



Policy Manual

City Garden Montessori School

2023-24 School Year

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Type: School Operations
Title: **Active Shooter Training and Drills**
Date of Board Approval: May 5, 2021

SECTION 1. Teacher and Employee Training

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

The administration may conduct the training on an annual basis. If no formal training has previously occurred, the length of the training may be eight hours. The length of annual continuing training may be four hours.

SECTION 2. Simulated Active Shooter and Intruder Response

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

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

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

SECTION 3. The school shall foster an environment in which students feel comfortable sharing information they have regarding a potentially threatening or dangerous situation with a responsible adult.

Legal Citation
§ 170.315, RSMo

Type: School Operations
Title: **Admissions Policy**
Date of Board Approval: December 1, 2021
Notes: Revised to remove restriction by grade level.

City Garden Montessori School (City Garden) will be free to eligible students and nonsectarian in its programs, admissions policies, and all other operations. Consistent with Missouri law R.S.MO 160.410, the school will be open to any child who is eligible for admission to St. Louis Public Schools and lives in St. Louis City (with consideration of the outlined preferences), through the end of open enrollment periods. City Garden does not limit admission based on race, ethnicity, national origin, disability, gender, sex orientation or perceived sex orientation, gender identity, income level, proficiency in the English language or athletic ability.

No test or assessment shall be administered to students prior to acceptance into City Garden.

Preference in admissions will be offered to students in the following order and in accordance with the Lottery Procedures described below:

- A. Students currently attending City Garden (guaranteed admission)
- B. Siblings of students attending the school
- C. Children of current City Garden employees
- D. Children who are eligible for Free or Reduced Lunch (FRL) and reside in the City of St. Louis. The number of FRL eligible students admitted will be determined annually in order to achieve City Garden's goal of having 50% FRL students schoolwide and in each grade level. Preference among FRL eligible students will be given in the following order:
 - 1. Children who are eligible for Free or Reduced Lunch and reside in the first catchment zone: south St. Louis City, from Kingshighway (western boundary) to Grand (eastern boundary), from Highway 64/40 (northern boundary) to Magnolia (southern boundary)
 - 2. Children who are eligible for Free or Reduced Lunch and reside in the second catchment zone: south St. Louis City, from Kingshighway (western boundary) to Compton (eastern boundary), from Highway 64/40 (northern boundary) to Gravois (southern boundary).
 - 3. Children who are eligible for Free or Reduced Lunch and reside in the third geographic catchment zone: within St. Louis City limits

E. After the FRL preference percentage goal of at least 50% is achieved for a grade level, the remaining applicants shall be combined (both those that qualify for FRL and those who do not) into one list for consideration for admission. Children will be admitted in the following order:

1. Children living within the first geographic catchment zone (see above)
2. Children living within the second geographic catchment zone (see above)
3. Children living within the third geographic catchment zone: the entire City of St. Louis.

This process shall be repeated annually.

Type: School Operations
Title: Annual Performance Report Information
Date of Board Approval: April 2023
Notes: New in 2022-23

City Garden Montessori School shall display the following information on its website in a clear and easily accessible manner:

- a. The school’s annual performance rating and ranking percentage; and
- b. accreditation status

Legal Citations:
RSMo. 162.084

Type: School Operations
Title: **Building and Grounds Security**
Date of Board Approval: October 2018
Notes:

Purpose

City Garden Montessori School's (CGMS) goal is to provide a safe learning environment for students and a safe working environment for employees. The Board directs the CEO/Executive Director or designee to routinely inspect the school's property and bring proposals for improving security to the Board.

Property Access

In general, CGMS buildings and property are not open to the public unless CGMS has specifically opened a building or property for public use or for an event to which the public is invited. The CEO/Executive Director or designee will establish regular business hours and locations where members of the general public may contact CGMS and interact with employees.

The CEO/Executive Director or designee will set hours when parents/guardians may drop off and pick up their students. CGMS is not responsible for the supervision of students except during regular school hours or other times designated by CGMS.

The CEO/Executive Director or designee will determine which employees need access to district buildings or grounds outside regular building hours and provide those employees with keys or electronic access. CGMS will maintain a list of employees with access and will routinely monitor this list to ensure that only current employees continue to have access. An employee's access may be revoked at any time.

All employees and volunteers are required to maintain security in CGMS buildings, enforce building access rules and take action when doors are left unsecured or security is otherwise compromised.

Security Personnel

CGMS may employ or contract for trained and appropriately licensed personnel or independent contractors to provide security during the regular school day, after regular business hours or during events or activities where additional security is determined necessary.

Firearms and Other Weapons

No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the

premises of any function or activity sponsored or sanctioned by CGMS. Refer to policy JFCJ, Firearms and Other Weapons, for more information.

Loss, Damage and Theft

The CEO/Executive Director or designee will establish controls to prevent the loss, damage and theft of CGMS property. The administrators, department heads and supervisors of programs, buildings and departments are responsible for creating and enforcing practices and protocols to secure equipment and supplies and for budgeting for the locks, safes or storage facilities necessary to prevent loss and theft and to protect CGMS property.

All employees must report missing or damaged property to their supervisor as soon as they become aware that property is missing or damaged. CGMS patrons and students are encouraged to report incidents of damage to or theft of CGMS property. All reports of missing or damaged property will be investigated.

The Board shall seek all legal redress against persons found to have committed acts of willful or malicious abuse, destruction, damage or theft of CGMS property. The CEO/Executive Director or designee is authorized to file charges on behalf of CGMS for theft, vandalism or other criminal activity involving CGMS property.

Students found guilty of theft or willful damage to any CGMS property will be disciplined in accordance with Board policies and regulations. Any employee whose actions or inactions cause the loss, damage or theft of CGMS property may be disciplined or terminated. CGMS will seek restitution for willful damage to its property under the laws of this state. In the case of minors, restitution will be sought from their parents/guardians.

Security Records

In accordance with law and CGMS policy, CGMS has closed records pertaining to its security guidelines, policies and response plans; structural plans of real property; security systems; and access and authorization codes for security systems. Other security-related records will only be provided to members of the public upon request when required by law.

Type: School Operations
Title: **Civil Rights, Title IX, Section 504**
Date of Board Approval: May 5, 2021

City Garden Montessori School (CGMS) will comply with:

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

CGMS shall appoint an administrator(s) to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

CGMS may designate only one employee to serve as both the Title IX and Section 504 Coordinator. That individual must assume the responsibilities of both coordinators.

It is the policy of CGMS to process all grievances fairly and expeditiously, with the intent of resolving them in a mutually agreeable manner.

Legal Citations:

42 U.S.C. 2000d et seq.
29 U.S.C. 794.
20 U.S.C. 1681 et seq.
42 U.S.C. 6101 et seq

Type: School Operations
Title: Code of Conduct for Adults
Date of Board Approval: November 2014
Notes:

Purpose

The Board of Directors and staff at City Garden Montessori recognize and value the importance of parental and community participation in City Garden Montessori School events and activities, and therefore encourage such participation. For the safety and security of our students, parents, staff and visitors, and to maintain a positive learning environment for our students, and a positive community for all, the following guidelines will apply to all visitors to City Garden Montessori School property or City Garden Montessori School events, whether on or away from City Garden Montessori School property.

Conduct Prohibited on City Garden Montessori School Property or at City Garden Montessori School Events

The Board and administration will not tolerate any person whose presence disturbs classes or school activities, or jeopardizes the security or safety of school property or persons. Prohibited conduct includes, but is not limited to, the following.

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee or any other person on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances on City Garden Montessori School property or at school events, except when City Garden Montessori School has granted permission for alcohol to be served at a school event.
- Be intoxicated, or under the influence of controlled substances, on City Garden Montessori School property or at school events.
- Possess or use weapons, including concealed weapons, in or on school property or at school function, except in the case of law enforcement officers.
- Loiter on or about school property.

- Refuse to comply with any reasonable order of identifiable school officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
- Engage in any conduct that is disruptive, threatening or violent.

Violations of the Code of Conduct:

All reports of violations to the Code of Conduct will be reviewed by the Executive Committee of City Garden's Board of Directors, which has final authority over any and all outcomes.

- Whether a visitor has engaged in conduct that is in violation of this policy will be determined by City Garden Montessori School in its sole discretion.
- If a visitor engages in conduct that is in violation of this policy, the Executive Director, another administrator or a designee may require the visitor to leave City Garden Montessori School property or school event.
- Following such an incident, the Executive Committee of the City Garden Board of Directors will review the circumstances of the incident and determine the duration of the prohibition. The Board Chair, another administrator or a designee will inform the visitor that he or she is prohibited from entering City Garden Montessori School property or attending City Garden Montessori School events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on City Garden Montessori School property. An exception may be made, but is not required, for parents, guardians or custodians of students enrolled in the City Garden Montessori School for the limited purpose of transporting the student or participating in specific activities, such as parent-teacher conferences, when appropriate.
- Failure to comply with a request to leave City Garden Montessori School property or a school event or with a prohibition from being present on City Garden Montessori School property or at a school event may result in a referral to law enforcement.
- Violations of this policy that are serious or persistent in nature may result in a permanent prohibition against that individual volunteering for, participating in, or working at City Garden, or participating in, or working at any activities associated with City Garden.
- A visitor who has been prohibited from being present on City Garden Montessori School property or at school events may submit to the Board of Directors a written request for reconsideration of the prohibition. The Board will consider such a request in its sole discretion and determine the outcome of the request. While the appeal is in process, the prohibition remains in effect.

Any administrator, staff member, parent, Board member, or visitor of City Garden Montessori School who suspects a visitor has engaged in conduct that is in violation

of this policy should report the concern to any staff member present at the event, and/or the Board Chair, CEO/Executive Director, Principal, or other administrator as soon as possible.

Type: School Operations
Title: Communicable Diseases and Immunizations
Date of Board Approval: June 2020
Notes:

Purpose

City Garden Montessori School (CGMS) understands its role in protecting the health of students and employees from the risks posed by communicable diseases. CGMS also recognizes its responsibility to educate all students regardless of medical condition, to protect individual privacy, and to treat students and employees in a nondiscriminatory manner.

Section 1. Immunization

Section 1.1 In accordance with law, students must provide satisfactory evidence of immunization before attending school at CGMS. If a child has begun the process of immunization, he or she may attend school as long as the immunization process is being accomplished in the prescribed manner. The School may make an exception for students who are properly exempted from immunization.

Section 2. Standard Precautions

Section 2.1 CGMS requires all employees to regularly employ standard precautions to prevent exposure to disease-causing organisms. The School will provide the necessary equipment and supplies to implement standard precautions.

Section 3. Risk Considerations

Section 3.1 Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (e.g., chicken pox, conjunctivitis, influenza, etc.) may be excluded from school as needed to maintain the health and safety of all students and staff. Cases of communicable diseases will be managed as required by law and in accordance with guidance provided by the Department of Health and Senior Services (DHSS) and local health departments. When warranted, the School may require a child to be examined by a physician to determine the child's condition and likelihood of transmission of the disease to others.

Section 3.2 Students or employees with chronic communicable diseases that do not pose a risk of transmission in school or at school activities will be allowed to attend school or continue to work without any restrictions based solely on the infection. CGMS will not require any medical evaluations or tests for such diseases.

Section 4. Confidentiality

Section 4.1 The principal or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with CGMS employees (or public employees of other agencies, departments or political subdivisions) who have a reasonable need to know the identity of the individual in order to perform their duties. Such employees who may need to know a student's medical information include a school nurse, or other employee designated to administer medications, and the IEP or 504 team if applicable. For employees, an employee's direct supervisor may need to know an employee's medical information if accommodations are necessary.

Section 4.2 CGMS will maintain all medical records in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

Section 5. Reporting and Disease Outbreak Control

Section 5.1 CGMS will report and implement disease outbreak control measures in accordance with state and local law, as well as DHSS rules governing the control of communicable and/or dangerous diseases, and any applicable rules distributed by the local health department.

Section 6. Notification

Section 6.1 Under Missouri state law, following receipt of a copy of this policy adopted by the Board, DHSS will provide prompt and confidential notice of the identity of any student enrolled in the School who is reported to DHSS to have HIV. Under the same law, the parent(s) or guardian(s) of a child enrolled in the School who is confirmed to have HIV must also provide notice to the School's chief administrative officer.

Legal Citations:

State:

§§ 167.181, .183, .191, 191.650 - .695;

210.03 , RSMo.

19 C.S.R. 20-20.010 - .060, 20-28.010

Type: School Operations
Title: **Community Engagement**
Date of Board Approval: April 2023
Notes: New in 2022-23

Purpose

The City Garden Montessori School (CGMS) shall adopt a community engagement policy that provides residents of the district with methods of communicating with the Board of the School and the school's administration.

Section 1. The CGMS community engagement policy shall include a process for allowing any resident of the district to place an item on the agenda of the Board meeting. Such process shall include the following:

- a. No item shall be placed on a meeting agenda pursuant to the established process unless the item is directly related to the governance or operation of the School;
- b. The School may require a resident to meet with the head of the school in order to resolve the issue. Such meeting shall take place within twenty business days of receiving written request to meet. After such meeting or if the meeting did not take place within twenty business days, the resident may request to have the item placed on the Board's meeting agenda. If the Board receives the request to place the item on the agenda at least five business days prior to the next regularly scheduled meeting, the issue shall be placed as an item on the agenda for such meeting. If the request is received less than five business days before the next regularly scheduled meeting, the agenda item may be placed as an item on the next subsequent regularly scheduled meeting. The item may be moved to a different meeting with consent of the resident.
- c. The Board may refuse to hear or delay hearing an agenda item if the Board has heard an identical or substantially similar issue in the previous three calendar months or if the resident has previously violated Board rules regarding conduct at meetings or on school property.
- d. The Board may delay hearing an agenda item if more than three resident-initiated agenda items are scheduled for the same board meeting. If the hearing of a resident's agenda item is delayed, the Board shall provide the resident with an alternate method of communicating to the school board or governing board regarding the agenda item.

Section 2. The CGMS shall adopt a community engagement policy no later than July 1, 2023.

Legal Citations:
RSMo. 162.058

Type: School Operations
Title: **Distribution of Medicine**

Date of Board Approval: May 5, 2021

Purpose

To maintain the safety of students and staff, City Garden Montessori School (CGMS) adheres to the following regarding the distribution and administration of medication to students.

Section 1. School Distribution and Administration of Medication

Section 1.1. The school nurse (or another employee designated by the School Principal or their designee) may administer/assist with medication (this includes prescription or over-the-counter medication) only if all of the following requirements are met:

Section 1.1.1 Prescription drugs must be in the original container, bear the name of the student, the name of the physician and the name of the pharmacy filing the prescription. Over-the-counter drugs must be maintained in the original container.

Section 1.1.2. The appropriate approval form for medication distribution must have been completed and signed by the parent or guardian for each medication.

Section 1.2.3. The school nurse or other designated employee shall keep a written report of medication taken by the student.

Section 1.2. CGMS reserves the right to refuse to administer certain types of medication (at the discretion of the school nurse or other employee authorized by the School Principal or their designee) when such administration could prove harmful to staff or student without proper training or direction of a physician.

Section 2. Student Possession and Self-Administration of Medication

Section 2.1. CGMS shall grant any student authorization for the possession and self-administration of medication to treat the student's chronic health condition, including but not limited to asthma or anaphylaxis if:

Section 2.1.1. A licensed physician prescribed or ordered such medication for use by the pupil and instructed such pupil in the correct and responsible use of such medication;

Section 2.1.2. The pupil has demonstrated to the pupil's licensed physician or the licensed physician's designee, and the school nurse, if available, the skill

level necessary to use the medication and any device necessary to administer such medication prescribed or ordered;

Section 2.1.3. The pupil's physician has approved and signed a written treatment plan for managing the pupil's chronic health condition, including asthma or anaphylaxis episodes and for medication for use by the pupil. Such plan shall include a statement that the pupil is capable of self-administering the medication under the treatment plan;

Section 2.1.4. The pupil's parent or guardian has completed and submitted to the school any written documentation required by the school, including the treatment plan and the liability statement.

Section 2.1.5. The pupil's parent or guardian has signed a statement acknowledging that the school district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil or the administration of such medication by school staff. Such statement shall not be construed to release the school district and its employees or agents from liability for negligence.

Section 2.2. Pupils authorized to possess and self-administer medication may possess and self-administer such medication while in school, at a school-sponsored activity, and in transit to or from school or school-sponsored activity

Section 2.3. Such authorization shall only be effective for the school year in which it is granted. Such authorization shall be renewed by the student's parent or guardian each subsequent school year.

Section 2.4. Any current duplicate prescription medical, if provided by a student's parent or guardian or by the school shall be kept at the school in a location at which the student or school staff has immediate access in the event of an asthma or anaphylaxis or other emergency.

Section 2.5. The written treatment plan, liability statement, and any other written documentation shall be kept on file at the school in a location easily accessible in the event of an emergency.

Legal Citations:

§ 167.621, RSMo.

§ 167.627, RSMo

Type: School Operations
Title: Drug Free Schools

Date of Board Approval: May 5, 2021

SECTION 1. Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, City Garden Montessori School (CGMS) shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students. (See also Policy 6130 - Drug Education.) Such programs will address the legal, social, and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

SECTION 2. CGMS shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

SECTION 3. CGMS certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. CGMS conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Legal Citation:
§ 161.500, RSMo

Type: School Operations

Title: **Eye Protection**

Date of Board Approval: May 5, 2021

Every student, teacher, and visitor is required to wear an industrial quality eye protective device when participating in or observing any of the following at City Garden Montessori School:

Chemical, physical, or combined chemical-physical reactions involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.

"Industrial quality eye protective devices" means devices meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc.

Legal Citation:
§ 170.005, RSMo

Type: School Operations

Title: **Firearms and Other Weapons on School Property**

Date of Board Approval: October 2018

Notes:

Purpose

The Board recognizes the importance of preserving a safe educational environment for students, employees and visitors of CGMS. In order to maintain the safety of the educational community, CGMS will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property.

Definitions

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. Any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Firearms, and weapons defined above in #1, #2, #3, and #4 are prohibited. If for a specific school purpose, an item defined in #5 above is needed, the staff person requesting the use of such an item must obtain prior administrative authorization.

School property is defined as property utilized, supervised, rented, leased, or controlled by CGMS including but not limited to school playgrounds, parking lots and school vehicles, and any property on which any school activity takes place.

In General

No student may possess a weapon on school property at any time. The Board recognizes that, due to the unique aspects of Montessori education practices, students will use kitchen knives when engaged in lessons in life skills. Use of knives for this purpose only is allowed, and only under the supervision of the classroom teacher(s).

No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by CGMS, except for authorized law enforcement officials. Firearms are also prohibited in vehicles that are on CGMS property.

Under no circumstances shall ammunition or other explosive materials be allowed on CGMS property or at any CGMS-sponsored event.

Consequences

Any person who possesses a weapon in violation of this policy will be asked to leave CGMS property. In addition, administrators may report the incident to law enforcement officials, ban the person from school property or school events or seek other legal remedies.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the CEO/Executive Director to the Board.

Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities. Students with disabilities who violate this policy will be disciplined in accordance with School Discipline Policy.

CGMS will prepare a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. § 921. The report will include the number of students suspended or expelled, grade levels, and the types of weapons involved; and will be provided to the Board annually.

Type: School Operations

Title: **Flag of the United States of America and Pledge of Allegiance**

Date of Board Approval: June 2, 2021

SECTION 1. Display of Flag of the United States of America

SECTION 1.1. The School shall display in a prominent place either upon the outside of the school building or upon a pole erected in the school yard the flag of the United States of America.

SECTION 2. Pledge of Allegiance

SECTION 2.1. The school shall ensure that the Pledge of Allegiance to the flag of the United States of America is recited in at least one scheduled class for every student enrolled in the school no less often than once per school day.

SECTION 2.2. No student shall be required to recite the Pledge of Allegiance.

Legal Citation:

171.21 , RSMo.

Type: School Operations
Title: **Get the Lead Out of School Drinking Water Act**
Date of Board Approval: April 2023
Notes: New in 2022-23

Purpose

Beginning in the 2023-2024 school year and every subsequent school year, the City Garden Montessori School (CGMS) shall provide drinking water with a lead concentration level below five parts per billion in sufficient amounts to meet the drinking water needs of all students and staff.

Section 1. On or before January 1, 2024, CGMS shall:

- a. Conduct an inventory of all drinking water outlets and all outlets that are used for dispensing water for cooking or cleaning cooking and eating utensils;
- b. Develop a plan for testing every water outlet inventoried under paragraph (a) above and make such plan available to the public; and
- c. Provide general information on the health effects of lead contamination and additional informational resources for employees and parents if information is requested.

