performance, discussion of performance, development of improvement plans, and making personnel decisions based upon performance. The evaluation process for every employee is an on-going process that takes place every day. All GCCS employees will receive summative evaluations annually.

GCCS's performance evaluation system incorporates the seven "Essential Principles of Effective Evaluation" adopted by the State Board of Education and set out as follows:

1. Uses research-based and proven practices to measure educator performance;

2. Establishes performance indicators for educators based on their level of performance;

3. Aligns the evaluation process with an educator's probationary period to provide for an appropriate accumulation of performance data;

4. Uses student learning, based on a variety of performance measures, in the evaluation process;

5. Assesses educator performance on a regular basis and provides feedback to teachers and administrators that they can use to improve their performance through their careers;

6. Ensures evaluators are highly trained so that evaluation ratings are fair, accurate, and reliable; and,

7. Uses the evaluation process to guide school district policies that impact the development of educators and student learning.

August 2008; Revised July 2016; Revised August 2019
Notwithstanding the State's essential principles, the major focus on GCCS's evaluation system is on positive learning outcomes, cognitive and affective, for GCCS students. Educators are responsible for the positive learning outcomes for their students.
The development of a competent Non-Certified staff is a major objective of the performance evaluation. All supervisors and Administrative Staff will complete an annual written evaluation on all Non-Certified staff under their supervision. The following areas will be evaluated:

1. Job knowledge
2. Quality of work
3. Quantity of work
4. Dependability
5. Cooperation
6. Attendance
7. Punctuality
8. Other areas as appropriate for the specific job

This evaluation will be used to improve job proficiency and to determine eligibility for continued employment.
GCCS requires all Certified Staff members to serve as positive role models for students. GCCS exists to provide quality cognitive and affective education for students. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

1. Properly prepare for student instruction;
2. Fully utilize instructional time for learning activities;
3. Maintain students under active supervision at all times;
4. Assess student performance in a regular and accurate manner;
5. Modify instructional goals to meet the needs of each student;
6. Comply with administrative directives;
7. Motivate students to achieve learning objectives;
8. Communicate with students in a professional and respectful manner;
9. Maintain relationships with students in a professional teacher-student model;
10. Review and comply with Board policies, regulations, and procedures as well as related building rules and practices;
11. Properly operate and maintain district property;
12. Utilize district technology solely for school district business;
13. Maintain required records and submit requested reports in a timely manner;
14. Comply with all safety guidelines and directives;
15. Refrain from the use of profane and obscene language;

August 2008; Revised July 2016; Revised August 2019
16. Dress in a professional manner; and,

17. Attend to all duties in a punctual manner.
GCCS’s teaching standards include, but are not limited to:

1. Teachers will ensure that students are actively participating and are successful in the learning process;

2. Teachers will monitor and manage student learning by specific assessment vehicles;

3. Teachers will be prepared and knowledgeable of the curricular content;

4. Teachers will maintain students’ on task behavior;

5. Teachers will use professional communications and interactions with the school community;

6. Teachers will remain current on instructional knowledge;

7. Teachers will seek and explore changes in teaching behaviors that will enhance student learning;

8. Teachers will act responsibly in the overall mission of the school;

9. Teachers will create learning experiences that make the subject matter meaningful;

10. Teachers will demonstrate knowledge of the subject matter by implementing instruction pertinent to the subject matter;

11. Teachers will provide learning opportunities that support the intellectual, social, and personal development of all students;

12. Teachers will cultivate the unique skills and talents of every student;

13. Teachers will use a variety of instructional activities of critical thinking, problem solving, and performance skills;

14. Teachers will create a positive learning environment that encourages active engagement in learning, positive social interactions and self-motivation;

May 2010; Revised May 2010; Revised July 2016; Revised August 2019
15. Teachers will model effective verbal, nonverbal, and media communication techniques with students and parent to foster active inquiry, collaboration, and supportive interaction in the classroom;

16. Teachers will use formal and informal strategies to access learners' progress;

17. Teachers will actively seek out opportunities to grow professionally in order to improve learning for all students; and,

18. Teachers will maintain effective working relationships with students, parents, colleagues, and community members.
Certified Staff and Support Services Personnel Resignations

Certified Staff and Support Services Personnel who for any reason intend to retire or resign at the end of the then current school year are encouraged to indicate their plans in writing to the Superintendent as early as possible, but no later than March 15th.