Section 2. Testing

2.1. Before August 1, 2024, or the first day on which students will be present, CGMS shall:

- a. Conduct testing for lead by first-draw and follow-up flush samples of a random sampling of at least twenty-five percent of remediated drinking water outlets until all remediated sources have been tested as recommended by the 2018 version of the United States Environmental Protection Agency's Training, Testing, and Taking Action program.
- b. Such testing shall be conducted and results analyzed by an entity approved by the Department of Health and Senior Services;

Section 3. Steps to Remediation

3.1. If testing indicates the water source is causing the contamination and until such time remediation is complete, CGMS shall:

- a. Make all test results and any lead remediation plans available on the CGMS's website within two weeks after receiving test results; and

- b. Remove and replace any drinking water coolers or drinking water outlets that the United States Environmental Protection Agency has determined are not lead-free under the federal Lead Contamination Act of 1988, as amended.
- c. CGMS is not required to replace drinking water outlets or water coolers that tested under the testing requirements in the United States Environmental Protection Agency's Training, Testing, and Taking Action program and have been determined to be dispensing drinking water with a lead concentration less than five parts per billion.

3.2. If testing indicates the water source is causing the contamination and until such time remediation is complete, CGMS shall:

- a. Install a filter at each point at which the water supply enters CGMS;
- b. Install a filter that reduces lead in drinking water on each water outlet inventoried in Section 2(a) above to ensure lead concentrations are below five parts per billion; or
- c. Provide purified water at each water outlet inventories in Section 2.1.a above.

3.3. If testing indicates that the internal building piping is causing the contamination and until such time remediation is complete, CGMS shall:

- a. Install a filter at each point at which the water supply enters CGMS; or
- b. Install a filter that reduces lead in drinking water on each water outlet inventoried in Section 2.1.a above to ensure lead concentrations are below five parts per billion.
- c. Any pipe, solder, fitting, or fixture replaced as part of remediation shall be lead free, as such term is defined in 40 CFR 143.12, as amended.

3.4. If test results show lead concentration that exceeds five parts per billion, CGMS shall provide written notification to staff within seven business days of receiving such test result. The written notification shall include:

- a. The test results and a summary that explains the results;
- b. A description of remedial steps taken; and
- c. A description of general health effects of lead contamination and community specific resources.

3.5. If test results show lead concentration that exceeds five parts per billion, CGMS shall also provide bottled water if there is not enough water to meet the drinking water needs of students, teachers, and staff.

3.6. CGMS shall test for lead annually, however, if CGMS tests and does not find a drinking water source with a lead concentration above 5 parts per billion, CGMS is only required to test every five years.

Legal Citations:

RSMo. 160.077

Type: School Operations
Title: **Health Information Records**
Date of Board Approval: May 5, 2021

Except as otherwise required by the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), City Garden Montessori School records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file.

Only the School Principal or their designee shall have access to the locked file cabinet or secure computer file.

Legal Citations
20 U.S.C. § 1232g

Type: School Operations

Title: **Local Educational Agency and School Title I.A Parental Involvement**

Date of Board Approval: June 2, 2021

Purpose

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parental and family engagement policy as required the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (parental involvement policy).

I. LOCAL EDUCATIONAL AGENCY POLICY

In General: A local educational agency may receive Title I, Part A funds only if such agency Conducts outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members consistent with the provisions below. Such programs, activities, and procedures shall be planned and implemented with meaningful consultations with parents of participating children.

Written Policy: Each local educational agency that receives funds under Title I, Part A shall develop jointly with, agree upon with, and distribute to, parents and family members of participating children a written parent and family engagement policy that is incorporated into the local educational agency's plan developed under section 1112, establishes the expectations and objectives for meaningful parent and family involvement, and describes how the local educational agency will:

- Involve parents and family members in the joint development of the plan under section 1112, and the support and improvement plans under section 1111.
- Provide the coordination, technical assistance, and other support necessary to assist and build the capacity participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance; which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- coordinate and integrate parent and family involvement strategies under this part with parent and family engagement strategies under relevant federal, state, and local programs, such as the Head Start program,

Reading First program, Early Reading First program, Even Start program, Parents as Teachers program, and Home Instruction Program for Preschool Youngsters, and State-run preschool programs;

- conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the quality of the schools served under this part, including identifying barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions. The LEA should use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parental and family engagement policies described in this section; and
- involve parents in the activities of the schools served under Title I, Part A, which may include establishing a parental advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.

Reservation of Funds

Each local educational agency shall reserve at least 1 percent of such agency's allocation under Title I, Part A, subpart 2 to carry out parental and family involvement, including family literacy and parenting skills, (unless 1 percent of such agency's allocation under Title I, Part A, subpart 2 for the fiscal year for which the determination is made is \$5,000 or less.)

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

II. SCHOOL PARENTAL INVOLVEMENT POLICY

Each school served under Title I, Part A shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents, that shall describe the means for carrying out the requirements of Policy Involvement, Shared Responsibilities for High Student Academic Achievement, and Building Capacity for Involvement and Accessibility.

Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such

policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Special rule.--If the school has a parent and family engagement policy that applies to all parents and family members, such school may amend that policy, if necessary, to meet the requirements of this subsection.

Amendment.--If the local educational agency has a school district-level parental and family engagement policy that applies to all parents and family members in all schools served by the local educational agency, such agency may amend that policy, if necessary, to meet the requirements of this subsection.

Parental comments.--If the plan under section 1112 is not satisfactory to the parents of participating children, the local educational agency shall submit any parent comments with such plan when such local educational agency submits the plan to the State.

Policy Involvement

Each school served under Title I, Part A shall:

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

(2) offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;

(3) involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of its programs, the school may use that process, if such process includes an adequate representation of parents of participating children;

(4) provide parents of participating children--
(A) timely information about programs under this part;
(B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and

(C) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and

(5) if the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under Title I, Part A:

(1) shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;

(2) shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement;

(3) shall educate teachers, specialized instructional support personnel, principals, and other School Leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;

(4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;

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

(6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;

(7) may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;

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

(9) may train parents to enhance the involvement of other parents;

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

(11) may adopt and implement model approaches to improving parental involvement;

(12) may establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;

(13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and

(14) shall provide such other reasonable support for parental involvement activities under this section as parents may request.

III. ACCESSIBILITY

In carrying out the parent and family engagement requirements, local educational agencies and schools, to the extent practicable, shall provide full opportunities for the informed participation of parents and family members including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

Legal Citations:

§ 167.700, RSMo

Title I, Part A Sec. 1112, U.S. Department of Education

Type: School Operations
Title: **Mandatory Reporting**
Date of Board Approval: May 2020
Notes:

City Garden Montessori School employees, contractors, and volunteers who know or have reasonable cause to suspect that a child has been or may be subject to abuse or neglect, or observes a child being subject to conditions or circumstances which would reasonably result in abuse or neglect, by any person (whether a parent, a school employee or a third party) shall immediately report such belief to the Children’s Division of the Department of Social Services.

If a student reports alleged sexual misconduct on the part of a teacher or other school employee to a school employee, both that employee and the Principal shall report the allegation to Children’s Division.

No internal investigation shall be initiated until such a report has been made, and even then, the internal investigation may be limited in accordance with law if the report involves sexual misconduct by a school employee.

Employees who make such reports to Children’s Division must notify the Principal that a report has been made.

No employee making a report in accordance with this policy shall be subject to any sanction, including any adverse employment action, for making such a report.

Legal Citations:

§§ 162.069, 210.110, 210.115, Missouri Revised Statutes;

Type: School Operations

Title: **Migrant Students**

Date of Board Approval: May 2017

Notes:

City Garden Montessori School (CGMS) has created this policy pertaining to the identification and services provided to Migrant students. The school principal will serve as the Migrant Student services coordinator.

Identification

Upon enrollment, all students will be asked to complete the Student Home Language survey (see attached). If it is indicated that a migrant student is enrolling, the parents will then be asked to complete a parent survey/family interview form provided by the State Office of Migrant-English Language Learner (MELL) Program.

The Regional Migrant Center or the State Director of Migrant Education will be notified of any migrant students who are enrolled in this school. The Regional Migrant Center will be contacted for any assistance needed for the migrant student(s).

Services

Migrant students will be provided the full range of education and related services provided to other students. School personnel including receptionist, Family Support Coordinator, teachers and the Principal will be advised of the presence of eligible migrant students at City Garden to ensure that equal access to all school programs is provided. The Principal serves as the migrant student coordinator. If a migrant student is identified, the Principal will be responsible to:

- A. Assess the educational, health, and social needs of the identified migrant children and develop objectives to address those needs so that migrant children meet the Show Me Standards.
- B. Provide advocacy to allow children and families gain access to health, nutrition and social services.
- C. Review existing programs and resources to determine which can help meet the needs of migrant children and assure that the children have access to them.
- D. Develop supplemental instructional programs for migrant children.
- E. Maintain and regularly update educational and health records of migrant children and provide information for entry into the state database and transmittal to schools where the children will next enroll.
- F. Provide professional development for regular and special teachers to improve the quality of education for migrant children.

- G. Inform LEA personnel of their required participation in in-service training provided by the MELL program.
- H. Provide opportunities for participation of migrant parents in the educational activities of their children.
- I. Provide needs assessment, evaluation, financial, and other information needed to DESE regarding the services provided to migrant students.

Advocacy

Complaints concerning the placement of migrant students will be resolved by means of the complaint procedure for homeless students.

Type:	School Operations
Title:	Missouri Student Religious Liberties Act
Date of Board Approval:	May 2023
Notes:	Newly required in 2022-23

Section 1. Anti-Discrimination

Section 1.1. CGMS shall not discriminate against any person on the basis of a religious viewpoint or religious expression.

Section 1.2. CGMS shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner CGMS treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and shall not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

Section 2. Student Expression in Homework and Classroom Assignments

Section 2.1. Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions.

Section 2.2. Homework and classroom assignments shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by CGMS.

Section 2.3. Students shall not be penalized or rewarded on account of the religious content of their work. If an assignment requires a student's viewpoints to be expressed in course work, artwork or other written or oral assignments, CGMS shall not penalize or reward a student on the basis of religious content or a religious viewpoint. In such an assignment, a student's academic work that expresses a religious viewpoint shall be evaluated based on ordinary academic standards of substance and relevance to the course curriculum or requirements of the course work or assignment.

Section 3. Student Prayer, Religious Activities, and Religious Expression

Section 3.1. CGMS Students may pray or engage in religious activities or religious expression, before, during, and after the school day in the same manner and to the same extent that students may engage in nonreligious activities or expression, provided that such religious expression or religious activities are not disruptive of scheduled instructional time or other educational activities and do not impede access to school facilities or mobility on school premises.

Section 3.2. Students may organize prayer groups, religious clubs, or other religious gatherings before, during, and after school to the same extent that students are permitted to organize other noncurricular student activities and groups.

Section 3.3. Religious groups shall be given the same access to school facilities for assembling as is given to other noncurricular groups without discrimination based on the religious content of the student's expression.

Section 3.4. Religious groups shall be allowed to advertise or announce meetings in the same manner as student groups that meet for nonreligious activities.

Section. 3.5. CGMS may only disclaim sponsorship of noncurricular groups and events in a manner that neither favors nor disfavors groups that meet to engage in prayer or religious speech.

Section 4. Student Clothing, Accessories, and Jewelry

Students at CGMS may wear clothing, accessories, and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories, and jewelry that display messages or symbols are permitted.

Section 5. Construction

This policy shall not be construed to:

- Require any person to participate in prayer or in any other religious activity
- Violate the constitutional rights of any person
- Prohibit CGMS from maintaining order and discipline in a content and viewpoint neutral manner
- Prohibit CGMS from protecting the safety of students, employees, and visitors of CGMS
- Prohibit CGMS from adopting and enforcing policies and procedures regarding student speech at school, provided that the policies and procedures do not violate the rights of students as guaranteed by law.

Legal Citations:

RSMo. 160.2500

Type:	School Operations
Title:	Name and Pronoun
Date of Board Approval:	September 6, 2023
Notes:	Not required, but recommended

Purpose

City Garden Montessori School (CGMS) is an inclusive institution, and will continue to ensure that students and staff are protected and respected in their choice of names and pronouns.

Section 1. Definitions

- a. "Gender identity" means a person's deeply held sense or psychological knowledge of their gender, regardless of the gender assigned to them at birth.
- b. "Transgender" means people whose gender identity is different from the gender assigned to them at birth.
- c. "Gender Expression" means the way a person expresses gender, such as clothing, hairstyles, activities, or mannerisms.
- d. "Gender Nonconforming" means the description of people whose gender expression differs from stereotypical expectations.

Section 2. Request to Change Name and Pronoun

- a. Any student may initiate a request to change their name and/or pronouns that the school uses to address them. The school shall use the name and/or pronouns the student requests.

Section 3. Official Records

- a. The school is required to maintain a mandatory, permanent pupil record that includes a student's legal name and legal gender. The school shall change the legal name and legal gender of the student in the student's permanent pupil record upon receipt of documentation that such change has been made pursuant to a court order.
- b. The school shall also use a student's legal name and legal gender on any other documentation in the manner required by law.

Type: School Operations
Title: Official School Year and School Days
Date of Board Approval: September 9, 2023

The City Garden Montessori School (CGMS) Board of Directors will annually adopt a school calendar that provides for the minimum required student attendance as determined by the Missouri Department of Elementary and Secondary Education, currently 1,044 hours.

The length of the school day shall be 7 hours per day.

The calendar shall also include thirty-six make-up hours for possible loss of attendance due to inclement weather¹. Hours, in excess of the state required minimum, may be recommended by the Principal and approved by the Board.

CGMS shall be exempt from making up, up to 36 hours of school, lost or cancelled due to exceptional or emergency circumstances² if the School has an alternative methods of instruction plan approved by the department of elementary and secondary education.³

Legal Citations:
§ 171.033, RSMo.

¹ For purposes of this Policy, “inclement weather” means ice, snow, extreme cold, flooding or a tornado

² For purposes of this Policy, exceptional or emergency circumstances shall include, but not be limited to, inclement weather, a utility outage, or an outbreak of a contagious disease.

³ § 171.033, RSMo.

Type: School Operations

Title: **Organ, Eye, and Tissue Donation**

Date of Board Approval: May 5, 2021

Section 1. Presentation on Organ, Eye, and Tissue Donation

Section 1.1. Any state or nationally recognized program or organization that provides unbiased information on organ, eye, and tissue donation that requests to present information on organ, eye, and tissue donation to the Board of Directors of City Garden Montessori School shall be allowed to give such presentation and shall be allotted no less than thirty minutes for the presentation.

Section 1.2. The Board of Directors shall consider the information presented and decide whether to present such information to students and parents in the school and the manner in which such information shall be presented.

Section 2. Student Instruction

No student shall be required to participate in any instruction relating to information about organ, eye, and tissue donation if the student has any sincerely held religious or emotional belief which is contrary to such instruction.

Legal Citation:
§ 170.311, RSMo.

Type: School Operations
Title: Parental Notification
Date of Board Approval: May 2023
Notes: New in 2022-23

Any time City Garden Montessori School (CGMS) is determined to be in the bottom five percent of scores on the annual performance report, the School shall mail a letter to the parents and guardians of each student in the School.

Such letter shall include:

- a. That the CGMS has been determined to be in the bottom five percent of scores on the annual performance report; and
- b. What options are available to such students as a result of the School's current status.

Legal Citations:
RSMo. 162.084

Type:	School Operations
Title:	Parents and Student Complaints and Grievances
Date of Board Approval:	May 2023
Notes:	Newly required in 2022-23

Purpose

Students and parents have the right and responsibility to express school related concerns and grievances to the faculty and administration of City Garden Montessori School (CGMS). Students and parents shall be assured the opportunity for an orderly presentation and timely review of concerns.

This policy does not provide for complaints and grievances stemming from discrimination, harassment, or retaliation, which are covered in CGMS' Prohibition Against Discrimination, Harassment, and Retaliation Policy, adopted in June 2020.

Section 1. Process

The faculty and administration of CGMS will make an honest and forthright effort to resolve grievances as quickly as possible at the most immediate level of authority.

Section 1.1. The levels of authority shall be as follows:

1. Classroom related concerns – Lead Guide (teacher) for that classroom
2. School related concerns (including policies, procedures, administration, unresolved classroom related concerns, etc.) – School Principal
3. If there is an issue that the School Principal cannot resolve, or if the issue is about the School Principal – CEO/ Executive Director
4. Appeals must be submitted in writing to the – CGMS Board of Directors (board@citygardenschool.org)

Please be certain that complaints and grievances are addressed in this order.

Section 1.2. Decisions rendered by the Board of Directors shall be considered final.

Section 2.

Any teacher, staff member, or administrator shall have the authority to table any meeting considered to be unproductive, threatening, hostile, inappropriate, or lacking appropriate representation.

Legal Citations:

RSMo. 160.405

Type: School Operations

Title: **PPRA - Student Survey, Analysis, and Evaluation**

Date of Board Approval: May 2020

Notes:

Section 1. Inspection

Section 1.1 Instructional materials used as part of the educational curriculum or instructional materials of City Garden Montessori School (CGMS), including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation will be available for inspection by a parent or guardian upon request. A parent may, upon request, inspect surveys created by a third party prior to administration or distribution of the survey by the School to a student. However, the term "instructional material" does not include academic tests or academic assessments.

Section 1.2 City Garden Montessori School generally will not collect, disclose or use personal student information to market or sell that information or otherwise provide the information to others for that purpose. In the event CGMS chooses to collect information from students for the purpose of marketing or selling that information, parents may request to inspect any instrument used to gather the information before the instrument is administered or distributed to a student.

Section 2. Consent Required

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without prior written consent of a parent:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sex behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Section 3. Notice and Opportunity to Opt Out

Section 3.1 Parents will receive prior notice and an opportunity to opt a student out of:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
- B. Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student or other students.
- C. The administration of any protected information survey, as defined above, regardless of the funding source.

Section 3.2 CGMS will directly notify parents annually at the beginning of the school year of the specific or approximate dates during the school year when the above-described activities will occur or are expected to be scheduled.

Section 4. Notification of Policy and Privacy

Section 4.1 In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

Section 4.2 If a survey covering one or more of the eight issues listed above is distributed, CGMS will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy.

Section 4.3 The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

Legal Citations:

State:

Chapter 610, Missouri Revised Statutes

Federal:

Protection of Pupil Rights Amendment, 20 U.S.C. 1232 h

Type: School Operations
Title: Programs for Students Who Are Homeless
Date of Board Approval: June 2020
Notes:

Purpose

City Garden Montessori School (CGMS) shall ensure that children and youth who are homeless are afforded the same free, appropriate public education as provided to other students. Students who are homeless shall not be stigmatized or segregated into other educational programs on the basis of their status as homeless.

Section 1. General

CGMS shall establish safeguards that protect students from discrimination on the basis of their homelessness, and CGMS will remove barriers that affect the enrollment and retention of students who are homeless.

Section 2. Definitions

Section 2.1 Students who are homeless are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

- A. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason, are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- B. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
- C. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
- D. Migratory children who meet one of the above-described characteristics.

Section 2.2 For purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

Section 3. Placement

CGMS will consider the best interest of a student who is homeless, with parental input, in determining whether the student should be enrolled in the school of origin or a school that students who are not homeless, and who live in the catchment

area, are eligible to attend. To the extent feasible, and in accordance with the best interest of student who is homeless, the student who is homeless should continue enrollment in the student's school of origin, unless doing so is contrary to the wishes of the parent or guardian. If the student who is homeless is unaccompanied by a parent or guardian, the coordinator of services for students who are homeless will consider the views of the student who is homeless in deciding where the student will be enrolled.

CGMS must provide a written explanation, including a statement regarding the right to appeal, to the parent or guardian of the student who is homeless, or to the student who is homeless if unaccompanied, if CGMS selects a school for enrollment other than the school of origin or a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in school, the student who is homeless shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian of the student who is homeless shall be referred to CGMS's coordinator of services for students who are homeless, who will carry out the dispute resolution process as expeditiously as possible.

Section 4. Enrollment

If CGMS is selected as the school of best interest, and the student is otherwise eligible in accordance with CGMS's Student Admissions Policy, CGMS will immediately enroll the student, even if they are unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, CGMS may require a parent or guardian of the student who is homeless to submit contact information.

Section 5. Services

Students who are homeless attending CGMS shall be provided services and educational programs comparable to those offered to other students in the school. Transportation services may be provided to students who are homeless when required by law.