Resignations to become effective during the school year require a release by the Board and must be considered on an individual basis. Letters of resignation shall be submitted to the Superintendent. The letter should state reasons and an effective date for the resignation.

The Board may release a Certified Staff member or Support Services Personnel who request to resign after June 1st and prior to July 31st for good cause as determined by the Board. After July 31st, a Certified Staff member or Support Services Personnel may petition the Superintendent to recommend a release from their agreement for extremely unusual reasons. Should the Superintendent decline to recommend a release and the employee leaves GCCS, GCCS reserves the right to pursue any and all legal options available to it.
4000 PERSONNEL SERVICES

Non-Certified Staff Resignations

Non-Certified Staff members who wish to resign should address a letter of resignation to the Superintendent. The letter should state reasons and an effective date for the resignation.

In order to resign in good standing, a Non-Certified Staff member must give fourteen (14) days written notice.
4000 PERSONNEL SERVICES

Suspension or Termination of Non-Certified Staff

Policy 4720

Employment is voluntary and at will. "At will" means that you are free to resign at any time, with or without notice, and with or without reason. Likewise, "at will" means your employment may be terminated at any time, with or without cause or advance notice, as long as we do not violate any applicable federal, state, or local law. We request any team member intending to resign their position with GCCS to submit written notification no less than two weeks prior to the desired date of termination.
4000 PERSONNEL SERVICES

Termination of a Certified Staff Member,
Support Services Personnel, or Administrative Staff

The Superintendent may recommend to the Board the immediate termination of a Certified Staff, Support Services Personnel or Administrative Staff’s employment agreement during the term of an agreement for causes as follows:

1. Physical or mental condition that renders the teacher unfit to instruct or associate with children;
2. Immoral conduct;
3. Willful or persistent violation of, or failure to obey, the school laws of the state or the published regulations of the School;
4. Excessive or unreasonable absence from the performance of duties;
5. Conviction of a felony or a crime involving moral turpitude; and,
6. Incompetence, inefficiency, or insubordination.

The Board may terminate the Employment Agreement upon the recommendation of the Superintendent. The employee is not entitled to a hearing before the Board.

August 2008; Revised July 2016; Revised August 2019
Human Resources shall respond to all requests for employment references or verification. GCCS will only provide the employee's last position, length of employment and last rate of pay.

Additionally, in order to comply with the provisions of the Amy Hestir Student Protection Act GCCS will do the following:

1. In instances of employment inquiries concerning a former employee against whom allegations of sexual misconduct involving a student have resulted in the employee being terminated or the employee reigning in lieu of termination or in which allegations of sexual misconduct have been substantiated by the Children's Division, the Superintendent or Director of Human Resources shall disclose the allegations of misconduct or findings of the Children's Division's investigation when responding to the requests for information to a potential school District employer.

2. Any GCCS employee who is permitted to respond to requests for information, anything in good faith, who reports authorized information will not be subjected to discipline because of such report.
Complaints of Sexual Harassment

Any employee who believes that they are a victim of sexual harassment, or who witnessed harassment shall immediately and promptly report the matter. Upon receiving a report, GCCS shall thoroughly investigate the matter. The investigation shall proceed as follows:

Procedure

1. Any employee who believe that they are a victim of sexual harassment, have witnessed the sexual harassment of another employee or have been retaliated against for complaining of sexual harassment, should report the situation immediately to one of the following members of management who have been designated to receive such complaints: the Superintendent, the employee's building Administrator or the Human Resource Director. If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.

2. Human Resources will investigate every reported incident without delay. Any employee or supervisor who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.

3. Human Resources will conduct all investigations in a discreet manner. GCCS recognizes that every investigation requires a determination based on accusation all the facts can have in the matter. GCCS trusts that all employees will continue to act responsibly.