Section 6. Coordinator

The Board designates the Family Support Coordinator to act as CGMS's coordinator of services for students who are homeless. The coordinator of services for students who are homeless will work to ensure that children and youth who are homeless have equal access to the same public education as is provided to other children and youth. The responsibilities of the coordinator of services for students who are homeless include:

- A. Identifying students who are homeless with school personnel and other entities and agencies with which the school coordinates activities;

- B. Assisting with immediate enrollment of children and youth who are homeless and providing assistance with obtaining academic and medical records;
- C. Making school placement decisions on the basis of the best interest of the child and wishes of the parent, guardian, or unaccompanied youth;
- D. Handling enrollment disputes;
- E. Prohibiting the segregation of children and youth who are homeless;
- F. Informing the parents or guardians of students who are homeless of the educational and related opportunities available to the students and providing them with meaningful opportunities to participate in the education of their students;
- G. Providing /arranging transportation for student when required by law;
- H. Assisting in obtaining necessary immunizations or medical records;
- I. Informing parent, guardian, or unaccompanied youth who are homeless of the educational and related opportunities available to them;
- J. Disseminating public notice of the educational rights of children and youth who are homeless as appropriate; and
- K. Coordinating and collaborating with State coordinators and community and school personnel responsible for the provision of education and related services to children and youth who are homeless.

Section 7. Complaint Resolution

- A. *Level I* – A complaint regarding placement or access to educational programs of a student who is homeless should first be presented orally and informally to City Garden’s coordinator of services for students who are homeless. If the complaint is not promptly resolved, the student who is homeless or parent/guardian may present a formal written complaint to the coordinator of services for students who are homeless. The written complaint should include the following: date of filing, description of complaint, the name of the person or persons involved, and a description of any action taken prior to the written complaint to resolve the complaint. Within five (5) business days of receiving the complaint, the coordinator will provide the complainant with a written decision regarding the complaint.
- B. *Level II* – Within five (5) business days after receiving the decision at Level I, the complainant may appeal the decision to the Chief Executive Officer by filing a written request for appeal. The written request for appeal shall include the written complaint and written decision from Level I. The Chief Executive Officer may, but is not required to, meet with the complainant at a time of mutual convenience. Within five (5) business days after receiving the written request for appeal, the Chief Executive Officer will issue a decision in writing.
- C. *Level III* – If the complainant is not satisfied with the decision at Level II, the complainant may file a written request for appeal to the Board of Directors. The written request for appeal must be submitted to the Chief Executive Officer within five (5) business days after receiving the written decision at Level II. The Board shall conduct a hearing and, within 30 business days

after receiving the written request for appeal, the Board will issue its decision in writing.

- D. *Level IV* – If the complainant is dissatisfied with the action taken by the Board of Directors, a written notice stating the reasons for dissatisfaction may be filed with the State Homeless Coordinator, Federal Discretionary Grants, P.O. Box 480, Jefferson City, MO 65102-0480. An Appeal of this decision can be made within ten days to the Deputy Commissioner of Education.

Legal Citations:

State:

§§ 167.020, 167.181, 210.003, Missouri Revised Statutes;

Federal:

McKinney Vento Act, 42 U.S.C. 11431 et seq.

Type: School Operations

Title: **Prohibition Against Discrimination, Harassment, and Retaliation**

Date of Board Approval: June 2020

Notes:

Purpose

City Garden Montessori School (CGMS), a single-school local educational agency operating as a charter school as permitted by law, is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities.

In accordance with law, CGMS is an equal opportunity employer, and strictly prohibits discrimination, harassment, and retaliatory actions against employees, students or others as defined below.

Section 1. General Rule

Section 1.1 In accordance with law, CGMS is an equal opportunity employer, and strictly prohibits discrimination, harassment, and retaliatory actions against employees, students or others.

Section 1.2 CGMS's Board of Directors ("Board") also prohibits:

- A. Retaliatory actions as defined in the "Definitions" section above
- B. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions

Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy

Section 2. Definitions

- A. Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when they are performing duties of the compliance officer.
- B. Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, age, veteran status, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

- C. Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation (as defined in Section 2 of this policy) made to the compliance officer.
- D. Harassment – Harassment is unwelcome conduct that is based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, age, veteran status, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists. Behaviors that could constitute harassment include, but are not limited to, the following acts: graffiti; display of written material, pictures or electronic images, including text messages; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property. Harassment is unlawful when it is sufficiently severe or pervasive that it denies or limits a student's ability to participate in educational programs or it creates a work environment that a reasonable person would consider intimidating, hostile, or abusive.
- E. Retaliatory Actions – Retaliatory actions include, but are not limited to, acts of intimidation, threats, coercion or discrimination against those who:
- Make complaints of prohibited discrimination or harassment
 - Report prohibited discrimination or harassment
 - Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the school, concerning prohibited discrimination or harassment.
- F. Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment is unlawful when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) it is sufficiently severe or pervasive that it denies or limits a student's ability to participate in educational programs or it creates a work environment that a reasonable person would consider intimidating, hostile, or abusive. Sexual harassment may occur between members of the same or opposite sex. The school presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance. Behaviors that could constitute sexual harassment include, but are not limited to:
- Sexual advances and requests or pressure of any kind for sexual favors, activities or contact
 - Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact
 - Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact
 - Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex

- Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing
- Comments about an individual's body, sexual activity or sexual attractiveness
- Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol
- Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

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

Section 3. Boy Scouts of America Equal Access Act

Section 3.1 As required by law, CGMS will provide equal access to school facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

Section 4. Compliance Officer

Section 4.1 The Board designates the following individual to act as CGMS's compliance officer: Chief Operating Officer, 1618 Tower Grove Ave, St Louis, MO 63110.

Section 4.2 In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer, which shall be the Chief Executive Officer.

Section 4.3 The compliance officer or acting compliance officer will: 1. Coordinate school compliance with this policy and the law. 2. Receive all grievances regarding discrimination, harassment and retaliation. 3. Serve as the school's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws. 4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences. 5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment. 6. Determine whether school employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary. 7. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any

patterns or systemic problems and reporting such problems and patterns to the Board. 8. Seek legal advice when necessary to enforce this policy. 9. Report to the Board aggregate information regarding the number and frequency of grievances and compliance with this policy. 10. Make recommendations regarding changing this policy or the implementation of this policy. 11. Coordinate and institute training programs for school staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation. 12. Perform other duties as assigned by the Board.

Section 5. Reporting, Review, and Interim Measures

Section 5.1 All employees, students and visitors must promptly report to the School Principal, Chief Academic Officer or Chief Executive Officer for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off school property and that is unrelated to the school's activities negatively impacts the school environment, CGMS will investigate and address the behavior in accordance with this policy, as allowed by law.

Section 5.2 When a report is made or the school otherwise learns of potential discrimination, harassment or retaliation, CGMS will take prompt and appropriate action to protect the alleged victim, including implementing interim measures. For example, the school may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. CGMS will take prompt and appropriate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Section 5.3 Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the school.

Section 5.4 Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All school employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the potential victim of discrimination, harassment or retaliation does not file a grievance, school employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer

will summarize the verbal complaint in writing. A grievance is not needed for the school to take action upon finding a violation of law, school policy or school expectations.

Section 5.5 Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the school will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Section 6. Consequences and Remedies

Section 6.1 If the school determines that discrimination, harassment or retaliation have occurred, the school will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Section 6.2 Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The Chief Executive Officer or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Section 6.3 In accordance with law and CGMS policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Section 6.4 Remedies provided by CGMS will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, moving the perpetrator to a different class, providing an escort between classes, or allowing the victim to retake or withdraw from a class. CGMS may provide additional training to students and employees, make periodic assessments to make sure behavior complies with school policy, or perform a climate check to assess the environment in the school.

Section 7. Public Notice

Section 7.1 The School Administration or designee will publicize CGMS's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the school's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees.

Section 7.2 School bulletins, catalogs, application forms, recruitment material and the school's website will include a statement that the school does not discriminate in its programs, services, activities, facilities or with regard to employment. The school will provide information in alternative formats when necessary to accommodate persons with disabilities.

Section 8. Student-on-Student Harassment

Section 8.1 The School Principal or designee may discipline a student for prohibited behavior in accordance with the school's discipline policy. If an administrator other than designated compliance officer disciplines the student, that administrator will report any incident of discrimination, harassment and retaliation to the designated compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance.

Section 8.2 The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Section 9. Grievance Process Overview

Section 9.1 If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the Chief Executive Officer, the compliance officer may designate someone outside the school to hear the grievance in lieu of the Chief Executive Officer, or the grievance may be heard directly by the Board.

Section 9.2 An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the school's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, an appeal may be taken to the next level.

Section 9.3 The school will promptly investigate all grievances submitted pursuant to this policy, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances. All persons are required to cooperate fully in the investigation. The compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

Section 9.4 In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the school will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely

than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, CGMS will take prompt and appropriate corrective action.

Section 9.5 Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.

Section 9.6 The school will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.

Section 9.7 Upon receiving a grievance, school administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Section 10. Grievance Process

Section 10.1 Level I – A grievance is filed with the school's compliance officer. The compliance officer may, at his or her discretion, assign the Chief Executive Officer or other appropriate supervisor to conduct the investigation when appropriate. Regardless of who investigates the grievance, an investigation will commence promptly, but no later than five working days after the compliance officer receives the grievance or as soon as reasonably practicable. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance. Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. The deadlines to complete the investigation and written report may be extended in light of extenuating circumstances as determined by the compliance officer. If a violation of this policy is found, the compliance officer will recommend corrective action to the Chief Executive Officer to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the alleged victim if someone other than the alleged victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and school policy, regarding whether the school's compliance officer or designee determined that school policy was violated.

Section 10.2 Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the Chief Executive Officer by notifying the Chief Executive

Officer in writing. The Chief Executive Officer may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate. When the Chief Executive Officer has acted as the compliance officer, the appeal will be heard directly by the Board as described in Level III. Within ten working days or as soon as reasonably practicable the Chief Executive Officer will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the Chief Executive Officer conducts the appeal, the Chief Executive Officer will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the Chief Executive Officer's decision, regarding whether the Chief Executive Officer or designee determined that CGMS policy was violated.

Section 10.3 Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the alleged victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the Chief Executive Officer's decision to the Board in writing. The person filing the grievance, the alleged victim if someone other than the victim filed the grievance, and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The decision of the Board is final.

Section 11. Confidentiality and Records

Section 11.1 To the extent permitted by law and in accordance with Board policy, CGMS will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. CGMS will disclose information to the school's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, CGMS will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

Section 11.2 The school will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the school's attorney.

Section 12. Training

Section 12.1 The school will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. CGMS will instruct employees to make all complaints to the designated compliance officer or acting compliance officer and will provide current contact information for these persons. CGMS will inform employees of the consequences of violating this policy and the remedies the school may use to rectify policy violations. All employees will have access to CGMS's current policy, required notices and grievance forms. CGMS will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

Legal Citations:

Local:

St. Louis City Ordinance 68715

State:

RSMo. 213.010-.137
RSMo. 290.400-.450
RSMo. 105.255
RSMo. 162.068
Employees

Human Rights
Female Employee Rights – Wage and Hour
Life Insurance Benefits – Active Military Duty
Reporting Requirements regarding Former

Federal:

20 U.S.C. 1400-1417
20 U.S.C. 1681
20 U.S.C. 7905
29 U.S.C. 621-634
29 U.S.C. 206(d)
29 U.S.C. 794
42 U.S.C. 12101-12213
42 U.S.C. 1751-1760
42 U.S.C. 1777-1785
42 U.S.C. 2000d-2000d-7
42 U.S.C. 2000e-1-2000e-17
42 U.S.C. 2000ff-2000ff-11
42 U.S.C. 6101-6107
42 U.S.C. 11435
7 C.F.R. Part 210
7 C.F.R. Party 215
7 C.F.R. Part 220
7 C.F.R. Part 225

Individuals with Disabilities Education Act
Federal Statute
Boy Scout Equal Access Act
Age Discrimination in Employment Act
Federal Statute
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act
Rich B. Russell National School Act
Child Nutrition Act
Title VI of the Civil Rights Act of 1964
Title VII of the Civil Rights Act of 1964
Genetic Information Nondiscrimination Act
Age Discrimination Act
Federal Statute
National School Lunch Program
Special Milk Program
School Breakfast Program
Summer Food Program

Type: School Operations
Title: **Public Inspection**

Date of Board Approval: May 5, 2021

Section 1.

City Garden Montessori School (CGMS) shall make available for public inspection, and provide upon request, to the parent, guardian, or other custodian of any school- age pupil resident in the LEA in which the school is located the following information¹:

- A. The school's charter;
- B. The school's most recent annual report card published according to section 160.522, RSMo;
- C. The results of background checks on the charter school's board members; and
- D. If operated by a management company, a copy of the written contract between the Governing Board of the School and the educational management organization or the charter management organization for services. The charter school may charge reasonable fees, not to exceed the rate specified in section 610.026, RSMo for furnishing copies of documents under this subsection.

Section 2.

The website of the school shall contain a direct link to the department of elementary and secondary education's website section containing a searchable expenditure and revenue document or database detailing actual income, expenditures, and disbursements for the current calendar or fiscal year.²

¹ § 160.410, RSMo.

² § 160.066, RSMo.

Type: School Operations

Title: **Readmissions**

Date of Board Approval: January 2014

Notes:

If a student has withdrawn from City Garden and wants to return, he/she must reapply within 80 City Garden school days of the withdrawal date to be considered for readmission and must meet all of the readmission criteria.

However, special consideration of readmission will be considered in cases of exceptional circumstance including, but not limited to, family relocation due to military duties, significant family illness or other major events.

Readmission Criteria/Process

- Students must currently be in good standing, as verified by a City Garden Administrator
- There must be space available in the classroom
- Students must reside in the City Garden catchment area
- Parents must provide (2) proofs of residence
- Prior to attending, records must be received from the sending school and a meeting with the City Garden School team must occur
- After a complete readmission application and packet is received, a decision will be given within (5) five business days

Type: School Operations
Title: **School Annual Report**
Date of Board Approval: June 1, 2022
Notes: MCPSA Required list

Section 1.

City Garden Montessori School (CGMS) officials will submit to the Missouri Department of Elementary and Secondary Education (DESE) all data and reports as required by applicable laws and regulations.

Section 1.1. The CGMS Annual Report will be completed and submitted in accordance with applicable laws and regulations.

Section 2.

The Annual Report will be made available to all CGMS stakeholders, and to each member of the General Assembly whose legislative district contains a portion of the School’s attendance area.

Legal Citation:
§ 160.522, RSMo

Type: School Operations
Title: **School Attendance**

Date of Board Approval: May 5, 2021

SECTION 1. The Board of Directors of City Garden Montessori School (CGMS) shall abide by the compulsory attendance laws of the state, with the exception of those students who may be excused from full-time attendance by the School Principal. Individual petitions for any deviation from full-time attendance shall be considered by CGMS Principal on the merits of the individual student's application and in compliance with applicable state law and regulations. (Required)

SECTION 2. Students may attend CGMS on a part-time basis as provided by applicable state law and regulations of the Board. (Required)

SECTION 3. In order to receive maximum benefit from instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Students and parents must assume responsibility for being punctual and regular in attendance.

SECTION 4. Attendance Rules

SECTION 4.1. Absences will be classified as excused or unexcused absences. The following circumstances are excused absences:

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

SECTION 4.2. Unexcused absences are all failures to attend school for a reason other than one listed in Section 4.1.

SECTION 4.3. If a student is absent from school, the student must bring a written excuse the day the student returns to school.

SECTION 4.4. When the student is absent, the school will attempt to contact the parent/guardian to determine the cause of absence. However, a written excuse must be brought, whether or not contact with a parent/guardian is made by phone. The School Principal's designee for absentee calls will maintain an accurate phone log.

SECTION 4.5. All school-work missed due to absence must be made up by the student within a reasonable time or the student risks not receiving credit for the missed work. It is the student's responsibility to make arrangements with the teacher for make-up work.

SECTION 4.6. In order to participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity.

SECTION 4.7. For each absence beyond ten (10), students must bring an excuse from a doctor, dentist, health center, etcetera, or court for the absence(s) to be excused.

Legal Citation:
§ 167.111, RSMo.

Type: School Operations
Title: **School Calendar**
Date of Board Approval: June 1, 2022
Notes: MCPSA Required list

Section 1. Approval of Annual Calendar

Section 1.1. The Chief Executive Officer shall submit for approval by the City Garden Montessori School Board of Directors a calendar for the upcoming school year no later than May of each preceding year. The calendar shall specify the dates of the school year for students, the work year for staff, holidays and breaks, and other critical activities and events. The annual calendar shall comply with the School's policies and applicable laws and regulations.

Section 1.2. No later than the last regularly scheduled board meeting in June, the Board of Directors shall officially adopt the upcoming school year calendar.

Section 1.3. Information pertaining to dissemination and publishing of the adopted calendar shall be published on the School's website and via other communication channels no later than June 30.

Section 2. Authorization to Revise the Annual Calendar

Section 2.1. The Board of Directors, upon recommendation by the Chief Executive Officer, has the authority to make changes to the official school calendar through a duly adopted board resolution.

Legal Citation:
§ 160.405, RSMo, § 160.011, RSMo

Type: School Operations

Title: **School Safety Plan and Emergency Closing Procedures**

Date of Board Approval: May 5, 2021

SECTION 1. School Safety Plan:

City Garden Montessori School (CGMS) will cooperate fully with local emergency management preparedness authorities to develop and implement an emergency management preparedness program addressing man-made and natural disasters.

SECTION 2. Emergency Suspension of School Operations or Activities

SECTION 2.1. The Board of Directors authorizes the Chief Executive Officer or their designee to suspend school operations or activities in the event of abnormal conditions, hazardous weather, or other emergencies that threaten the safety, welfare, or health of students or employees and to take whatever measures they deems necessary to protect students and staff.

SECTION 2.2. The Chief Executive Officer or their designee shall establish orderly procedures to assure that appropriate communications with students, staff, and other stakeholders are maintained before, during and after the abnormal conditions potentially or actually causing suspension of school operations or activities. At a minimum, instruction on obtaining information pertaining to suspension of school operations and activities for students, staff, and other stakeholders shall be published in the student and staff handbooks.

SECTION 2.3 School activities, including but not limited to extracurricular events, activities, clubs, competitions, and athletic events, held before or after the official school day, shall not be held if normal school operations have been suspended on the same day. The School Principal or their designee shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

SECTION 2.4. At the School Principal's discretion, school activities as described in Section 2.3, may be canceled even after a completed school day if conditions exist to warrant such suspension. The School Principal or their designee shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

Type: School Operations
Title: **School Volunteer Policy**
Date of Board Approval: September 2023
Notes: Revision of 2020 policy

City Garden Montessori School (CGMS) welcomes parents and community members to actively participate as volunteers in the school environment. Prior to having contact with students, volunteers must:

- Complete an application for the position, and
- Submit to a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services

Additionally, volunteers who may be unsupervised and left alone with a student must have a satisfactory criminal background check (i.e. fingerprint background check). Volunteers may be reimbursed for the cost of the background check, pending CGMS's available resources. Any volunteers who do not submit to a criminal background check may not be left unsupervised with students.

Legal Citation: § 168.133, Missouri Revised Statutes

Type:	School Operations
Title:	Seclusion, Isolation, Restraint, and Corporal Punishment Policy
Date of Board Approval:	September 2023
Notes:	Revised to include updated statutes for 2022-23, incorporate stand-alone corporal punishment policy

Purpose

It is part the mission of City Garden Montessori School (CGMS) to treat students with dignity and respect in the use of discipline and behavior-management techniques, and, as a result, train teachers and school personnel by addressing student behavior in an appropriate and safe manner. By way of this policy, the Board of Directors intends to provide clear protocol about the use of seclusion (not allowed), isolation and restraint.

SECTION 1. Prohibitive Interactions and Definitions

Section 1.1. The use of chemical restraint, mechanical restraint, or prone restraint, as defined below, is prohibited by CGMS.

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

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

"Prone restraint" means using mechanical or physical restraint or both to restrict a student's movement while the student is lying with the student's front or face downward.

Section 1.2. The use of seclusion, as defined below, is prohibited by CGMS.

"Seclusion" means the confinement of a student alone in an enclosed, locked space from which the student is physically prevented from leaving.

Section 1.3. The use of corporal punishment, as defined below, is prohibited by CGMS.

"Corporal Punishment" means physical punishment administered by an adult to the body of a child for the purpose of discipline or reformation, or to deter attitudes or behaviors deemed unacceptable.

SECTION 2. Use of Restrictive Behavioral Interventions

Section 2.1 Time-Out

For purposes of this policy, “time out” means a behavior management technique or any other classroom management approach involving brief removal from instructional contexts, implemented for the purpose of calming or re-focusing a student. Accordingly, nothing in this policy is intended to prohibit the use of time-out.