4. The reporting employee and any employee participating in any investigation under this policy have GCCS’s assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

July 2016; Revised August 2019
4000 PERSONNEL SERVICES

Complaints Regarding Violations
of the Americans' with Disabilities Act

All complaints regarding a violation of the Americans' with Disabilities Act will be promptly and thoroughly investigated as confidentially as possible.

1. Any employee who believes that they are a victim of disability discrimination or have been retaliated against for complaining of disability discrimination, should report the situation immediately to one of the following members of management who have been designated to receive such complaints: The Superintendent, the employee's building Administrator or the Human Resources Manager. If any employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deem satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.

2. Human Resources will investigate every reported incident without delay. Any employee, supervisor or agent of the company who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.

3. Human Resources will conduct all investigations in a discreet manner. GCCS recognizes that every investigation requires a determination based accusation on all the facts can have in the matter. GCCS also recognizes the serious impact a false accusation can have. GCCS trusts that all employees will continue to act responsibly.

4. The reporting employee and any employee participating in any investigation under this policy have GES's assurance that no reprisals will be taken as a result of a disability discrimination or retaliation complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

5. All reports prepared or gathered by Human Resources during the course of its investigation will be considered confidential Personnel Records and will not be released to anyone, including the reporting party, without order of a court of competent jurisdiction.

July 2016; Revised August 2019
Complaints of Discrimination or Retaliation

Any employee who believes that they are a victim of discrimination or retaliation, or who witnessed discrimination or retaliation shall immediately and promptly report the matter. Upon receiving a report, GCCS shall thoroughly investigate the matter. The investigation shall proceed as follows:

1. Any employee who believes that they are a victim of discrimination or have been retaliated against for complaining of discrimination, should report the situation immediately to one of the following members of management who have been designated to receive such complaints: The Superintendent, the employee’s building Administrator or the Human Resources Manager. If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive such complaints.

2. Human Resources will investigate every reported incident without delay. Any employee or supervisor who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.

3. Human Resources will conduct all investigations in a discreet manner. GCCS recognizes that every investigation requires a determination based accusation on all the facts can have in the matter. GCCS also recognizes the serious impact a false accusation can have. GCCS trusts that all employees will continue to act responsibly.

4. All reports prepared or gathered by Human Resources during the course of its investigation will be considered confidential Personnel Records and will not be released to anyone, including the reporting party, without order of a court of competent jurisdiction.

July 2016; Revised August 2019
4000 PERSONNEL SERVICES

Employees with Communicable Diseases  Policy 4820

If an employee has, or has been exposed to, an infection or contagious disease or is reasonably believed to have an infectious or contagious disease the following guidelines apply:

1. The employee may be required to undergo a medical examination at GES’s cost by a physician of GCCS’s choosing.

2. While a determination is made concerning the status of an employee, that employee may be placed on a paid leave of absence. Except in unusual circumstances such leaves will not exceed ten (10) days.

3. If the employee is determined to be infectious or contagious, they will be required to take such leave as the physician provided for in Paragraph 1 determines that the employee is no longer able to transmit the disease.

4. Where a question exists concerning an employee’s status, an individual assessment of the employee will be completed by a review team comprised of the employee’s physician, a school nurse, a physician selected by GCCS, a county health official, the Superintendent, and the employee’s supervisor and other individuals may be included, as is reasonably necessary and as designated by the Superintendent.

5. The review team will consider all available medical evidence and will determine the employee’s medical condition, the employee’s ability to return to work, and whether the employee’s infectious status requires any restrictions on the employee’s work assignment. Normally the team will be convened within seventy-two (72) hours of notice of the employee’s contagious status. The employee’s status will be reviewed thereafter as appropriate.

6. The written determination of the review team is subject to an appeal to the Board where determination shall be final.

An employee may be excluded from work if the employee (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is likely to be transmit the contagious or infectious disease, unless the Board or its designee has determined, based upon medical evidence, that the employee:

July 2016; Revised August 2019
1. No longer has the disease.

2. Is not in the contagious or infectious stage of an acute disease.

3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

The Superintendent may require an employee suspected of having a contagious or infectious disease to be examined by a physician and may exclude the employee from work so long as there is a substantial risk of transmission of the disease in the school environment.