Section 2.2 Student Fights or Altercations

This policy does not prohibit a staff member from taking appropriate action to diffuse a student fight or altercation.

Section 2.3 Isolation

For purposes of this policy, isolation is the confinement of a student alone in an enclosed space without locking hardware.

Isolation shall only be used:

- a. After de-escalating procedures have failed.
- b. In an emergency situation, in which a student’s behavior poses a serious, probable threat of imminent physical harm to self or others, or significant destruction of school or another person’s property.
- c. With parental approval, as specified in a student’s Individualized Education Program (IEP), Section 504 plan, or behavior intervention plan.

Use of isolation requires all of the following:

- a. The student to be monitored by an adult in close proximity who is able to see and hear the student at all times. Monitoring shall be face-to-face unless personal safety is significantly compromised in which case technology-supported monitoring may be used.
- b. Staff is expected to reasonably calculate a student’s total time in isolation based on the age of the child and circumstances. A student’s total time in isolation should not exceed 30 minutes without a reassessment of the situation and consultation with parents and/or administrative staff, unless otherwise specified in an IEP, Section 504 Plan or other parentally agreed-upon behavior plan.
- c. The space in which a student is placed should be a normal-sized meeting or classroom commonly found in a school setting and should have comparable lighting, ventilation, heating, cooling, and ceiling height to those systems that are used in other places in CGMS.
- d. The space in which the student is placed must be free of objects that could cause harm.

Isolation shall never be used as a punitive function or for the convenience of City Garden employees.

Section 2.4 Physical Restraint

For purposes of this policy, “physical restraint” means the use of person-to-person physical contact to restrict the free movement of all or a portion of a student’s body. It does not include providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort, or intervening in a fight.

Physical restraint may be utilized only when the student is an immediate danger to themselves or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

The decision whether or not the use of physical restraint is necessary to protect students or others from imminent harm or bodily injury, and taking the actions deemed necessary to protect students or others from imminent harm or bodily injury, are actions that involve the performance of discretionary, not ministerial, duties.

- a. Physical restraint shall not be used (1) as a form of discipline or punishment; (2) when the student cannot be safely restrained; or (3) when the use of the intervention would be contraindicated due to the student’s psychiatric, medical, or physical conditions as described in the student’s educational records.
- b. All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.
- c. Before any staff member may implement physical restraint, they should have completed an approved training program.
 - Approved training programs must address a full continuum of positive behavioral intervention strategies as well as prevention and de-escalation techniques and restraint.
 - CGMS shall annually review the policy and procedures regarding the physical restraint of students. Any employee who is authorized to use restraints shall annually complete mandatory training in the restraint techniques CGMS uses.
 - Schools and programs shall maintain written or electronic documentation on training provided and the list of participants in each of the provided trainings. Copies of such documentation will be made available to the Missouri Department of Education or any member of the public upon request.
- d. If a staff member who has not completed an approved training program has to physically restrain a student to prevent injury to a student or others in an emergency situation when staff members trained in physical restraint are not available, they should ask other students, if present, to request assistance immediately.

- e. The use of physical restraint on a student shall be monitored by another staff member or administrator. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained. **A report shall be completed that contains the following information:**
- The date, time of day, location, duration, and description of the incident and interventions;
 - The event leading to the incident and the reason for using restraint;
 - A description of the methods of restraint used;
 - The nature and extent of an injury to the student;
 - The names, roles, and certifications of each employee involved in the use of restraint
 - The name, role, and signature of the person who prepared the report;
 - The name of any employee whom the parent or guardian can contact regarding the incident and use of restraint;
 - The name of an employee to contact if the parent or guardian wishes to file a complaint; and
 - A statement directing parents and legal guardians to a sociological, emotional, or behavioral support organization and a hotline number to report child abuse and neglect.
 - A copy of any reported created under this section shall be given to the Department of Elementary and Secondary Education within thirty days of the incident.
- f. Whenever physical restraint is used on a student CGMS or program where the restraint is administered shall notify the student's parent or legal guardian no later than one hour after the end of the school day in which the use of the restraint occurred. The notification may be oral or electronic and shall include a statement that the report created under Section 2.4.e will be provided within five school days.

Section 2.5 Law Enforcement or Emergency Medical Personnel Assistance

- a. In some instances, in which a student is an immediate danger to himself or herself or others, CGMS or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel.
- b. School officials must notify a student's parent or guardian immediately when emergency medical or law enforcement personnel remove a student from a school or program setting.

SECTION 3. Enforcement

This policy applies to all City Garden personnel.

Section 3.1 An officer, administrator, or employee of CGMS is prohibited from retaliating against any person for having reported a violation of this policy; or providing information regarding a violation of this policy.

Section 3.2 The use by an employee of CGMS of any of the prohibited methods identified in SECTION 1 is grounds for immediate dismissal. Those methods are:

- Chemical restraint
- Mechanical restraint
- Prone restraint
- Seclusion
- Corporal Punishment

Legal Citation:

§ 160.263, RSMo.

§ 160.261, RSMo

includes but is not limited to straps, duct tape, cords or garments. The term does not include assistive technology devices

Mechanical restraint shall only be used as specified in a student's IEP or Section 504 Plan with two exceptions:

- A. Vehicle safety restraints shall be used according to state and federal regulations.
- B. Mechanical restraints employed by law enforcement officers in school settings used in accordance with their policies and appropriate professional standards.

Section 2.6 Chemical Restraint

For purposes of this policy, "chemical restraint" means the administration of a drug or medication to manage a student's behavior that is **not** a standard treatment and dosage for the student's medical condition.

Chemical restraints shall never be used by school personnel.

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

Section 3. Communication and Training Section

3.1 School Personnel Debriefing

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

Section 3.2 Parental Notification

Except as otherwise specified in a student's IEP or Section 504 Plan:

- A. Following an emergency situation involving the use of seclusion, isolation or restraint the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident.
- B. The parent or guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:
 - Date, time of day, location, duration, and description of the incident and interventions.

- Event(s) that led up to the incident.
- Nature and extent of any injury to the student.
- Name of a school employee the parent or guardian can contact regarding the incident.
- Plan to prevent the need for future use of seclusion, isolation or restraint.

Section 3.3 School Personnel Training

City Garden Montessori School shall ensure that all school personnel are trained annually and know the policy and procedures involving the use of seclusion, isolation and restraint. Training shall include all of the following:

- A. A continuum of prevention techniques.
- B. Environmental management techniques.
- C. A continuum of de-escalation techniques.
- D. Information about the policy.

School personnel who utilize seclusion and/or isolation and/or restraint shall receive annual training in:

- A. De-escalation practices.
- B. Appropriate use of physical restraint.
- C. Professionally-accepted practices in physical management and use of restraints.
- D. Methods to explain the use of restraint to the student who is to be restrained and to the individual's family.
- E. Appropriate use of isolation.
- F. Appropriate use of seclusion.
- G. Information on the policy and appropriate documentation and notification procedures.

Section 4. Students with Disabilities

The foregoing policy applies to all students. However, if the IEP team determines, and the parent consents, that a form of restraint or isolation or aversive behavior intervention may be appropriate in certain identified and limited situations, the team may set forth the conditions and procedures in the IEP or Section 504 Plan. If the IEP or Section 504 Plan permits use of restraint, isolation or aversive behavior interventions, it must also contain a plan to eliminate the need for their use. Before adding the use of restraint, isolation or aversive behavior interventions to an IEP or Section 504 Plan, the student must have undergone appropriate assessments to include, but not limited to, a formal functional behavior assessment and a positive behavior support plan developed.

Section 5. Reports on Seclusion, Isolation, Restraint or Aversive Behavior Interventions

City Garden shall maintain records documenting the use of seclusion, isolation, restraint and aversive behavior interventions showing when, reason for use, duration, names of school personnel involved, whether students or school personnel were injured, name and age of the student, whether the student has an IEP, Behavior Intervention Plan (BIP) or personal safety plan, when the parents were notified, if the student was disciplined, and any other documentation required by federal or state law.

Section 6. Applicability of this Policy

This policy applies to all City Garden personnel.

Type:	School Operations
Title:	Student and Classroom Observations
Date of Board Approval:	May 2023
Notes:	Newly required in 2022-23

Purpose

While City Garden Montessori School (CGMS) acknowledges that some educational benefit may be derived from third parties wishing to conduct classroom observations for research purposes for educational products or services, it is the responsibility of CGMS to protect the privacy of all students.

Section 1

Requests for observations by an outside educational or clinical professional must be submitted in writing to the School Principal or their designee for consideration at least two weeks in advance of the requested observation. The request must include the name and credentials of the professional who will be observing the classroom, the purpose of the classroom observation, the data that will be collected and a certification that the third party will comply with the Family Educational Rights and Privacy Act ("FERPA") and any other applicable state or federal laws pertaining to student privacy. In addition, the third party may be required to execute a confidentiality agreement.

Section 2

The School Principal or their designee must provide parents of students in the classroom written notice of a third party's desire to observe the classroom, and parent concerns regarding outside observers shall be taken into consideration in the decision whether or not to allow the third party to observe the classroom.

Section 3

If the outside professional is approved for the observation, all data collected shall be provided to the School Principal or their designee.

Section 4

Upon request, the School Principal or their designee may, at their discretion, grant permission for visits by outside service providers who currently provide private educational or therapy services to a current student. To minimize disruption to the instructional program, outside service providers must comply with the guidelines for all visitors plus the following additional guidelines:

- The third party must currently provide educational or therapy services to the student;

- The third party must provide the School Principal or their designee an appropriate Release of Confidential Information under the Family Educational Rights and Privacy Act (FERPA), to be signed by the parent/guardian
- The third party must coordinate with the parent/guardian the observation date and time
- The third party must limit the observation to one hour unless an extended time period has been granted in advance of the scheduled observation
- The third party must conduct the session in such a manner that allows the regular school program to continue during the visit by refraining from engaging the attention of the teacher or student(s) through conversation or other means.

Legal Citations:

Federal Family Education Rights and Privacy Act

Type: School Operations
Title: **Student Discipline**
Date of Board Approval: April 2014
Notes:

Purpose

City Garden Montessori (CGMS) responds to minor and day to day infractions in situational manners that align with our mission of respect for self, others and the environment as set forth in our mission statement and Family Handbook. When this respect is compromised and more is required for the sake of safety, protection and the integrity of the CGMS community, the following policy will be implemented as necessary.

City Garden establishes specific rules designed to regulate student behavior in the school environment. Students are expected and directed to obey the rules established in this policy, and if they fail to do so, they are subject to the consequences that are set forth below.

Parental cooperation is necessary to help students understand that misbehavior results in consequences. At the junior high and elementary level, this cooperation is especially important because students will build upon the lessons that they learn in their formative years.

I. General Provisions

A. Reservation of Right to Discipline for Other Offenses

Because not every disciplinary offense can be listed, the school reserves the right to suspend, remove from school, or expel a student for conduct that is prejudicial to the good order and discipline of the school and that tends to impair the morale or good conduct of the school's students. Therefore, the disciplinary infractions set forth below are intended to illustrate, but not serve as the exclusive listing of, acts of misconduct and consequences of such misconduct. Misconduct that is not specifically listed in this code may warrant discipline up to and including expulsion from school.

Moreover, depending on the severity of the incident and the particular circumstances involved, the Administrator, The Executive Director and/or Board of Education members reserve the right to move to a more or less severe level of the discipline code. The decision to do so rests within the professional judgment of the official(s) administering the disciplinary consequences.

B. Application of Discipline Code

These policies, regulations and procedures will apply to all students in attendance in school instructional and support programs as well as at school-sponsored activities. This discipline code is intended to encompass the conduct of students in the following locations: 1) on school property, including the school building, playgrounds, parking lots, sidewalks and school transportation; 2) at school activities/events, whether on or off campus; 3) off-campus while a student is en route to or from school property, where there is a nexus (i.e., a relevant connection) between the act and the school environment or members of the school community; and 4) off-campus acts that have a nexus (i.e., a relevant connection) between the school environment or members of the school community. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

C. Multiple-Category Violations

A student's misconduct will often meet the definition of multiple offenses described below. In such event, the school is permitted to find that the student's misconduct warrants inclusion in any, some or all of the applicable categories and thus enhance the disciplinary consequence accordingly.

D. Violations Based on Characteristics Protected by Law

Any misconduct which is reported or believed to be based on another's race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law will be reported and investigated in accordance with the school's policy, "Prohibition Against Discrimination, Harassment, and Retaliation."

E. Staff Options to Remediate Minor Misbehavior

Staff members may employ techniques and methods to remediate minor misbehavior. Each teacher is permitted to establish an individualized system to address minor misbehavior, provided that such system is consistent with the intention of this policy and the philosophy as set forth in our mission statement and Family Handbook. Examples of minor misbehavior include, but are not limited to, the following:

1. Minor class or playground disturbances
2. Simple failure to complete assignments
3. Talking out of turn during class rather than concentrating or listening.

Teacher response options may include, but are not limited to, the following:

1. Teacher Redirect: Redirection will be based on the behavior exhibited, which may include skill practice, more structure and limited freedoms
2. Safe seat: An appointed area in each classroom away from classroom activities
3. Buddy Room: A safe seat in a different classroom.
4. Administrator contacted/student reported to office
5. Contact with parent/legal guardian

6. Referral to Care Team

School staff retains the right at all times to refer matters to the administration for handling when, in their judgment, it is appropriate to do so.

F. Parental or Student Conference

At their discretion, teachers or administrators may meet with a student and/or the student's parent/guardian to address an incident of misconduct. Parents/Guardians are responsible for arranging their schedules to attend such meeting. Students may also be required to meet with the Family Support Coordinator, CGMS Care Team or other official to address the misconduct and its effect on the student and others.

G. Detention

A "detention" of students before or after school is a method of addressing student misbehavior by requiring the student to be present in a supervised area before or after school. At the discretion of the school administration, a detention may be used either when circumstances warrant its use or as an alternative to an in-school suspension. Detention also may be used for minor offenses.

H. In-School Suspension

A student assigned to an "in-school suspension" will be assigned to a supervised area other than his or her own classroom and will not be permitted to interrupt or disturb students or activities in any manner; the student will be required to work on class assignments; restroom trips will be monitored and controlled; no recess will be allowed; and lunch will be eaten in a designated area. Failure to comply with the rules of in-school suspension will result in additional disciplinary action, such as additional days of in-school suspension or the issuance of an out-of-school suspension.

I. Suspension

The term "suspension," unless otherwise noted, refers to an out-of-school suspension. Suspension is instituted when, in the judgment of the administration, the disciplinary offense warrants the exclusion of the student from the school building.

J. Expulsion

The term "expulsion" refers to exclusion from school for an indefinite period. Typically, an expulsion is permanent unless the student is permitted to return to school by the Board.

K. Removal from School

The term "removal" refers to the immediate removal of a student from school under §167.161.1, RSMo. A student may be immediately removed from school upon a finding by the principal, Executive Director or Board that the student poses a threat of harm to such pupil or others, as evidenced by the prior conduct of that pupil. Prior disciplinary acts shall not be used as the sole basis for removal under this section. Due process procedures apply to a removal, just as they do to suspension and expulsion.

L. Reporting to Law Enforcement

It is the policy of the school to report all actual or potential crimes occurring on school property to law enforcement, including, but not limited to, the crimes which the school is required to report in accordance with law.

The Principal shall also notify the appropriate law enforcement agency and Executive Director if a student is discovered to possess a controlled substance or weapon in violation of Board policy. In addition, the Executive Director shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the school is aware is under the jurisdiction of the court.

M. Documentation in Student's Discipline Record

The Principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law.

N. Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended, removed from school or expelled, regardless of the reason, are prohibited from participating in or attending any school-sponsored activity, or being on or near school property or the location of any school activity for any reason, unless permission is granted by the Executive Director or designee. In addition, the school may prohibit students from participating in activities or restrict a student's access to school property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any school property or any activity of the school, regardless of whether the activity takes place on school property, unless one (1) of the following conditions exists:

1. The student is under the direct supervision of the student's parent/guardian or another adult designated in advance, in writing, to the Principal by the student's parent, legal guardian or custodian, and the Executive Director or designee has authorized the student to be on school property;
2. The student is enrolled in and attending an alternative school program that is located within 1,000 feet of the school;

3. The student resides within 1,000 feet of the school and is on the property of his or her residence.

O. Enforcement

The Principal is responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

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

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

Type: School Operations

Title: **Student Fees**

Date of Board Approval: May 5, 2021

City Garden Montessori School shall not charge fees for enrollment, supplies, equipment or costs attributable to courses of study for students enrolled in kindergarten through grade 8, which are offered for credit. Students may be required to pay for materials, which are used in constructing projects or other items, which are to be removed from the school, and are thereby the property of the student.

Students and families may be asked to pay an annual activity fee to offset the cost of field trips and school events. The inability to pay an activity fee will not serve as a barrier to participation in activities, field trips, or school events.

Type: School Operations
Title: **Student Group Use of Facilities**
Date of Board Approval: May 2023
Notes: Newly required in 2022-23

The City Garden Montessori School (CGMS) Board will provide an opportunity for student-initiated non-curricular groups to conduct meetings on school premises, during non-instructional time, and will not discriminate against students on the basis of the religious, political, or philosophical content of the speech at such meetings.

Legal Citations:
Equal Access Act of 1984

Type: School Operations
Title: **Student Records - FERPA**
Date of Board Approval: May 2020
Notes:

Purpose

Educational records shall be maintained for each student from his/her entrance into the City Garden Montessori School (CGMS) through the last date of attendance or through graduation.

Definitions

Section 1. General

Section 1.1 A cumulative educational record shall be maintained for each student from his/her entrance into the City Garden Montessori School (CGMS) through the last date of attendance or through graduation, whichever occurs first. Education records shall be retained according to the guidelines set forth in the retention schedules developed by the Office of the Missouri Secretary of State.

Section 1.2 Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

Section 2. Confidentiality.

Section 2.1 CGMS will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

Section 2.2 All information contained in a student's educational record, except information designated as directory information by CGMS, shall be confidential and shall be accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students, except as otherwise authorized by law.

Section 3. Directory Information

Section 3.1 "Directory information" is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. CGMS will designate the types of information included in directory information and may release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies CGMS in writing as directed.

Parents and eligible students will be notified annually of the information CGMS has designated as directory information and the process for notifying CGMS if they do not want the information released.

Section 3.2 CGMS designates the following items as directory information:

- A. *General Directory Information* – The following information CGMS maintains about a student may be disclosed by CGMS without first obtaining written consent from a parent or eligible student:

Student's name; parents' names; grade level; enrollment status; participation in school- sponsored or school-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the school; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

- B. *Limited Directory Information* – In addition to general directory information, the following information CGMS maintains about a student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with CGMS, its staff, students and parents and to raise funds for school activities; parents of other students enrolled in CGMS; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

Section 4. Release of Education Records

Section 4.1 Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions. CGMS may disclose education record information without consent in accordance with law, including when the disclosure is:

- A. To school officials who have a legitimate educational interest in the records.
- B. To officials of another school in which a student is enrolled or seeks or intends to enroll as long as the disclosure is for purposes related to the enrollment or transfer.
- C. Directory information.
- D. To military recruiters or institutions of higher education that have requested the names, addresses and telephone listings of secondary school students. However, CGMS will honor a request from a secondary school student or her parent not to release the information.
- E. To organizations conducting studies for or on behalf of CGMS or other educational agencies or institutions to develop, validate or administer

predictive tests, administer student aid programs or improve instruction if the legal requirements for disclosure are met.

- F. To state and local authorities, when allowed by state statute, if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed may be required to certify in writing that the information will not be disclosed to any other party except as allowed by law or with the written consent of the parent.
- G. To accrediting organizations to carry out their accrediting functions.
- H. To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986.
- I. To parents of a student who is not an eligible student or to the student.
- J. To comply with a judicial order or a lawfully issued subpoena. Unless otherwise ordered, and except in cases where a parent is a party to a court proceeding involving child abuse or neglect or dependency matters and the order or subpoena is issued in the context of that proceeding, CGMS will make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action.
- K. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount or conditions of the financial aid or to enforce the terms and conditions of the aid.
- L. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or state and local education authorities in connection with an audit or evaluation of federally or state-supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs.
- M. To appropriate parties when there is an articulable and significant threat to the health or safety of a student or other persons. The nature of the threat and the persons to whom the information was disclosed must be recorded.
- N. To an agency, caseworker or other representative of a state or local child welfare agency or tribal organization who has a right to access the student's case plan, as determined by the state or tribal organization, when such agency or organization is legally responsible for the care and protection of the student. This disclosure is limited to student records or information from those records used for the purpose of addressing the student's education needs.
- O. To other persons authorized to receive education records pursuant to FERPA and 34 C.F.R., Part 99, or other applicable laws.

Section 5. Military Recruiters.

Section 5.1 Upon request by military recruiters or an institution of higher learning, CGMS will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not

be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

Section 6. Inspection and Review

Section 6.1 All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student. An eligible student is a student or former student of CGMS who has reached age 18 or is attending a postsecondary school. CGMS will annually notify parents and currently enrolled eligible students of their rights in accordance with law.

Section 6.2 CGMS will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless CGMS is provided with evidence that the parent's rights to inspect records have been legally modified.

Section 6.3 *Review Procedures*

- A. The parents or the eligible student should submit to the Principal a written request that identifies as precisely as possible the record or records they wish to inspect. The Principal or designee will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given as soon as possible, but within forty-five (45) days.
- B. If a parent or eligible student requests an education record that contains information on more than one identifiable student, CGMS will not disclose the record unless CGMS is able to effectively redact information pertaining to the other student(s) or the law otherwise allows for the disclosure.
- C. If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask CGMS to amend the record by following the appeals procedure outlined in section 6.4 of this policy.

Section 6.4 *Appeal Procedures*

Parents or eligible students have the right to request correction of education records that they believe are inaccurate, misleading or in violation of their privacy rights. Following are the procedures for the correction of education records:

- A. Parents or the eligible student must ask CGMS to amend a record. In so doing, they must identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy rights. The request should be made to the School Principal.
- B. The School Principal or designee will decide, within a reasonable period of time after receiving the request, whether to amend the record as requested. CGMS will notify the parents or eligible student of the decision and, if the request for amendment is denied, will inform them of their right to a hearing to challenge the content of the student's education records on the grounds that the information included is inaccurate, misleading or in violation of the student's privacy rights.

- C. CGMS will hold a hearing within a reasonable period of time after a request for a hearing is received. CGMS will notify the parents or eligible student, reasonably in advance, of the date, place and time of the hearing.
- D. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be a CGMS official. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or eligible student may be assisted by one or more individuals of their choice, including an attorney.
- E. The hearing officer will prepare a written decision based solely on the evidence presented at the hearing and provide a copy to CGMS and the parents or the eligible student within a reasonable period of time after the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- F. If the hearing officer decides that the information is inaccurate, misleading, or in violation of the student's privacy rights, CGMS will amend the record and notify the parents or eligible student of the amendment in writing.
- G. If the hearing officer decides that the challenged information is not inaccurate, misleading or in violation of the student's privacy rights, CGMS will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If CGMS discloses the contested portion of the record, it must also disclose the statement.

Section 7. Recordkeeping

Section 7.1 Unless exempted below, CGMS will maintain a record of all requests for and disclosures of information from a student's education records. CGMS will maintain the record of requests and disclosures with the education records of the student as long as the records are maintained. The record will indicate the name of the party making the request, any additional party to whom the information may be redisclosed and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

Section 7.2 When CGMS discloses personally identifiable information from education records to third parties without parental consent in a health or safety emergency, CGMS will record the articulable and significant threat to the health or safety of individuals that formed the basis for the disclosure and the parties to whom CGMS disclosed the information.

Section 7.3 CGMS is not required to maintain a record of requests by or disclosures to:

- A. The parent or eligible student.
- B. School officials within CGMS who have a legitimate educational interest in the student's education record.
- C. A party with written consent from the parent or eligible student.

- D. A party seeking directory information.
- E. A party seeking or receiving the records as directed by a law enforcement subpoena if the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

Legal Citations:

State:

RSMo. 610.010-030	Missouri Sunshine Law
RSMo. 167.022	Requesting Student Records
RSMo. 167.115, .122, .123, .133	Safe Schools
RSMo. 168.133	Background Checks
RSMo. 210.865	Confidentiality/Sharing Information with Courts, Department of Social Services, and Other Agencies
RSMo. 452.376	Rights of Non-Custodial Parents
RSMo. 589.664	Confidentiality

Federal:

20 U.S.C. § 1232g	Family Educational Rights and Privacy Act
20 U.S.C. § 1232h	Protection of Pupil Rights Act (FERPA)
20 U.S.C. §§ 1400-1417	Individuals with Disabilities Education Act
20 U.S.C. § 6312	Local Educational Agency Plans
29 U.S.C. § 794	Nondiscrimination under Federal Grants and Programs
34 C.F.R. Part 99	Regulations of the Family Educational Rights and Privacy Act
42 U.S.C §§ 12101-12213	Americans with Disabilities Act

Type: School Operations

Title: **Student Safety**

Date of Board Approval: May 5, 2021

In addition and pursuant to the "[Every Student Succeeds Act of 2015](#)", student victims of a violent criminal offense that was committed on City Garden Montessori School premises may transfer to another school. To ensure awareness of this policy, the parents or guardians of student victims will be notified in writing of the right to a school transfer.

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

City Garden Montessori School will notify the Department of Elementary and Secondary Education (DESE) of all violent criminal offenses committed on school premises when the victim is a student or employee.

Type: School Operations
Title: **Students of Legal Age**

Date of Board Approval: May 5, 2021

Upon attainment of the age of eighteen (18), City Garden Montessori School students and former students shall be deemed adults for purposes of educational records, placement, and reporting.

Legal Citation:
§ 431.055, RSMo.

Type: School Operations
Title: **Suicide Awareness and Prevention**
Date of Board Approval: May 2020
Notes:

Purpose

Suicide is a leading cause of death in youth ages 10-24 in Missouri and is a public health concern impacting all Missouri citizens. City Garden Montessori School is committed to maintaining a safe environment to protect the health, safety and welfare of students.

This policy will outline key protocol and procedures for the School in educating employees and students on the actions and resources necessary to prevent suicide and to promote student well-being. This policy is being adopted pursuant to Section 170.048, RSMo.

Section 1. Crisis Response Team

City Garden Montessori School will include suicide awareness and prevention in already established school or building crisis response teams or will establish such team(s) if not already in existence. Crisis response team members will include administrators, the family support coordinator, teachers and/or community resources as appropriate. The crisis response team will be responsible for implementation of crisis response procedures.

The School will adopt an evidence based/informed tool for assessing suicide risk. The crisis response team, the building administrator, or his/her designee will receive training and coaching in using this tool to collect and document student suicidal behaviors and safety planning strategies.

Section 2. Crisis Response Procedures

Student suicidal behaviors are not confidential and may be revealed to the student's parents, guardians, school personnel or other appropriate authority when the health, welfare or safety of the student is at risk.

Any school employee who has a reasonable belief that a student may be at risk for suicide or witnesses any attempt towards self-injury will notify a member of the crisis response team, the building administrator or his/her designee.

If a student suicide behavior is made known to any school employee and a member of the crisis response team, the building administrator or his/her designee is not available, the employee will notify the student's parent/guardian, the National Suicide Prevention Lifeline (800-273-8255) or local law enforcement in an emergency situation. As soon as practical, the employee will notify the building designee or principal.

The following steps will be employed in response to any risk of student suicide:

- A. Locate the student.
 - a. Located Student
 - i. Student will not be left alone unless it is determined that there is no longer a risk of suicide.
 - ii. Contact parents/guardians.
 - b. Non-located Student
 - i. Contact and inform parents/guardians of the concern.
- B. Notify member of the Crisis Response Team and conduct a risk assessment.
- C. If a Crisis Response Team member cannot be contacted, emergency services will be contacted.
- D. A student exhibiting suicidal behavior will be directed to meet with a building designee, parent/guardian(s), and counselor to discuss safety plan.

Section 3. Procedures for Parent Involvement

A member of the crisis response team, the building administrator or his/her designee shall reach out to the parents/guardians of a student identified as being at risk of suicide to consult with them about the risk assessment of their student, to make them aware of community resources, and to discuss how to best support the student's mental well-being and safety.

If the parent refuses to cooperate or if there is any doubt regarding the student's safety, local mental service providers and/or law enforcement may need to be engaged, and a report may need to be made to the Child Abuse and Neglect Hotline.

Contact with a parent concerning risk of suicide will be documented in writing.

Section 4. School and Community Resources

A student exhibiting suicidal behavior will be directed to meet with the building designee, their parent/guardian and counselor to discuss support and safety systems, available resources, coping skills and a safety plan as necessary. City Garden Montessori School will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state and national resources and organizations that can provide information or support to students and families. A basic list of resources can be found on the Department of Mental Health website and the School will strive to develop its own list of local resources to be made readily available. <http://dmh.mo.gov/mentalillness/suicide/prevention.html>

Section 5. Responding to Suicidal Behavior or Death by Suicide in the School Community

When the school community is impacted by suicidal behavior or a death by suicide, the School will confer with its crisis response team and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the school community understand and process the behavior and/or death.

The crisis response team, the building administrator or his/her designee will determine appropriate procedures for informing the school community of a death by suicide and the supports that will be offered. Staff and students who need immediate attention following a death by suicide will be provided support and resources as determined necessary

Section 6. Suicide Prevention and Response Protocol Education for Staff

All City Garden Montessori School employees will receive information annually regarding this policy and the School's protocol for suicide awareness, prevention and response. The importance of suicide prevention, recognition of suicide protective and risk factors, strategies to strengthen school connectedness and building specific response procedures will be highlighted.

Such information shall include the following:

- A. Current trends in youth mental health, wellbeing and suicide prevention and awareness
- B. Strategies to encourage students to seek help for themselves and other students
- C. Warning signs that indicate a student may be at risk of suicide
- D. The impact of mental health issues and substance abuse
- E. Communication to students regarding concerns about safety and that asking for help can save a life
- F. Understanding limitations and boundaries for giving help and techniques to practice self-care
- G. Identification of key school personnel who are comfortable, confident and competent to help students at risk of escalated distress and suicide.
- H. All staff will participate in professional development regarding suicide awareness and prevention.

Section 7. Suicide Prevention Education for Students

Starting no later than fifth grade, students will receive age appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate.

Student education will include the following:

- A. Information about mental health, well-being and suicide prevention and awareness
- B. Promotion of a climate that encourages peer referral and which emphasizes school connectedness
- C. Recognition of the signs that they or peers are at risk for suicide
- D. Identification of issues that may lead to suicide including depression, anxiety, anger, and drug/alcohol dependency
- E. Directive to not make promises of confidence when they are concerned about peer suicide
- F. Identification of a trusted adult on campus with whom students can discuss concerns about suicide

Section 8. Publication of Policy

City Garden Montessori School will notify employees, students, and parents of this policy by posting the policy, related procedures and documents on the School's website and discussing this policy during employee training as detailed in this policy.

Legal Citations: §170.048, RSMo.

Type: School Operations
Title: **Technology Usage**
Date of Board Approval: June 2020
Notes:

Section 1. Purpose

City Garden Montessori School's (CGMS) technology exists for the purpose of enhancing the educational opportunities and achievement of CGMS students. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other CGMS patrons, all of which positively impact student achievement. The purpose of this policy is to facilitate access to CGMS technology and to create a safe environment in which to use that technology.

Section 2. Definitions

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

Section 2.1 Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the school by a third party.

Section 2.2 User – Any person who is permitted by CGMS to utilize any portion of CGMS's technology resources including, but not limited to, students, employees, Board members and agents of CGMS.

Section 2.3 User Identification (ID) – Any identifier that would allow a user access to CGMS's technology resources or to any program including, but not limited to, e-mail and Internet access.

Section 2.4 Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Section 3. Authorized Users

Section 3.1 CGMS's technology resources may be used by authorized students, employees, Board members and other persons approved by the Chief Executive Officer or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow CGMS's policies and procedures and sign or electronically consent to CGMS's User Agreement prior to accessing or using CGMS technology resources, unless excused by the Chief Executive Officer or designee.

Section 3.2 Use of CGMS's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to CGMS technology if they are considered a security risk by the Chief Executive Officer or designee.

Section 4. User Privacy

Section 4.1 A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving CGMS's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using CGMS's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by CGMS. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using CGMS technology.

Section 4.2 Electronic communications, downloaded material and all data stored on CGMS's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by the Chief Executive Officer or designee at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with CGMS policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return CGMS technology resources to CGMS upon demand including, but not limited to, mobile phones, laptops and tablets.

Section 5. Technology Administration

Section 5.1 The Board directs the Chief Executive Officer to assign trained personnel to maintain CGMS's technology in a manner that will protect CGMS from liability and will protect confidential student and employee information retained on or accessible through CGMS technology resources.

Section 5.2 Administrators of CGMS technology resources may suspend access to and/or availability of CGMS's technology resources to diagnose and investigate network problems or potential violations of the law or CGMS policies and procedures. All CGMS technology resources are considered CGMS property. CGMS may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized CGMS personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Section 6. Content Filtering and Monitoring

Section 6.1 CGMS will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all CGMS technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and CGMS cannot guarantee that users will never be able to access offensive materials using CGMS equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by CGMS is prohibited.

Section 6.2 The Chief Executive Officer, or designee, or a CGMS technology administrator may fully or partially disable CGMS's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable CGMS's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit CGMS.

Section 7. Online Safety, Security and Confidentiality

Section 7.1 In addition to the use of a content filter, CGMS will take measures to prevent minors from using CGMS technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The Chief Executive Officer or designee and/or a CGMS technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

Section 7.2 All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. This instruction will occur in CGMS's courses that use the Internet in instruction. Students are required to follow all CGMS rules when using school technology resources and are prohibited from sharing personal information online unless authorized by CGMS.

Section 7.3 All CGMS employees must abide by state and federal law and Board policies and procedures when using school technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

Section 7.4 All users are prohibited from using CGMS technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy CGMS

files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto CGMS technology; or evade or disable a content filter.

Section 8. Records Retention

Section 8.1 Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on CGMS technology resources.

Section 8.2 In the case of pending or threatened litigation, CGMS's attorney will issue a litigation hold directive to the Chief Executive Officer. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by CGMS's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by CGMS's Chief Operating Officer or designee until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Section 9. Violations of Technology Usage Policies and Procedures

Section 9.1 Use of technology resources in a disruptive, inappropriate or illegal manner impairs CGMS's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to CGMS's technology resources. Any violation of CGMS policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of CGMS's technology resources.

Section 9.2 Employees may be disciplined or terminated, and students suspended or expelled, for violating CGMS's technology policies and procedures. Any attempted violation of CGMS's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. CGMS will cooperate with law enforcement in investigating any unlawful use of CGMS's technology resources.

Section 10. Damages

Section 10.1 All damages incurred by CGMS due to a user's intentional or negligent misuse of CGMS's technology resources, including loss of property and staff time, will be charged to the user. CGMS administrators have the authority to sign any criminal complaint regarding damage to school technology.

Section 11. No Warranty/No Endorsement

Section 11.1 CGMS makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. CGMS's technology resources are available on an "as is, as available" basis.

Section 11.2 CGMS is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. CGMS does not endorse the content nor guarantee the accuracy or quality of information obtained using CGMS's technology resources.

Legal Citations

State:

RSMo. 569.095, .099	Computer Data and Computer User Tampering
RSMo. 610.010-.030	Missouri Sunshine Law
RSMo. 182.817	Disclosure of Library Records
RSMo. 431.055	Contract Age of Competency
RSMo. 537.525	Civil Remedies for Computer Tampering
RSMo. 542.404	Wire Communications
Chapter 109, RSMo.	Public and Business Records
Chapter 573, RSMo.	Pornography and Related Offenses

Federal:

18 U.S.C. 2701-2711	Stored Communications Act
18 U.S.C. 2510-2520	Electronic Communications Privacy Act
20 U.S.C. 1232g	Family Educational Rights and Privacy Act
20 U.S.C. 6312	Elementary and Secondary Education Act
47 C.F.R. 54.520	Federal Regulation
47 C.F.R. 54.501-.513	E-Rate
47 U.S.C. 254(h)	Child Internet Protection Act

Type: School Operations

Title: Textbooks

Date of Board Approval: May 5, 2021

SECTION 1. The term "textbook" means workbooks, manuals, or other books, whether bound or in loose-leaf form, intended for use as a principal source of study material for a given class or group of students, a copy of which is expected to be available for the individual use of each pupil in such class or group.

SECTION 2. City Garden Montessori School shall purchase and loan free all textbooks for all children who are enrolled in grades kindergarten through twelve, and may purchase textbooks and instructional materials for pre-kindergarten students.

Legal Citation:
§ 170.051, RSMo.

Type: School Operations

Title: **Title I**

Date of Board Approval: May 5, 2021

Section 1. Parent Involvement

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

Section 2. Reporting Requirements

Pursuant to the provisions of the Every Student Succeeds Act of 2015, the School will submit its Federal Title I LEA Plan, describing the School's Title I services.

Type:	School Operations
Title:	Title IX Sexual Harassment
Date of Board Approval:	September 6, 2023
Notes:	Newly required in 2022-23

Section 1. Definitions

Section 1.1 The following definitions are applicable to this policy:

- Actual knowledge: notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the school who has authority to institute corrective measures on behalf of the school, or any employee of the school. The actual knowledge standard is not met when the only official of the school with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures.
- Complainant: an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- Deliberate indifference: a response to a sexual harassment claim that is clearly unreasonable in light of the known circumstances.
- Education program or activity: locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurs.
- Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- Sexual harassment: conduct on the basis of sex that satisfies one or more of the following:
 - An employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct;
 - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offense that it effectively denies a person equal access to the school's education program or activity; or
 - "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C.12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

- Supportive measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent before or after the filing of a formal complaint or where not formal complaint has been filed. Such measures are designed to restore or preserve equal access to the school's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. These measures may include:
 - Counseling
 - Extensions of deadlines or other course-related adjustments
 - Modifications of work or class schedules
 - Campus escort services
 - Mutual restrictions on contact between the parties
 - Changes in work locations
 - Leaves of absence
 - Increased security or monitoring of certain areas of the campus
 - Other similar measures

The school must maintain as confidential any supportive measures provided to the complainant or respondent to the extent that maintaining confidentiality could not impair the ability of the recipient to provide supportive measures.

Section 2. Designation of Title IX Coordinator

Section 2.1. City Garden Montessori School (CGMS) shall designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under Title IX. This employee shall be referred to as the Title IX Coordinator.

Section 2.2. The Title IX Coordinator's information shall be prominently displayed on the school's website and in each handbook made available to students, parents or legal guardians of students, and employees

Section 3. Notification

Section 3.1. The school shall provide notification to students, parents or legal guardians of students, and employees of the following:

- The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator
- That CGMS does not discriminate in education programs and activities on the basis of sex, and that the school is required by Title IX not to discriminate
- CGMS does not discriminate in admission and employment, and that inquiries about the application of Title IX may be directed to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the federal Department of Education, or both individuals
- CGMS's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the recipient will respond.

Section 4. Response to Sexual Harassment

Section 4.1. If CGMS has actual knowledge of sexual harassment the school must respond promptly in a manner that is not deliberately indifferent.

Section 4.2. CGMS's response must treat complainants and respondents equitably by offering supportive measures to a complainant, and by following the grievance process as defined in Section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

Section 4.3. The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Section 4.4. CGMS may remove a respondent from the school's education program or activity on an emergency basis, provided the school undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Section 4.5. The Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment, the scope of the school's education program or activity, how to conduct an investigation and grievance process. This training shall also include how to use any technology at a live hearing, issues of relevance of questions and evidence, and issues of relevance to create an investigative report that fairly summarizes the relevant evidence. This training must be posted on the school's website.

Section 4.6. The school may place an employee on administrative leave during the pendency of a grievance process that complies with Section 5.

Section 5. Grievance Process for Formal Complaints of Sexual Harassment

Section 5.1. The school's treatment of a complainant or respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Section 5.2. All provisions of the grievance process outlined in this policy must be applied equally to complainants and respondents.

Section 5.3. Grievance Process Requirements

Section 5.3.1 The grievance process must treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent.

Section 5.3.2. The grievance process must be followed before the imposition of any disciplinary sanctions or other actions that are not supportive measures are imposed on a respondent.

Section 5.3.3. Remedies must be designed to restore or preserve equal access to the school's education program or activity.

Section 5.3.4. All relevant evidence, including both inculpatory and exculpatory evidence, must be evaluated.

Section 5.3.5. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

Section 5.3.6. The Title IX coordinator, any individual designated as an investigator, decision-maker or any individual designated to facilitate an informal resolution process, must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Section 5.3.7. The school shall select an unbiased individual to serve as the decision-maker. This individual shall not be the Title IX coordinator or the investigator.