Employees with acute or chronic contagious of infectious diseases have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such employees will be informed. Willful or negligent disclosure of confidential information about an employee’s medical condition by staff members will be cause for disciplinary action.
**4000 PERSONNEL SERVICES**

**Board/Staff Communications**

**Staff Communications to the Board**

Communication to the Board from GCCS employees concerning personnel matters or personal complaints shall be filed in writing with the Superintendent. This policy will not be construed to preclude resident staff members from exercising their rights to discuss matters of public concern in the same manner as other School patrons.

All regular meetings of the Board are open for the public to attend. As such, they provide an excellent opportunity to observe the Board's deliberations on school related issues. Staff members may participate in Board meetings in accordance with the policies and regulations regarding public participation at such meetings. Further, at times and with the knowledge of the Superintendent, the Board may invite staff members to speak at Board meetings or to serve on advisory committees to the Board.

**Board Communications to Staff**

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ such media as are appropriate to keep the staff fully informed of the Board’s concerns and actions.

August 2008; Revised July 2016; Revised August 2019
4000 PERSONNEL SERVICES

Communication with Students by Electronic Media

Communications with enrolled or potential students and families should only take place at the school during school hours, during school-sanctioned meetings or events, as part of the GCCS's curriculum or regular reporting process, or to assist with homework via a school-issued mobile phone. Staff should not engage with students or their families in any of the following ways: social networking sites, e-mail (without approval of an Administrative Staff member or the Superintendent), texting, blogging, podcasting, other online postings. Mobile phone conversations may take place for assistance with homework or other school projects. If a student indicates they are in a situation requiring emergency assistance or professional help, the teacher should contact 911 and notify Administrative Staff immediately following the call.

July 2016; Revised August 2019
Conflict of Interest

Employees have an obligation to avoid actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain or for a relative, as a result GCCS business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the team member is similar to that of persons who are related by blood or marriage.

If an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose the existence of any actual or potential conflict of interest to the Superintendent as soon as possible so that safeguards can be established to protect all parties. Personal gain may result not only in cases where a staff member or relative has a significant ownership in a firm with which GCCS does business, but also when a staff member or relative receives any gift or special consideration as a result of any transaction or business dealings involving GCCS. The materials, products, designs, plans, ideas, and data of GCCS are the property of the school and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even if it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any Employee who participates in such a practice will be subject to disciplinary action, up to and including termination of employment.

Disclosure Statement

An Employee with an actual, potential, or perceived conflict of interest shall inform the Superintendent, who shall report to the Board. Such Employee shall not be involved with considering or evaluating the activity, unless the person has unique information or perspective requested by the Board.

August 2008; revised July 2016; revised August 2019
Personnel files on all employees will be maintained in Human Resources Manager’s office. It is the intent of GCCS to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all employees.

GCCS will maintain the following information in personnel files: applications, certification documents, performance evaluations, current transcripts, employment contracts and performance related documents. Medical records, including health insurance records, will be maintained separately. Files containing immigration records will be kept separate from personnel files.

The personnel file of an individual employee will be considered confidential to the extent allowed by law. Access to personnel files will be on a strict need-to-know basis by appropriate School Administrators, legal counsel, or state agencies with authority.

Upon request to and in the presence of the Director of Human Resources Manager or their designee, any employee will have the right during regular working hours to inspect their own personnel file, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.
4000 PERSONNEL SERVICES

Drug Free Workplace

It is the policy of GCCS to create a drug-free workplace in order to be in compliance with the Drug-Free Workplace Act of 1988, as that Act may be amended from time to time. The non-prescription use of controlled substances is inconsistent with the behavior expected of staff members, subjects all students, staff members and visitors to our school to unacceptable safety risks, and undermines GCCS’s ability to operate effectively and efficiently.

Accordingly, the following activities are strictly prohibited:

The unlawful manufacture, distribution, dispensation, possession, sale or nonprescription use of either a controlled substance or alcohol on GCCS property (including the parking lot), when on job assignments off school grounds, at school-sponsored functions and activities, and when engaged in any other school- or work-related activity whether on or off school premises;

The use of alcohol on GCCS property (including the parking lot), when on job assignments off school grounds, at school-sponsored functions and activities, and when engaged in any other school or work related activity whether on or off school premises, provided, however, GCCS may host certain off school grounds special events at venues where alcohol may be served;

Having illegal drugs, or any other controlled substance (not specifically prescribed by the staff member’s medical provider) in your system while on GCCS property, operating a vehicle leased or owned by GCCS, or performing services for or on behalf of GCCS; and,

Having alcohol in your system during duty hours or at any time in which a staff member is interacting with students. Off-the-job illegal drug use or activities, or post-hiring convictions relating to such illegal drug use or activities is also a violation of this policy. Staff members convicted of controlled substance-related violations (including pleas of nolo contendere, i.e., no contest) must inform Human Resources within five (5) days of such conviction or plea. "Therapeutic drugs" include legally obtained prescription drugs, controlled substances, and over-the-counter drugs used in accordance with the related prescription and/or directions. Any staff member whose use of any therapeutic drug may affect their capacity to properly and safely perform job duties or may create a danger to them or to another in the workplace should report the therapeutic drug use to the Human Resources department.

August 2008; Revised July 2016; Revised August 2019
GCCS reserves the right to require a staff member to take a leave of absence or comply with other appropriate action determined by the Superintendent. Staff members who violate any aspect of this policy may be subject to disciplinary action, up to and including termination. At its discretion, GCCS may require staff members who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.
GCCS prohibits all employees from the possession or distribution of alcohol or non-prescribed drugs, or presence on GCCS premises under the influence of alcohol and non-prescribed controlled substances. Violation of this policy will result in disciplinary action up to and including termination. In addition, such violation may result in substantially reduced or forfeiture of workers compensation benefits where the use of substances prohibited by this policy was in conjunction with or related to a workplace injury.

Post-Accident Drug/Alcohol Testing

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students, to other employees, and to GCCS property. Where an employee is involved in an accident producing injury, GCCS will require the employee to submit to post injury alcohol and drug testing.

Post-accident testing will be utilized after any accident

- involving the loss of life;
- resulting from a violation of Board Policy or Regulations, or municipal, state, or federal law;
- which results in an injury to a person who receives medical treatment;
- resulting in damage to any motor vehicle or GCCS property;
- resulting from a violation of a safety regulation or safety directive.

Refusal to submit to post injury testing will result in disciplinary action which could lead to termination, and may result in forfeiture of Workers Compensation benefits for injuries related to the request for testing.

Employees will be subject to drug or alcohol testing where Administrative Staff has sufficient cause to suspect the employee’s use of alcohol or non-prescribed controlled substance is affecting their performance of their job duties. Such post-accident testing will be utilized in the event of the occurrence of any of the five instances set forth in this policy.

August 2008; revised July 2016; revised August 2019
4000 PERSONNEL SERVICES

Staff Cell Phone Usage

The use of cell phones, iPads and similar personal electronic devices during duty time presents a significant safety risk, as well as, adversely impacts duty time. For safety and educational reasons, the instructional staff and support staff except as provided in this policy for transportation employees, are not permitted to use such personal electronic devices during duty time. Exceptions will be made for bona fide school related emergencies.

Employees driving while on GCCS business are prohibited from using cell phones, iPads, and related electronic devices while driving. If an emergency occurs, the vehicle should be parked and remain parked in a safe location during the use of the electronic device.

July 2016; Revised August 2019
4000 PERSONNEL SERVICES

Use of School Property

Staff may be provided access to and use of GCCS property including, but not limited to, desks, file cabinets, closets, storage areas and computers for classroom use. These items remain the property of GCCS and are subject to inspection by Administrative Staff.

August 2008; Revised July 2016; Revised August 2019
4000 PERSONNEL SERVICES

Equipment, Technology, and Internet Use Policy 4890

Care of Materials, Equipment and School Property

When materials and equipment are issued for use in the classroom, the staff member is responsible to assure the items are not misused or mistreated. If an item is damaged, stolen or lost, the staff member shall be responsible for reporting the condition to their building supervisor. In the event of a theft along with information supplied by the staff member, a formal police report will be made. When the report has been made it shall be turned over to the Superintendent for appropriate action regarding inventory adjustments as well as determining if an insurance claim should be filed.