Section 5.4. Notice of Allegations. Upon receipt of a formal complaint, the school must provide the following written notice of the known parties:

- Recipient's grievance process, including an informal resolution process.
- Allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- The parties may have an advisor of their choice, who may be, but is not required to be an attorney.
- The parties may inspect and review evidence.
- Any provision in the school's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

Section 5.4.1 If the school decides to investigate any allegations not provided in the original notice as outlined in Section 5.4, the school must provide notice of the additional allegations to the parties whose identities are known.

Section 5.5. Investigation of a Formal Complaint

Section 5.5.1. During an investigation, the school must ensure that the burden of proof and burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the school and not the parties.

Section 5.5.2. The school must obtain consent of a party to use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or paraprofessional acting in the profession's or paraprofessional's capacity or assisting in that capacity and which are made and maintained in connection with the provision of treatment to the party.

Section 5.5.3. The school must provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.

Section 5.5.4. The parties may not be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

Section 5.5.5. Parties must be provided the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any relevant meeting or proceeding by the advisor of their choice, who may be an attorney. The school may not limit who may be an advisor, however, the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions are applied equally.

Section 5.5.6. The school must provide any party with written notice of the date, time, location, participants, and purpose of all hearing, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

Section 5.5.7. The school must provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the school does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the school must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The school must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Section 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing (if so provided) or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

Section 5.6. Hearings.

The school may choose to provide a hearing. Regardless of whether a hearing is provided, the school must, after the investigative report is sent to both parties, provide an opportunity before a decision is reached, for each party to submit written, relevant questions that a party wants asked of any party or witness,

provide each party with answers, and allow for additional, limited follow-up questions from each party.

Section 5.6.1. With or without a hearing, questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Section 5.7. Determination Regarding Responsibility. The decision-maker, who is someone other than the Title IX coordinator or the investigator, must issue a written determination regarding responsibility.

Section 5.7.1. The written determination must include:

- Identification of the allegations potentially constituting sexual harassment.
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods use to gather other evidence, and hearings held.
- Findings of fact supporting the determination.
- Conclusions regarding the application of the school's code of conduct to the facts.
- Statement of and rational for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school's education program or activity will be provided by the school to the complainant.
- The school's procedures and permissible bases for the complainant and respondent to appeal.

Section 5.7.2. The written determination must be provided to the parties simultaneously.

Section 5.7.3. The determination regarding responsibility becomes final either on the date the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Section 5.8. Remedies.

The Title IX coordinator is responsible for effective implementation of any remedies.

Section 5.9. Appeals.

The school must offer both parties an appeal from a determination regarding responsibility and from a school's dismissal of a formal complaint or any allegations on the following bases:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome.
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- The school may offer an appeal equally to both parties on additional bases.

Section 5.9.1. The school must notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties

Section 5.9.2. The school must ensure the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding the responsibility or dismissal, the investigator(s), or the Title IX Coordinator.

Section 5.9.3. Both parties must be given a reasonable equal opportunity to submit a written statement in support of, or challenging the outcome

Section 5.9.4. The school must issue a written decision describing the result of the appeal and the rationale for the result

5.9.5. The school must provide the written decision simultaneously to both parties.

Section 5.10. Consolidation.

The school may consolidate formal complaint as to allegations of sexual harassment against more than one respondent, or more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Section 5.11. Dismissal.

After an investigation, if it is determined that the conduct alleged in the formal complaint would not constitute sexual harassment, the conduct did not occur in the school's education program or activity, or did not occur against a person in the United States, then the recipient must dismiss the formal complaint with regard to that conduct for the purposes of sexual harassment under Title IX. This dismissal does not preclude action under another provision of the school's code of conduct.

Section 5.11.1. A complaint or any allegations therein, may be dismissed at any time during the investigation or hearing if a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; if the respondent is no longer enrolled or employed by the recipient; or specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Section 5.11.2. Upon dismissal of a complaint or any allegation therein, the school shall promptly send written notification of the dismissal and the reason(s) therefor simultaneously to the parties.

Section 6. Informal Resolution Process

Section 6.1. The school may not require as a condition enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment.

Section 6.2. The school may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed.

Section 6.3. At any time prior to the determination regarding responsibility, the school may facilitate an informal resolution process that does not involve a full investigation.

The school may do this if the parties are provided a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be share.

The parties must provide their voluntary, written consent to the informal resolution process

The school does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Section 7. Recordkeeping

Section 7.1. The school must maintain the following records for a period of seven years:

-
- Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity.
- Any appeal and the result of that appeal.
- All training materials.

Section 7.2. For each response under Section 4, the school must create and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. The school must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the school's education

program or activity. If the school does not provide supportive measures, the school must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Section 8. Retaliation.

No individual may be intimidated, threatened, coerced, or discriminated against for the purpose of interfering with any right or privilege secured by Title IX because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. The school must keep confidential the identity of all parties.

Section 8.1. The exercise of rights protected under the First Amendment does not constitute retaliation.

Section 8.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Legal Citations:

Title IX of the Education Amendments of 1972

Type: School Operations

Title: **Use of Tobacco and Imitation Tobacco Products**

Date of Board Approval: October 2018

Notes:

To promote the health and safety of all students and staff and to promote the cleanliness of school property, City Garden Montessori School (CGMS) prohibits all employees, students and visitors from smoking or using tobacco products, electronic cigarettes, vaporizers or imitation tobacco or cigarette products in all CGMS facilities, on CGMS transportation, on all CGMS grounds at all times and at any CGMS-sponsored event or activity while off campus. This prohibition extends to all facilities CGMS owns, contracts for or leases.

Students and employees who violate this policy will be disciplined in accordance with applicable Board policies. Employees may be terminated for repeated violations. Visitors who violate this policy may be asked to leave or may face other consequences in accordance with CGMS policies and procedures.

Type: School Operations
Title: Virtual Education Observation
Date of Board Approval: November 4, 2020
Notes:

Section 1. Observation of Virtual Classroom Sessions

Section 1.1. Parents/guardians are allowed to observe virtual classroom sessions under the following conditions:

- The school administrator shall send a communication to parents/guardians at the beginning of the year sharing the virtual observation policy, and requesting that the parent/guardian sign an acknowledgement of the policy and return it to the school.
- A parent/guardian/family member shall not at any time participate in the lesson, engage or coach the student, or interrupt the teacher to ask a question.

Section 1.2. Visitors are allowed to observe virtual classroom sessions under the following conditions:

- An individual wishing to observe a virtual classroom session must email the teacher in advance of the lesson with a request to observe the classroom session.
- The teacher will consult with the School Principal before granting access, and if access is approved, the individual will receive a Virtual Learning Observation form, which must be signed and returned to the teacher.
- An observer shall not at any time participate in the lesson, engage or coach the student, or interrupt the teacher to ask a question.

Section 2. Protecting Student Privacy

Section 2.1. In order to protect the privacy of students participating in virtual classrooms, the school shall send a communication to parents/guardians, students, and approved visitors requesting that no personally identifiable information that may be disclosed in the virtual classroom be shared or recorded.

Section 2.2. If a parent/guardian and/or student wishes to record or share personally identifiable information from a virtual classroom session, they must request prior written consent from the School Principal in order to share such information.

Section 2.3. A visitor may not record or share the contents of a virtual classroom session.

Legal Citations:

City Garden Montessori School has taken these steps in order to comply with federal legislation for child protection, including The Family Educational Rights and Privacy Act (FERPA- <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) and the Children's Online Privacy Protection Act (COPPA <https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>).

Type: School Operations
Title: Will's Law
Date of Board Approval: April 2023
Notes: New in 2022-23

Purpose

City Garden Montessori School (CGMS) wants to ensure a safe environment for all children. As such, if a parent of a student at (CGMS) seeks epilepsy or seizure disorder care, the School Nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student.

Section 1. Accountabilities

1.1. The parent of the student shall annually provide (CGMS) written authorization for the provision of epilepsy or seizure disorder care as described in the individualized plans.

1.2. The School Nurse shall update each student's individualized plan before the beginning of each school year and as necessary if there is a change in the health status of the student.

Section 2. Individualized Plans

- a. "Individualized emergency health care plan" means a document developed by the School Nurse, in consultation with a student's parent and other appropriate medical professionals, that is consistent with the recommendations of the student's health care providers, that describes procedural guidelines that provide specific directions about what to do in a particular emergency situations, and that is signed by the parent or guardian and the School Nurse, or the School Principal or the Principal's designee in the absence of the School Nurse.
- b. "Individualized health care plan" means a document developed by a school nurse, in consultations with a student's parent and other appropriate medical professionals who may be providing epilepsy or seizure disorder care to the student, that is consistent with the recommendations of the student's health care providers, that describes the health services needed by a student at school, and that is signed by the parent or guardian and the School Nurse or the School Principal or the Principal's designee in the absence of the School Nurse.

Section 3. Details about the plan

Each individualized health care plan shall, and each individualized emergency health care plan may include, but not be limited to the following:

- a. A notice about the student's condition for all school employees who interact with the student;
- b. Written orders from the student's physician or advanced practice nurse describing the epilepsy or seizure disorder care;
- c. The symptoms of the epilepsy or seizure disorder for that particular student and recommended care;
- d. Whether the student may fully participate in exercise and sports, and any contraindications to exercise or accommodations that shall be made for that particular student;
- e. Accommodations for school trips, after-school activities, class parties, and other school-related activities;
- f. Information for such school employees about how to recognize and provide care for epilepsy and seizure disorders, epilepsy and seizure disorder first aid training, when to call for assistance, emergency contact information, and parent contact information;
- g. Medical and treatment issues that may affect the educational process of the student;
- h. The student's ability to manage, and the student's level of understanding of, the student's epilepsy or seizure disorder; and
- i. How to maintain communication with the student, the student's parent and health care team, the school nurse or the school Principal or school Principal's designee in the absence of the school nurse, and the school employees.

Section 4. Responsibilities

- a. The School Nurse or School Principal or the Principal's designee in the absence of the School Nurse shall obtain a release from the student's parent or guardian to authorize the sharing of medical information between the student's physician or advance practice nurse and other health care providers. Such release shall also authorize the School Nurse, School Principal or Principal's designee in the absence of the School Nurse to share medical information with other school employees as necessary.
- b. The School Nurse shall coordinate the provision of epilepsy and seizure disorder care at the School.
- c. The School Nurse shall provide mandatory training every two years in the care of students with epilepsy and seizure disorders to all school employees, including those working with school-sponsored programs outside of the regular school day.

Such training shall include, but not be limited to, an online or in-person course of instruction approved by the Department of Health and Senior Services.

Legal Citations:

RSMo. 167.625

Type:	Educational Instruction
Title:	Braille Instruction
Date of Board Approval:	September 2023
Notes	2022-23 Revised

SECTION 1. Definitions

- "Accessible assistive technology device", an assistive technology device, as defined in 20 U.S.C. Section 1401, as amended, that provides blind or visually impaired students the benefits of an educational program in an equally effective and integrated manner as that provided to nondisabled students;
- "Adequate instruction", the quality teaching of blind or visually impaired students, as it pertains to general education and necessary blindness skills, in alignment with the U.S. Department of Education's definition of free appropriate public education, as defined in 20 U.S.C. Section 1401, as amended;
- "Blind or visually impaired student": A child who: (i) Has an individualized education program (IEP) or an individualized family service plan (IFSP), as such terms are defined in 20 U.S.C. Section 1401, as amended, or a 504 plan created under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended; and (ii) Is identified as having the disability of visual impairment (including blindness) within the definition of child with a disability in 20 U.S.C. Section 1401, as amended; OR An individual who is deaf-blind under the federal Individuals with Disabilities Education Act (IDEA), as amended, or other federal law;
- "Braille", the system of reading and writing through touch;
- "Expanded core curriculum", a disability-specific curriculum that compensates for vision loss, is foundational to all other learning, and that covers the nine essential areas of compensatory access, sensory efficiency, assistive technology, orientation and mobility, social interaction, recreation and leisure, independent living, self-determination, and career education;
- "Grade level instruction", instruction that aligns with state-designated content standards and curricula for students of the same age or level of maturity, based on the development of intellectual, emotional, physical, and behavioral capacity that is typical for the student's age or age group;

- "Local educational agency" or "LEA", the same definition as in 20 U.S.C. Section 1401, as amended;
- "Nonvisual access", the ability of a blind or visually impaired student to use all functions of a device, without using the student's vision, in an equally effective, equally integrated manner and with equivalent ease of use as the student's sighted peers;
- "Nonvisual skills", skills that are taught in such a way that the student does not need to use any vision;
- "State educational agency", the same definition as in 20 U.S.C. Section 1401, as amended;
- "Technology-mediated learning environments and methods", the settings in which electronic and information technology including, but not limited to, the following is used:
 - Computer-based applications and simulations;
 - Personal and mobile computing devices such as smartphones or tablets;
 - Web-based platforms;
 - Online or distance-learning programs;
 - Video games; and
 - Exhibits or installations that feature digital media, wearable technology, or other tools that support participants' engagement with new knowledge, skills, or practices;
- "U.S. Access Board", the independent federal agency created in 1973 that promotes equality for people with disabilities through leadership in accessible design and the development of accessibility guidelines and standards.

SECTION 2. Braille Instruction

Section 2.1. Each blind or visually impaired student shall receive instruction in Braille reading and writing as part of such student's individualized education program (IEP) or individualized family support plan (IFSP) unless the IEP or IFSP team determines, after an evaluation of the student's reading and writing skills, needs, and appropriate reading and writing media including, but not limited to, an evaluation of the student's needs for instruction in Braille or the use of Braille, that instruction in Braille or the use of Braille is not appropriate. No blind or visually impaired student shall be denied instruction in Braille reading and writing solely because the student has some vision. During the evaluation and IEP process, consideration shall be given regarding appropriate Braille instruction based on a potential vision loss due to a degenerative medical diagnosis.

Section 2.2. In conjunction with the U.S. Department of Education's Braille presumption requirement in the federal Individuals with Disabilities Education Act (IDEA), as amended, instruction in Braille reading and writing shall be sufficient to enable each blind or visually impaired student to communicate effectively and

efficiently at a level commensurate with the student's same age and with the student's nondisabled peers of comparable intellectual ability. The blind or visually impaired student's individualized education program (IEP) or individualized family support plan (IFSP) shall specify:

- a. The results obtained from an evaluation of the blind or visually impaired student's reading and writing skills, needs, and appropriate reading and writing media including, but not limited to, an evaluation of the blind or visually impaired student's needs for instruction in Braille or the use of Braille including, but not limited to, consideration regarding appropriate Braille instruction based on a potential vision loss due to a degenerative medical diagnosis;
- b. How Braille will be implemented, if needed as determined by the IEP team, as a primary mode for learning through integration with other classroom activities;
- c. The length of the period of instruction and the frequency and duration of each instructional session as determined by the IEP team, which shall, as closely as appropriate based on individual needs, be identical to the level of instruction provided to nondisabled peers; and
- d. The level of competency in Braille reading and writing to be achieved by the end of the period.

Section 2.3 Use, and provision, of Braille materials for reading and writing shall be addressed in 504 plans for blind or visually impaired students created under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended.

Section 2.4 In conjunction with academic achievement and functional performance requirements of 34 CFR 300.320(a)(2)(i), as amended, instruction in expanded core curriculum shall be provided to blind or visually impaired students to support progress in the general education curriculum.

SECTION 3. Instruction In Assistive Technology

Section 3.1. Each blind or visually impaired student shall receive instruction in assistive technology as part of the student's individualized education program (IEP) or individualized family support plan (IFSP) unless the IEP or IFSP team determines, after an evaluation of a student's needs, that instruction in assistive technology is not appropriate. No student shall be denied instruction in assistive technology solely because the student has some vision.

Section 3.2. In conjunction with accessible assistive technology requirements of the federal Individuals with Disabilities Education Act (IDEA) in 20 U.S.C. Section 1412(a)(12)(B)(i), as amended, the blind or visually impaired student shall receive grade-level instruction that will equip the blind or visually impaired student with the appropriate technology-mediated learning environments and methods to perform

on the same level of proficiency expected of peers of comparable intellectual ability and grade level. The blind or visually impaired student's IEP or IFSP shall specify:

- a. The results obtained from an assessment of the blind or visually impaired student's skills, needs, and appropriate accessible assistive technology including, but not limited to, an evaluation of the future needs for accessible assistive technology training or the use of accessible assistive technology;
- b. How accessible assistive technology will be implemented as a primary mode for learning through integration with other classroom activities;
- c. The frequency and duration of each instructional session;
- d. The level of mastery of the accessible assistive technology specified by the blind or visually impaired student's assessment to be achieved by the end of the period; and
- e. Acknowledgment that either:
 - i. The blind or visually impaired student may transport the accessible assistive technology to and from school without the need for payment, family assumption of liability for loss or damage, or any other cost to the blind or visually impaired student or the family; or
 - ii. If the accessible assistive technology remains at school, the LEA will provide duplicate accessible assistive technology in the blind or visually impaired student's home without requiring payment, family assumption of liability for loss or damage, or any other cost to the blind or visually impaired student or the family.

Section 3.3. Use, and provision, of accessible assistive technology shall be addressed in 504 plans for blind or visually impaired students created under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended.

SECTION 4. Instruction in Orientation and Mobility

Section 4.1. Each blind or visually impaired student shall receive instruction in orientation and mobility as part of the student's individualized education program (IEP) or individualized family support plan (IFSP) unless the IEP or IFSP team determines, after an evaluation of a student's needs, that instruction in orientation and mobility is not appropriate. No student shall be denied instruction in orientation and mobility solely because the student has some vision.

Section 4.2. In conjunction with orientation and mobility services requirements of 34 CFR 300.34(c)(7), as amended, blind or visually impaired students shall receive orientation and mobility instruction to equip each blind or visually impaired student with the age-appropriate tools, techniques, and nonvisual skills to navigate in and around the student's home, schools, communities, and other environments as

applicable, and as expected of peers of comparable intellectual ability and grade level. The blind or visually impaired student's IEP or IFSP shall specify:

- a. The results obtained from an evaluation of the blind or visually impaired student's orientation and mobility needs including, but not limited to, an evaluation of the blind or visually impaired student's future needs for instruction in orientation and mobility;
- b. How orientation and mobility will be integrated into the home, school, and community;
- c. The date on which orientation and mobility instruction will commence;
- d. The frequency and duration of each instructional session; and
- e. The level of mastery of orientation and mobility skills to be achieved by the end of the period.

Section 4.3. Orientation and mobility equipment, accommodations, and modifications shall be addressed in 504 plans for blind or visually impaired students created under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended.

Section 4.4. An orientation and mobility evaluation shall be conducted by a person who is appropriately certified by the National Blindness Professional Certification Board (NBPCB) with a National Orientation and Mobility Certification (NOMC), or through the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP) as a Certified Orientation and Mobility Specialist (COMS), or who holds a nationally recognized certification related to orientation and mobility.

Section 4.5. The orientation and mobility evaluations described in subdivision (4) of this subsection shall occur in familiar and unfamiliar environments, during the daytime and nighttime, and around the home, school, and community as determined age appropriate by the blind or visually impaired student's IEP or IFSP.

Legal Citation:
§ 167.225, RSMo.

Type: Educational Instruction

Title: **Course Requirements For Grades 7 and 8**

Date of Board Approval: May 5, 2021

Purpose

Required by the Department of Elementary and Secondary Education for 7th and 8th grade curriculum regarding the Constitution, American History, Missouri Government, and Civics.

Section 1. Topics

Seventh and eighth grade curriculum shall include regular courses of instruction in the Constitution of the United States and of the state of Missouri and in American history and institutions. These courses shall begin no later than the seventh grade and continue in high school to an extent determined by the state commissioner of education.

Section 2. Specific to American History

All American history courses at City Garden Montessori School shall include in their proper time-line sequence specific referrals to the details and events of the racial equality movement that have caused major changes in United States and Missouri laws and attitudes.

Legal Citation:

§ 170.011, RSMo.

Type: Educational Instruction

Title: **Dyslexia Screening**

Date of Board Approval: May 5, 2021

SECTION 1.

City Garden Montessori School (CGMS) shall conduct dyslexia screenings for students in the appropriate year consistent with the Department of Elementary and Secondary Education guidelines.

SECTION 2.

The Board of Directors of City Garden Montessori School shall provide reasonable classroom support consistent with the Department of Elementary and Secondary Education guidelines.

SECTION 3.

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

Legal Citation:

§ 167.950, RSMo

Type: Educational Instruction
Title: English Language Learners
Date of Board Approval: May 2017
Notes:

City Garden Montessori School (CGMS) has created this policy pertaining to the identification, instruction and assessment of students who are English language learners. The school principal will serve as the English Language Learning coordinator.

Identification

Upon enrollment, all students will be asked to complete the Student Home Language survey (see attached). Any student who indicates the use of a language other than English will be referred by the person processing the enrollment forms to the ELL coordinator to determine if further English language proficiency assessment is warranted.

Any employee or volunteer of the district who believes a student might have limited English proficiency must inform the ELL coordinator.

Students identified by the ELL coordinator for additional assessment will be assessed within 30 school days after enrolling.

Instruction

The district offers the following instructional options for ELL students: structured immersion.

Staff members who may serve ELL students in the regular course of their duties but who are not primarily responsible for implementation of the program will be provided training and instruction in identifying and assisting ELL students.

Assessment

The English proficiency of ELL students is assessed annually. Assessment instruments will cover reading, writing, speaking and listening skills.

Transition

The goal of the district's ELL program is English proficiency and transition from any specialized programs to a regular course of instruction. ELL students will be assessed to determine when students are ready to transition out of the program and how student progress will be monitored after exiting the program. The ELL Coordinator will oversee this process.

Some support may still be required even after a student has transitioned to the regular program.

Parental Involvement

Parental involvement is addressed in the school's charter. Parents/Guardians will be informed about CGMCS' program, their rights and the plan for their student.

Program Evaluation

The ELL coordinator will evaluate the district's ELL program annually, including the types of services provided, the number of students served, and the number of students who have exited the program and assessment data. Information from student records will be reported in accordance with the Family Educational Rights and Privacy Act (FERPA). Based on the evaluation, the ELL coordinator will make recommendations for modifying and staffing the program and suggestions for resources necessary to improve the effectiveness of the program.

Type: Educational Instruction

Title: **Human Sexuality and Sexually Transmitted Diseases Instruction**

Date of Board Approval: June 2020

Notes:

Section 1. Any City Garden Montessori School (CGMS) course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

- A. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is one hundred percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity, and advise students that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy;
- B. Stress that sexually transmitted diseases are serious, possible, health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus, acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases;
- C. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases; or shall present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law, 42 U.S.C. Section 710;
- D. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan;
- E. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role-playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit

another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure;

- F. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Chapter 566 pertaining to statutory rape;
- G. Teach students about the dangers of sexual predators, including online predators when using electronic communication methods such as the internet, cell phones, text messages, chat rooms, email, and instant messaging programs. Students shall be taught how to behave responsibly and remain safe on the internet and the importance of having open communication with responsible adults and reporting any inappropriate situation, activity, or abuse to a responsible adult, and depending on intent and content, to local law enforcement, the Federal Bureau of Investigation, or the National Center for Missing and Exploited Children's CyberTipline; and
- H. Teach students about the consequences, both personal and legal, of inappropriate text messaging, even among friends.

Section 2. The school shall notify the parent or legal guardian of each student enrolled in the school of:

- A. The basic content of the district's or school's human sexuality instruction to be provided to the student; and
- B. The parent's right to remove the student from any part of the district's or school's human sexuality instruction.
- C. All curriculum materials used in the human sexuality instruction shall be available for public inspection pursuant to chapter 610 prior to the use of such materials in actual instruction.
- D. The school will not provide abortion services, or permit a person or entity to offer, sponsor, or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if such person or entity is a provider of abortion services.

Legal Citation:

§170.015, RSMo.

Type: Educational Instruction

Title: **Interstate Compact on Educational Opportunity for Military Children**

Date of Board Approval: May 5, 2021

Purpose

This policy implements the obligations of City Garden Montessori School (CGMS) under the Interstate Compact on Educational Opportunity for Military Children.

SECTION 1. Definitions

- a) Active Duty: full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211.
- b) Deployment: the period one (1) month prior to the service members' departure from their home station on military orders through six (6) months after return to their home station.
- c) Education(al) records: those official records, files, and data related to a student and maintained by the school or local education agency including but not limited to records encompassing all the material kept in the student's cumulative folder such as general identifying data, records of attendance and of academic work completed, records of achievement and results of evaluative tests, health data, disciplinary status, test protocol and individualized education programs.
- d) Extracurricular activities: a voluntary activity sponsored by the school or local education agency or an organization sanctioned by the local educational agency. Extracurricular activities include, but are not limited to, preparation for and involvement in public performances, contests, athletic competitions, demonstrations, displays, and club activities.
- e) Military installation: a base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility, which is located within any of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Northern Marianas Islands and any other U.S. Territory. Such term does not include any facility used primarily for civil works, rivers and harbors projects, or flood control projects.
- f) Receiving state: the state to which a child of a military family is sent, brought, or caused to be sent or brought.
- g) Sending state: the state from which a child of a military family is sent, brought, or caused to be sent or brought.
- h) Transition: 1) the formal and physical process of transferring from school to school or 2) the period of time in which a student moves from one school in the sending state to another school in the receiving state.

SECTION 2. Applicability

Section 2.1. This policy applies to the children of: (1) active duty members of the uniformed services, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211; (2) members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and (3) members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

Section 2.2. This policy shall not apply to children of: (1) inactive members of the National Guard and military reserves; (2) members of the uniformed services now retired, except as provided for in Section 2.1; (3) veterans of the uniformed services, except as provided for in Section 2.1; and (4) other United States Department of Defense personnel and other federal agency civilian and contract employees not defined as active duty members of the uniformed services.

SECTION 3. Student Eligibility and Enrollment

Section 3.1. Upon receipt of the unofficial education records by CGMS, school shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.

Section 3.2. Simultaneous with enrollment and conditional placement of student, CGMS shall request the student's official education record from the school in the sending state. If CGMS is the school in the sending state, CGMS will process any such request and furnish the official education records to the school in the receiving state within ten (10) days.

Section 3.2. A special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

Section 3.3. CGMS is prohibited from charging tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.

Section 3.4. A transitioning military child shall have thirty (30) days from the date of enrollment to obtain any required immunization(s).

Section 3.5. A transitioning military child, placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend CGMS if they were enrolled while residing with the custodial parent.

Section 3.6. Students shall be allowed to continue their enrollment at grade level in the receiving state commensurate with their grade level (including Kindergarten) in the sending state at the time of transition, regardless of age. A student who has satisfactorily completed the prerequisite grade level in the sending state shall be

eligible for enrollment in the next highest grade level in the receiving state, regardless of age. A student transferring after the state of the school year in the receiving state shall enter the school in the receiving state on their validated level from an accredited school in the sending state.

Section 3.7. CGMS shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

SECTION 4. Placement and Attendance

Section 4.1. When the student transfers before or during the school year, CGMS shall initially honor placement of the student in educational courses on the student's enrollment in the sending state school and/or educational assessment conducted at the school in the sending state if the courses are offered. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This does not preclude CGMS from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).

Section 4.2. CGMS shall initially honor placement of the student in educational programs based on current educational assessment conducted at the school in the sending state or participation/placement in like programs in the sending state. Such programs include, but are not limited to: 1) gifted and talented programs, and 2) English as a second language (ESL). This does not preclude CGMS from performing subsequent evaluations to ensure appropriate placement of the student.

Section 4.3. CGMS shall initially provide comparable services to a student with disabilities based on his/her current Individualized Education Program (IEP). CGMS shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities to provide such students with equal access to education. This does not preclude CGMS from performing subsequent evaluations to ensure appropriate placement of the student. Nothing in this section exempts CGMS from the requirements of federal and state law.

Section 4.4. CGMS may waive course/programs prerequisites, or other preconditions for placement in courses/programs.

Section 4.5. A student whose parent or legal guardian is an active duty member of the uniformed services, as defined in this policy, and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of CGMS to visit with his or her parent or legal guardian relative to such leave or deployment of the parent or guardian.

Legal Citation:
§ 160.2000, RSMo

Type:	Educational Instruction
Title:	Missouri Course Access and Virtual School Program
Date of Board Approval:	September 2023
Notes:	Replaces Virtual Learning Policy Approved April 2020

Purpose

Garden Montessori School (CGMS) may offer virtual courses to students through school staff or by contracting for those services as part of the curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). CGMS will accept all grades and credits earned through school-sponsored virtual instruction and MOCAP. CGMS has the right to decline as necessary.

SECTION 1. Course Access and Virtual School Enrollment

As required by Missouri statute, any student under the age of twenty-one in grades kindergarten through twelve shall be allowed to enroll in Missouri course access and virtual school program courses of his or her choice as part of the student's annual course load each year or a full-time virtual school option.

SECTION 2. Costs

CGMS shall pay the costs associated with the course or courses if:

- The student is enrolled full-time in and has attended CGMS, for at least one semester immediately prior to enrolling in the Missouri course access and virtual school program, a public school except if the student has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the community the previous semester; and
- CGMS approves the student's enrollment in a Missouri course access and virtual school program course or courses.

If CGMS disapproves the student's enrollment, CGMS shall provide the reason in writing and it shall be for "good cause."

- "Good cause" is a determination that doing so is not in the best educational interest of the student and shall be consistent with the determination that would be made for such course requested under the process by which a student would enroll in a similar course offered by CGMS, except that the determination may consider the suitability of virtual courses for the student based on prior participation in virtual courses by the student.
- An appeal shall be considered under the process outlined in Section 8 of this policy.

SECTION 3. Notice of Right to Participate

CGMS shall inform parents of their child's right to participate in the Missouri course access and virtual school program. There shall be information available in the parent handbook, registration documents and on CGMS's website.

SECTION 4. Payment to Content Provider

CGMS shall pay the content provider directly on a pro rata monthly basis based on the student's completion of assignments and assessments. CGMS shall not pay more than the market necessary costs but in no case shall pay more than fourteen percent of the state adequacy target as defined in RSMo 163.011, as calculated at the end of the most recent school year for any single, year-long course and nor more than seven percent of the state adequacy target for any single semester equivalent course.

SECTION 5. A+ Students

If a student is a candidate for A+ tuition reimbursement, CGMS shall attribute no less than ninety-five percent attendance to any such student who has completed a virtual course.

SECTION 6. Transfer Students

Pursuant to rules to be promulgated by the department of elementary and secondary education, CGMS shall allow the following:

- If a student transfers into CGMS while enrolled in a Missouri course access and virtual school program course or full time virtual school, the student shall continue to be enrolled in such course or school.
- When a student transfers into CGMS, credits previously gained through successful passage of approved courses under the Missouri course access and virtual school program shall be accepted by CGMS.

SECTION 7. Monitoring Student Progress

CGMS shall monitor student progress and success, and consider the department of elementary and secondary education's and provider's recommendations regarding a student's enrollment in the program. CGMS may terminate or alter the course offering if it is found the course or full-time virtual school is not meeting the educational needs of the students enrolled in the course.

CGMS shall monitor student progress and success, and course or full-time virtual school quality, and annually provide feedback to the department of elementary and secondary education regarding course quality

SECTION 8. Appeal

If the school principal determines that it is not in a student's best educational interest to take a virtual course, the student and the parents/guardians will be notified in writing, provided an explanation for the decision and informed that the student or parents/guardians may appeal the decision to the Board. However, if the student is receiving special education services, the student's IEP team will make the

final decision regarding student enrollment in a virtual course in accordance with federal law, and the decision must be appealed through the special education process rather than through the Board.

If the student or parent/guardian appeals to the Board, the principal will provide the Board written reasons for denying the student's enrollment, and the student or parent/guardian will provide written reasons the student should be allowed to take the course. Both documents will be retained by the Board and will be incorporated into the minutes. In addition, the student, parents/guardians and the principal will be allowed to present their arguments at a Board meeting.

The appeal to the Board shall be held in closed session. The Board will consider the information presented and release a written decision within 30 calendar days of the meeting. The student or parents/guardians may appeal the decision to DESE. The appeal to DESE must be filed within seven days of the Board's final decision.

Legal Citations:

State:

161.670; 610.021, RSMo.

Federal:

Individuals with Disabilities Education Act, 20 U.S.C. " 1400 - 1417

The Rehabilitation Act of 1973, Section 504, 29 U.S.C. ' 794

Americans with Disabilities Act, 42 U.S.C. " 12101 - 12213

34 C.F.R. Part 104

34 C.F.R. Part 300

Type: Educational Instruction

Title: **Physiology Textbook**

Date of Board Approval: June 1, 2022

Notes: MCPSA Required list

Purpose

Textbooks used for instruction must comply with state curriculum standards. In the event that City Garden Montessori School (CGMS) should use a physiology textbook, we shall invoke this policy.

Section 1. Physiology Textbook

Section 1.1. CGMS shall use a physiology textbook that contains at least one chapter on dental hygiene.

Section 1.2. The chapter(s) on dental hygiene shall convey the proper knowledge to students on the care, function, and relation of the teeth to their general health.

Legal Citation:
§ 170.031, RSMo

Type: Educational Instruction
Title: **Reading Assessment and Success Plan**
Date of Board Approval: May 3, 2023
Notes: New in 2022-23

Purpose

City Garden Montessori School (CGMS) shall assess all students enrolled in kindergarten through grade three at the beginning and end of each school year for their level of reading or reading readiness on state-approved reading assessments. CGMS will also assess any newly enrolled student in grades one through five.

Section 1 – Post-Assessment

CGMS shall adopt and have on file a reading success plan for students.

Section 2 – Services

2.1.

At the beginning of the school year, CGMS shall provide a reading success plan to any student who:

- a. Exhibits a substantial deficiency in reading, defined as a student who is one or more grade level or levels behind in reading or reading readiness, which creates a barrier to the child's progress learning to read. The identification of such deficiency may be based upon the most recent assessments or teacher observation; or
- b. Has been identified as being at risk of dyslexia in the statewide dyslexia screening or has a formal diagnosis of dyslexia.

2.2.

CGMS shall provide annual written notification to the parent or guardian of any student in kindergarten through grade three who exhibits a substantial deficiency of the following:

- a. That the student has been identified as having a substantial deficiency in reading;
- b. A description of the services currently provided to the child; and
- c. A description of the proposed supplemental instructional services and supports that CGMS will provide the student which are designed to remediate the identified area of reading deficiency. For any student who is identified as being at risk for dyslexia or has diagnosis of dyslexia, CGMS shall provide an explanation that the instruction that will be used to teach the child reading will be explicit, systematic, and diagnostic, and based on phonological awareness, phonics, fluency, vocabulary, comprehension, morphology, syntax, and semantics.

Section 3 – Reading Success Plan

3.1

If a student has a substantial reading deficiency at the end of third grade, CGMS shall convene a meeting with the appropriate staff and the student's parent or guardian to discuss whether the student should be retained in grade level. This decision shall be based on all relevant factors including:

- a. The reading deficiency;
- b. The student's progress in other subject areas; and
- c. The student's overall intellectual, physical, emotional, and social development

3.2.

If a student is retained at the end of grade three, a specific plan of action shall be formulated to remedy the student's reading deficiency.

3.3.

The reading success plan shall be provided as appropriate according to student need, free of charge, to remediate the identified areas of reading deficiency, including scientific, evidence-based reading instruction and other strategies. Such strategies may include, but are not limited to:

- a. Small group or individual instruction;
- b. Reduced teacher-student ratios;
- c. More frequent progress monitoring;
- d. Tutoring or mentoring;
- e. Extended school day, week, or year; and
- f. Summer reading programs.

3.4.

For any student with a formal diagnosis of dyslexia or for a student who was found to be at risk of dyslexia in the statewide dyslexia screening, CGMS shall provide evidence-based reading instruction that addresses phonology, sound-symbol association, syllable instruction, morphology, syntax, and semantics provided through systematic, cumulative, explicit, and diagnostic methods.

3.5.

No less than four times a year, CGMS shall notify the parent or guardian of academic or other progress being made by the student. This notification shall include any other information CGMS wishes to provide the parent or guardian.

3.6.

CGMS shall provide all parents and guardians with a plan that includes suggestions for regular parent or guardian-guided home reading.

3.7.

CGMS shall provide intensive reading instruction to each kindergarten through grade five student who is assessed as exhibiting a substantial deficiency in reading. Such instruction shall also comply with the following criteria:

- a. The assessment shall measure phonemic awareness, phonics, fluency, vocabulary, and comprehension;
- b. Be provided during regular school hours;
- c. Provide a reading curriculum that meets the following requirements and specifications:
 - i. Assists students assessed as exhibiting a substantial deficiency in reading to develop the skills to read at grade level;
 - ii. Provides skill development in phonemic awareness, phonics, fluency, vocabulary, and comprehension;
 - iii. Includes a scientifically based and reliable assessment;
 - iv. Provides initial and ongoing analysis of each student's reading progress; and
 - v. Provides a curriculum in core academic subjects to assist the student in maintaining or meeting proficiency levels for the appropriate grade in all academic subjects.

Section 3 - Reporting

CGMS shall provide a report to the Department of Elementary and Secondary Education regarding specific intensive reading interventions and supports CGMS implemented as well as the reading assessment data collected for grades kindergarten through five.

Legal Citations:

RSMo. 167.645

Type: Educational Instruction
Title: **Reading Instruction Act**
Date of Board Approval: April 2023
Notes: New in 2022-23

Purpose

“Evidence-based reading instruction” includes practices that have been proven effective through evaluation of the outcomes for large numbers of students and are highly likely to be effective in improving reading if implemented with fidelity.

Section 1

City Garden Montessori School (CGMS) shall establish reading programs for kindergarten through grade five based in scientific research.

1.1.

Such reading programs shall include the essential components of phonemic awareness, phonics, fluency, vocabulary, and comprehension.

1.2.

All new teachers who teach reading in kindergarten through grade five shall receive training in the areas required under the evidence based reading instruction program.

Legal Citations:

RSMo. 170.014

Type: Educational Instruction
Title: **Instruction for Students with Disabilities**
Date of Board Approval: May 5, 2021

Purpose

City Garden Montessori School (CGMS) will provide a free appropriate public education to all public school students with disabilities

Section 1. Definitions

Students with disabilities are defined as those students who have one of the categorical disabilities as enumerated in the Missouri State Plan for Part B of the Individuals with Disabilities Education Act (IDEA) and who also require special education services or who have a mental or physical impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act and who require accommodations or special education and related services.

Section 2. Provisions

CGMS will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, sections 162.670-.995, RSMo., and Missouri's State Plan for Part B.

Legal Citation:

Individuals with Disabilities Education Act (IDEA)
Section 504 of Rehabilitation Act of 1973
162.670-.995, RSMo.
Missouri State Plan for Part B

Type: Educational Instruction

Title: **Services for Students with Disabilities**

Date of Board Approval: May 5, 2021

Purpose

City Garden Montessori School (CGMS) does not have a general curriculum for students with disabilities. Instead, it is the policy of CGMS to develop an individualized educational program (IEP) for each public school student with a disability who needs special educational services pursuant to the Individuals with Disabilities Education Act (IDEA) and an accommodation plan for students who are qualified only pursuant to Section 504 of the Rehabilitation Act.

Special Educational Services

Each IEP is designed to meet the unique needs of the student and to offer a free appropriate public education. In addition, CGMS's IEPs will address the extent to which each student's disability affects their ability to access CGMS's general curriculum and what modifications, accommodations, and supplementary aids and services, if appropriate, are necessary to provide for such access.

Each public school student with a disability will be educated to the maximum extent appropriate with children who are non-disabled. However, students with disabilities may be assigned to special classes, separate schooling or removed from the regular educational environment when the nature or severity of the student's disability is such that education in the regular educational environment with the use of supplementary aids and services cannot be achieved satisfactorily.

CGMS will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, 162.670-.995, RSMo., and Missouri's State Plan for Part B.

If a student has had his/her curriculum substantially altered or modified pursuant to an IEP, 504 Plan, and/or in connection with a plan of homebound instruction so that the academic requirements (including but not limited to the requirements for achieving a specific letter or numerical grade) for one or more courses have been significantly reduced as compared to the regular course or courses, the IEP team or 504 team (or in the case of a student receiving homebound instruction who is not covered by an IEP or 504 Plan), the School Principal, Director of Special Services, and classroom teacher(s) for such course(s) shall determine whether the student shall be included in the computation of class rank. Students who are not included in the class ranking shall still receive a cumulative grade point average (G.P.A.) and shall be eligible for the honor roll.

Legal Citation:

Section 504 of Rehabilitation Act of 1973
162.670-.995, RSMo.
Missouri State Plan for Part B

Type: Board Finance
Title: **Annual Operating Budget**
Date of Board Approval: June 1, 2022
Notes: MCPSA Required list

Section 1. Budget Process

Section 1.1. The Chief Executive Officer (CEO) will ensure that City Garden Montessori School (CGMS) follows a budgeting process that is consistent with the requirements of all applicable state and federal laws and regulations.