Use of Electronic Equipment

To ensure that GCCS’s electronic equipment is used only for lawful and appropriate purposes and to further its business interests, GCCS has adopted the following Policy which applies to all staff members. Each staff member and student having access to the electronic equipment is required to abide by this Policy. GCCS will enforce this Policy.

Acceptable uses of equipment software and business equipment, including telephones, facsimile machines, computers, iPads or similar tablets, cell phones and laptops and GCCS’s electronic mail system, GCCS’s internet access, and copy machines (collectively, the "Equipment") are intended to be used for business purposes only. The equipment is the exclusive property of GCCS, and its sole purpose is to facilitate the business of GCCS. Each employee has the responsibility to use the equipment in a productive and appropriate manner.

Unacceptable Use of Equipment

GCCS’s equipment may not be used for transmitting, receiving, or storage of any communications of a defamatory, discriminatory, or harassing nature, or materials that are sexually explicit, pornographic, or obscene. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin, or physical attributes shall be transmitted through GCCS’s equipment. GCCS will not tolerate actions that may create a hostile environment. Equipment may not be used for any purpose which is illegal or against GCCS’s policies or contrary to GCCS’s best interest. Solicitation of non-school business, or any use of the school's equipment for personal gain, is prohibited.

July 2016; Revised August 2019
Technology and Internet Acceptable Use

Failure to abide by this policy shall render the employee ineligible to use GCCS's computer facilities and may bring additional disciplinary action. Employees are expected to use the technology available at GCCS in a manner appropriate to GCCS's goals and values. "Technology" includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, iPads or similar tablets, electronic devices, software, Internet, e-mail and all other similar networks and devices. Employees are expected to be responsible and use technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, web pages, and use of hardware and/or software which disrupts or interferes with the safety and welfare of the GCCS community, is prohibited, even if such uses take place after duty hours or off GCCS property (i.e., home, business, private property, etc.). Failure to adhere to this policy and the guidelines below may result in disciplinary action.

Unacceptable Uses of Technology/Internet Include but are not Limited to:

1. Violating the conditions of federal and Missouri law dealing with students and staff members' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.

2. Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.

3. Accessing profanity, obscenity, abusive, pornographic, and/or impolite language or materials, accessing materials in violation of Board Policies or policies found in the Student and Family Handbook. A good rule to follow is to never view, send or access materials that you would not want your colleagues to see.

4. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.

July 2016; Revised August 2019
5. Plagiarizing works through the Internet or other technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.

6. Damaging technology devices, computers, iPads, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).

7. Using the technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
   a. any activity that requires an exchange of money and/or credit card numbers;
   b. any activity that requires entry into an area of service for which District will be charged a fee;
   c. any purchase or sale of any kind; and,
   d. any use for product advertisement or political lobbying.

Neither the Internet nor any other technology may be used for any purpose which is illegal or against GCCS’s policies or contrary to GCCS’s mission or best interests. All users are expected to be responsible, courteous and thoughtful when using technology and the Internet. Common sense should prevail.

The use of GCCS’s computer network system should be in support of education and research, consistent with the educational mission or objectives of GCCS and in accordance with federal law, Missouri law and all school policies. Employees have no expectation of privacy with respect to the use of technology, the Internet, intranet or e-mail. Maintenance and monitoring of GCCS’s network system may lead to the discovery that an individual has or is violating GCCS’s policy or the law. Violations of policy or the law may result in severe penalties, up to and including termination.

GCCS makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through GCCS’s technology system will be error-free or without defect. GCCS will not be responsible for any damage user may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. GCCS is not responsible for the accuracy or quality of the information obtained through or stored on GCCS’s system. GCCS will not be responsible for financial obligations arising through the authorized use of the system. In accordance with the Children's Internet Protection Act ("CIPA"), GCCS has to place a filter on its Internet access as one step to help protect its

July 2016; Revised August 2019
users from intentionally or unintentionally viewing inappropriate material. GCCS blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of GCCS is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Staff should be aware of these risks.

**Electronic Communication**

All computers, electronic and telephonic communications systems, including internet access and all communication and information transmitted by, received from, or stored in these systems is the property of GCCS. As such, they are intended to be used for job-related and business purposes only. GCCS reserves the right to monitor or review any information stored or transmitted on its equipment.

Staff members are responsible for the content of all information that they transmit over GCCS’s equipment. All electronic communications must correctly identify the student or staff member responsible for the communication. Any information sent to an individual outside of GCCS via GCCS’s equipment is considered a statement that reflects on GCCS. All communications sent by students and staff members via District’s equipment must comply with this and other GCCS’s policies.

**Software and Copyright Issues**

To prevent computer viruses from being transmitted through GCCS’s equipment, there will be no downloading or copying of any software onto GCCS’s equipment without prior approval of GCCS. No files of any kind will be downloaded from the Internet without prior approval of GCCS. License agreements relating to any software, whether individually owned or owned by the GCCS will be strictly complied with. Copyright laws are very complex and can apply even to information that appears to be freely available for any use. No copyrighted material will be copied illegally on GCCS’s equipment or transmitted through GCCS’s equipment. The Board encourages teachers and staff assigned to GCCS to make judicious use of appropriate printed materials, sound recordings, and electronic programs in the curriculum but recognizes that Federal law protects authors and composers from the unauthorized use of their copyrighted work.

The copyright laws of the United States (Title 17, USC) govern the making of photocopies or other reproductions of copyrighted materials. According to the copyright law, it is illegal to copy or reproduce on a disk or paper, by use of school equipment or any other means, materials for which the person reproducing or GCCS does not own the copyright, unless the

July 2016; Revised August 2019
written permission of the copyright owner has been obtained, or unless the activity is within some of the limited exceptions to the copyright laws. Copyright infringement carries with it serious civil and criminal penalties under the law. Title 17, Section 107, regarding the Fair Use of copyrighted work, reads in pertinent part: ...[T]he fair use of a copyrighted work, including use by reproduction in copies or photo-records or by any other means specified that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and,
4. the effect of the use upon the potential market for or value of the copyrighted work.
Social Media Policy

GCCS recognizes the usefulness of online resources to inform its school community of activities and to recruit talented teachers and staff. Due to the nature of social networking sites, there exists a risk that the lines between one's professional life and personal life will be blurred. GCCS's staff are prohibited from communicating with students and families via social media, e-mail, text messaging, or other forms of communication not specifically approved by the Superintendent. Staff members should communicate with students and families via face-to-face meetings and phone calls. GCCS will maintain an official website and may also employ school sanctioned social media outlets to further the aims of GCCS, recruit future staff members, or better inform the public.

By accessing, creating or contributing to Facebook, Twitter, blogs, discussion forums, wikis, podcasts or other social media for program use, you agree to abide by these guidelines. Please read them carefully before making use of such social media. If you have any doubts or concerns about how these guidelines apply to you or your situation, or how they might apply to some new form of social media in the future, please err on the side of caution and direct your questions and concerns to the Human Resources before you make use of such media. This policy is not intended to infringe upon a staff member's right to speak publicly on matters of public concern, so long as such communication:

1. adheres to appropriate time, place and manner restrictions;
2. does not interfere with the performance of job duties;
3. does not explicitly or implicitly state that the view is an official view of GCCS unless the staff member is expressly authorized by the Superintendent to make an official statement on behalf of GCCS; and,
4. does not violate laws applicable to communications with or about students;
5. does not disclose proprietary or confidential information of GCCS;
6. does not disclose personal information about associates or students or information protected by law.

Staff members should be mindful that actions that are not permissible when not on social media are similarly not permissible on social media, and GCCS reserves the right to discipline for impermissible behavior that utilizes social media. Additionally, GCCS may place certain restrictions on a staff member's use of social media to preserve student confidentiality and to ensure policy is followed.

July 2016; Revised August 2019
4000 PERSONNEL SERVICES

Media or Public Inquiries

Any questions, requests, or solicitations from the public or from any media source should be referred to the Superintendent. Staff members will not provide any information, comments, or feedback to the public or to the media regarding GCCS.

All press releases and other promotional material must be approved by the Superintendent prior to dissemination.

July 2016; Revised August 2019