Section 1.2. Each year the Chief Operating Officer (COO) is required to submit to the Board for consideration a detailed annual budget showing estimates of income and expenditures for the ensuing fiscal year.

Section 1.3. Each year before the annual operating budget is drafted the Chief Operating Officer shall ensure that a needs assessment of CGMS, is drafted and finalized by a budget committee consisting of the CEO, COO, and other individuals as designated by the board. The needs assessment shall inform the drafting of the annual budget.

Section 1.4. The Board shall formally adopt the budget in an open meeting held in accordance with the Board's bylaws by June 30, pursuant to all applicable laws and regulations and before the expenditure of any funds. The approved estimated expenditures for each fund shall not exceed the estimated revenues to be received plus the unencumbered beginning cash balance for the fund.

Section 1.5. The Secretary of the Board will record the adoption of the budget and any amendments in the Board meeting minutes in which the adoption occurs.

Section 1.6. After the beginning of the fiscal year, the CEO and COO shall review with the Board the adopted budget in relation to the beginning cash balances for each fund.

Section 2. Fiscal Compliance

The COO shall ensure that CGMS complies with all state and federal laws and rules concerning the budget and related processes of the school.

Legal Citations:
§ 160.417, RSMo

Type: Board Finance
Title: **Audit and Financial Statements**
Date of Board Approval: February 2, 2022
Notes:

Section 1. Annual Audit

Section 1.1. Annually, the books and accounts of the City Garden Montessori School (CGMS) will be audited by an independent certified public accountant in conformance with the prescribed standards and legal requirements. The Chief Operating Officer (COO) shall place before the Board the matter of the retaining of a certified public accountant. The auditor shall be selected by the Board. The audit shall be presented to the Board for examination and approval.

Section 1.2. Board Action. Once the Board of CGMS receives the final report, it shall vote to accept the contents of the audit at either its next regularly called meeting or at a special meeting called in accordance with the Board's bylaws.

Section 1.3. Submission to Sponsor. The Chief Executive Officer (CEO) shall ensure that a copy of the annual audit report is timely filed with the Sponsor. The audit report should include a certificate signed by the Chair of the Board that the Board voted to accept the contents of the audit. If the Board did not accept the contents of the audit report, that should be noted with the submission.

Section 2. Annual Financial Statement

Section 2.1. The COO shall prepare, or cause to be prepared, an annual financial statement for each fund subject to the authority of the Board during the fiscal year showing:

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

Section 2.2. The CEO shall ensure that the annual financial statement is submitted to the Sponsor in a timely manner pursuant to deadlines.

Section 2.3. The CEO shall ensure that the annual financial statement summary is published in a local newspaper and to the organization's public portal (website) no later than 30 days after the Board of Directors vote to accept the contents of the audit.

Legal Citations:
§ 160.405, RSMo

Type: Board Finance
Title: **Authorized Signatures**
Date of Board Approval: June 1, 2022
Notes: MCPSA Required list

Section 1. The Board of City Garden Montessori School (CGMS) shall designate at least one current board member to be included as an authorized signature on all financial accounts of the school.

Section 2. The Board shall notify all financial institutions that serve the school of the board member who is to be included as an authorized signature on financial accounts.

Section 3. The Board of CGMS shall annually certify to the Missouri Charter Public School Commission that the financial institutions that serve the school have on file the authorization form for the board member who is to be the signature on all financial accounts.

Legal Citations:
§ 165.021, RSMo

Type: Board Finance
Title: **Bonded Indebtedness**
Date of Board Approval: February 2, 2022
Notes: MCPSA Required list

Section 1. The Board may issue bonds for any School expenditures as prescribed in state law.

Legal Citations:
§ 160.415, RSMo

Type: Board Finance
Title: **Borrowed Funds**
Date of Board Approval: June 1, 2022
Notes: MCPSA Required list

Section 1. Borrowing Funds

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

Legal Citations:
RSMo. 160.415

Type: Board Finance
Title: **Capital Assets Accounting**
Date of Board Approval: June 1, 2022
Notes: MCPSA Required list

Section 1. Capital Assets

Section 1.1. Definition of Capital Asset

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

SECTION 1.2. Documentation

The Chief Operating Officer (COO) shall ensure that City Garden Montessori School maintains accurate records of capital assets in accordance with applicable rules.

SECTION 1.3. Inventory

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

SECTION 1.4. Annual Audit

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

Legal Citations:
RSMo. 160.415

Type: Board Finance
Title: **Federal Fiscal Compliance**
Date of Board Approval: March 2, 2022
Notes: MCPSA Required list

Section 1. Fiscal Requirements under Title I, Title II, and Title IV of ESSA

Section 1.1. Supplement not Supplant. City Garden Montessori School (CGMS) shall ensure that federal funds will be used to supplement, not supplant regular non-federal funds.

Section 1.2. Documentation. Documentation shall be maintained, or caused to be maintained, by the Chief Operating Officer (COO). The documentation must clearly demonstrate the supplementary nature of federal funds.

Section 2. Federal Grant Allowable Expenditures

Prior to expending funds, the COO shall consult the appropriate OMB Circular (OMNI Circular) or other federal guidance to determine what costs are allowable under the grant awarded. The COO shall ensure that all grant funds are expended in accordance with the requirements in section 2.1 and the Circular or other applicable federal law or rule.

Section 2.1 Allowability.

To be allowable under a federal award, costs must meet the following general criteria and be documented that such criteria are met:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to the types or amount of cost items;
- Be consistent with the policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity;
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost;
- Be determined in accordance with generally accepted accounting principles (GAAP);

- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period;
- Be adequately documented; and
- Be net of all applicable credits.

Section 3. Standards for Documentation of Personnel Expenses

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

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

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

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

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

Section 4. Charter Schools Program (CSP), ESSA Title IV, Part C

Section 4.1. Compliance. If CGMS receives CSP grants, the COO shall ensure that CGMS shall comply and use the federal funds in accordance with all statutes, regulations, and approved applications.

Section 4.2. Fiscal Control. The COO shall directly administer or supervise the administration of any projects funding through CSP funds, and shall use fiscal control and fund accounting procedures that ensure proper disbursement of, and accounting for, federal funds.

Section 4.3. Procurement. When using CSP funds to enter into a contract for equipment or services the COO shall comply with the applicable federal procurement standards.

Section 5. Use of Federal Grant Funds for Procurement

Section 5.1. Open and Free Competition. The COO shall ensure that all procurement transactions are conducted in a manner that provides open and free competition. Awards must be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to CGMS considering price, quality, and other relevant factors deemed appropriate by the CGMS.

Section 5.2. Conflicts of Interest. Pursuant to the Conflict of Interest Board Policy, no employee, officer, or agent of, who has a real or apparent conflict of interest, will participate in the selection, award, or administration of a contract supported by federal funds. Employees, officers, and agents may also not solicit or accept favors, gratuities, or anything of monetary value from contractors or their agents.

Section 5.3. Solicitation of Bids or Offers

- a. The solicitation of bids or offers must provide a clear and accurate description of the requirements to be fulfilled by the bidder, technical requirements to be performed including the minimum acceptable standards and specific features of brand name or equal descriptions that bidders are required to meet;
- b. Positive efforts shall be made to utilize small businesses, minority-owned firms, and women's business enterprises whenever possible;
- c. The type of procurement instruments used (e.g. purchase orders) must be appropriate for the particular procurement;
- d. Contracts are made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement;
- f. Procurement documents shall be made available, upon request, to appropriate government officials.
- g. All solicitations in an amount equal to or greater than \$10,000 requires minimum three bids and Board approval

Section 5.4. Record Documentation. The COO shall ensure there is a cost or price analysis made and documented with every procurement action as well as appropriate documentation for the basis for contractor selection. The COO shall also ensure the evaluation of the contractor performance and document whether the contractor has met the terms, conditions, and specifications of the contract.

Section 5.5 All prequalified lists of persons, firms, or products which are used in acquiring goods and services must be reviewed and kept current and shall include enough qualified sources to ensure maximum open and free competition.

Section 5.6 The school shall utilize the most appropriate procurement method based on the particular procurement. The school utilize one of the following methods or any more restrictive method:

- Micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services which are up to \$10,000. This purchase may be awarded without soliciting competitive quotations.
- Small purchase procedures. Small purchase procedures are those simple and informal procurements for securing services, supplies or other property that cost between \$10,001 to \$249,999. Price and rate quotations must be obtained from at least two qualified sources.
- Sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract is awarded. This method is preferred for procuring construction.
- Competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer and either a fixed price or cost reimbursement type of contract is awarded.
- Noncompetitive proposals. This is the solicitation of a proposal from only one source and may be used only when one or more of the following applies:
 - o The item is available only from a single source;
 - o The public emergency for the requirement will not permit a delay;
 - o The pass-through entity authorizes noncompetitive proposals in response to a written request; and/or
 - o After solicitation of a number of sources, competition is determined inadequate.

Section 6. Travel Costs

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. These costs are reimbursable with appropriate approval and documentation of expenses. Travel costs charged to Federal awards/funds must meet the requirements of 2 C.F.R. § 200.474.

Section 6.1 Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip and results in charges consistent with those normally allowed in like circumstances in the school's non-federally-funded activities and in accordance with the school's written travel reimbursement policies.

Section 6.2 Cost incurred by employees for travel, including costs of lodging, other subsistent, and incidental expenses, must be considered reasonable and otherwise

allowable only to the extent such costs do not exceed charges normally allowed by the school as a result of the school's written travel policy.

If these costs are charged to the Federal award, documentation must justify that (1) the Participation of the individual is necessary to the Federal award; and (2) the costs are reasonable and consistent with the school's travel policy. Document may include any or all of the following: an agenda; prior written approval; and/or written justification statement.

Section 6.3 The school shall not use its grant funds for temporary dependent care costs unless specifically permitted by the authorizing statute, regulation, and Department.

Section 7. Compliance with the Cash Management Improvement Act

Section 7. 1. In order to comply with the Cash Management Improvement Act (CMIA) the Department of Elementary and Secondary Education will only make payments to the school for reimbursements. Reimbursements are only for funds "spent"—transactions that are recorded on the school's books and the funds delivered to the recipients.

Section 7.2. The school may only make requests for payment once an initial budget application for the grants has been approved and must only include actual cumulative expenditures up to the payment request submission date.

Section 7.3. The school must at least annually submit an accounting of any interest earned on any Federal funds to the federal Department of Health and Human Services through the Department of Elementary and Secondary Education. The school may retain up to \$500 of earned interest annually on all combined Federal programs for administrative expenses. The school must document all administrative expenses in order to claim the interest offset. Under this section, the interest calculation is the amount of reimbursement times the annualized Federal interest rate for the fiscal year times the number of business days the funds were held until delivery. The federal interest rates may be found at <http://www.fms.treas.gov/cmia/index.html>.

Legal Citations:

2 C.F.R. § 200.430, OMNI DESE Memo FAS-15-003 Time and Effort under the OMNI Circular, April 2, 2015

2 C.F.R. § 200.474

RSMo. 160.420

Type:	Board Finance
Title:	Investments Policy
Date of Board Approval:	May 2023
Notes:	MCPSA Required list, reviewed by Finance Committee

Scope

This policy applies to the investment of all operating funds of City Garden Montessori School (CGMS).

Pooling of Funds

Except for cash in certain restricted and special funds, CGMS will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

External Management of Funds

Investment through external programs, facilities and professionals operating in a manner consistent with this policy will constitute compliance.

Section 1. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield.

Section 1.1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

CGMS will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which CGMS will do business.
- Diversifying the portfolio so that potential losses on individual securities will be minimized.

CGMS will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

- Investing operating funds primarily in shorter-term securities.

Section 1.2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

Section 1.3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

Section 2. Standards of Care

Section 2.1. Prudence

All participants in the investment process shall act responsibly as custodians of the public trust. The standard of prudence to be applied is the "prudent investor" rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Section 2.2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from

undertaking personal investment transactions with the same individual with which business is conducted on behalf of CGMS.

Section 2.3. Delegation of Authority

Authority to manage the investment program is granted to the Chief Operating Officer, hereinafter referred to as investment officer, and derived from the Missouri Constitution and state statutes. Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with the established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/ depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Section 3. Investment Transactions

Section 3.1. Authorized Financial Dealers and Institutions

A list will be maintained of financial institutions authorized to provide investment transactions. In addition, a list will also be maintained of approved security broker/dealers selected by creditworthiness as determined by the investment officer and approved by the governing body. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements.
- Proof of National Association of Securities Dealers (NASD) certification.
- Proof of state registration.
- Completed broker/dealer questionnaire.
- Certification of having read and understood and agreeing

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the investment officer.

Section 3.2. Internal Controls

The investment officer/internal auditor/director of accounting is responsible for establishing and maintaining an internal control structure that will be reviewed annually with the [school's] independent auditor. The internal control structure shall be designed to ensure that the assets of the [school] are protected from loss, theft, or misuse and to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not

exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgments by management.
The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of transactions for investments and wire transfers.
- Development of a wire transfer agreement with the lead bank and third party custodian.

Section 3.3. Delivery vs. Payment

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in eligible financial institutions prior to the release of funds. All securities shall be perfected in the name or for the account of the [school] and shall be held by a third-party custodian as evidenced by safekeeping receipts.

Suitable and Authorized Investments

In accordance with and subject to restrictions imposed by current statutes, the following list represents the entire range of investments that [school] will consider and which shall be authorized for the investments of funds by the [school].

- Open time deposits or certificates of deposit secured under the provisions of sections 110.010 and 110.020, RSMo;
- Bonds, redeemable at maturity at par, of the state of Missouri, of the United States, or of any wholly owned corporation of the United States;
- Short term obligations of the United States; or
- Any instrument permitted by law for the investment of state moneys.

Section 4. Investment Parameters

Section 4.1. Diversification

The investments shall be diversified to minimize the risk of loss resulting from over concentration of assets in specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

- U.S. treasuries and securities having principal and/or
- interest guaranteed by the U.S. government: 100%
- Collateralized time and demand deposits: 100%
- U.S. Government agencies, and government sponsored enterprises: No more than 60%
- Collateralized repurchase agreements: 50%
- U.S. Government agency callable securities: No more than 30%

Section 4.2. Maximum Maturities

To the extent possible, the [school] shall attempt to match its investments with anticipated cash flow requirements. Investments shall mature and become payable not more than five (5) years from the date of purchase. CGMS shall adopt weighted average maturity limitations that should not exceed three (3) years and are consistent with the investment objectives. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as in bank deposits or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

Section 5. Reporting

Section 5.1. Methods

The investment officer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner that will allow the [school] to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the governing body of the [school]. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration (in accordance with Government Accounting Standards Board (GASB) 31 requirements). [Note, this is only required annually]
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investment by maturity date.
- Percentage of the total portfolio which each type of investment represents.

Section 5.2. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks may be established against which portfolio performance shall be compared on a regular basis.

Section 5.3. Marking to Market

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least annually to the governing body of the [entity]. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed.

Section 6. Policy Considerations Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempt from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

This policy shall be adopted by resolution of the governing body of City Garden Montessori School. The policy shall be reviewed annually by the investment officer and recommended changes will be presented to the governing body for consideration.

Legal Citations:

RSMo. 67.085

RSMo. 165.051

Type: Board Finance
Title: Payroll
Date of Board Approval: June 1, 2022
Notes: MCPSA Required list

Section 1. Accurate & Timely Payroll

The Chief Operating Officer (COO) of City Garden Montessori School (CGMS) shall ensure that school employees are paid accurately and timely in accordance with applicable laws and rules.

Section 2. Payment of School Employees

School employees shall be paid:

- In United States currency;
- By a written instrument (e.g. check) issued by the employer that is negotiable on demand at full face value for United State currency; or
- By the electronic transfer of funds to the employee's bank pursuant to a direct deposit agreement signed by the employee.

Section 3. Paydays

- Exempt Employees. The paydays for exempt employees shall be on fifteenth and the last day of the month.
- Non-exempt Employees. The paydays for non-exempt employees shall be on the fifteenth and the last day of the month.

Section 4. Withholding of Wages

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

- The school is ordered to do so by a court of competent jurisdiction;
- The school is authorized to do so by state or federal law; or
- The school has written authorization from the employee to deduct part of their wages for a lawful purpose.

Section 5. Teachers Retirement System

As prescribed by Statute, all teachers at CGMS shall be members of the Public School Retirement System of the City of St. Louis (PSRSSTL) and subject to its requirements. The Board shall expend for teacher retirement and compensation for instructional staff an amount that reflects the requirements as outlined in Missouri State Statute and Department of Elementary and Secondary Education regulation

Legal Citations:
RSMo. 160.420

Type: Board Finance
Title: **Prohibited Expenditures**
Date of Board Approval: June 1, 2022
Notes:

Purpose: To comply with Missouri State Ethics Law

Section 1. No officer, employee, or agent of City Garden Montessori School (CGMS) may use public funds to advocate, support, or oppose the passage or defeat of any ballot measure or the nomination or election of any candidate for public office.

Section 2. No officer, employee, or agent of CGMS may direct public funds to any committee supporting or opposing a ballot measure or candidate.

Section 3. No officer, employee, or agent of CGMS may use public funds to pay any debts or obligations of any committee supporting or opposing a ballot measure or candidate.

Legal Citations:
RSMo. 105.955

Type: Board Finance
Title: **School Accounting System**
Date of Board Approval: June 1, 2022
Notes: MCPSA Required list

Section 1. Fiscal Year

City Garden Montessori School (CGMS) adopts a fiscal year that begins on the first day of July and ends on the thirtieth day of the following June.

Section 2. Financial Accounting

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

Section 2.1. Accounting records. The school shall maintain records that adequately identify the source and application of funds. These records must contain information pertaining to grant or sub-grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.

Section 2.2. Internal controls. The school shall maintain effective control and accountability of all state and local funds, federal grant and sub-grant cash, real and personal property, and other assets obtained with local, state or federal funds. The school shall adequately safeguard all such property and assure that it is used solely for authorized purposes.

Section 2.3. Source documentation. Accounting records must be supported by such source documentation as canceled checks, paid bills, payrolls, time and attendance records, contract and subgrant award documents, etc.

Section 2.4. Budget control. The school shall compare actual expenditures or outlays of state or federal funds with budget amounts for each fund, grant or subgrant. Financial information must be related to performance or productivity data, including the development of unit cost information whenever appropriate or specifically required in the grant or subgrant agreement. Applicable federal cost principles, agency program regulations, and the terms of grant and subgrant agreements will be followed in determining the reasonableness, allowability, and allocability of costs.

Section 2.5. Account Code Structure. The school shall use the account code structure as described in the Missouri Department of Education's Chart of Accounts.

Legal Citations:

§ 160.405, RSMo

Type: Board Finance
Title: **State and Federal Projects**
Date of Board Approval: June 1, 2022
Notes: MCPSA Required list

Section 1. Authority to Operate

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

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

Legal Citations:
RSMo. 160.415

Type: Board Finance
Title: **State Tax Sources**
Date of Board Approval: June 1, 2022
Notes: MCPSA Required list

Section 1. Acceptance

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

Section 2. Reporting

The Chief Operating Officer is responsible for completing all required reports and forms to obtain state funds to which the School is entitled to receive according to developed rules and regulations.

Legal Citations:
RSMo. 160.415

Type: Board Governance
Title: **Anti-Nepotism**
Date of Board Approval: June 1, 2022
Notes: MCPSA Required list

Board members shall not debate or vote upon the employment of any person to whom they are related within the fourth degree of consanguinity or affinity.

Provided the Board member does not debate or vote upon the employment, the Board may vote to employ a person related to a Board member.

Type: Board Governance
Title: **Board Committees and Advisory Committees**
Date of Board Approval: January 2018
Notes:

Purpose

The Board of Directors of City Garden Montessori School (CGMS) shall act as a committee-of-the-whole on all matters pertaining to the business and educational policies of the school. The Board may appoint standing committees; however, no individual member or group comprised of less than the full membership of the Board shall exercise the powers of the full Board unless otherwise authorized by law and Board policy.

With the approval or at the direction of the Board, the chair of the Board may appoint temporary ad hoc and/or special lay committees to assist the Board.

The following standing committees of the Board are established and tasked with the following duties.

Governance Committee

The Governance Committee is responsible for ensuring that City Garden, and its board, are effectively governed. The duties of the Governance Committee include:

- Establishing and recommending board policies and procedures
- Reviewing and updating legal documents, such as the organizational Articles of Incorporation, Bylaws, Conflict of Interest policy, the school's Charter, the school's Accountability Plan with Saint Louis University
- Determining the appropriate organizational structure of CGMS and its affiliated organizations
- Ensuring that the board is in compliance with all federal, state and local mandates, such as the Missouri Sunshine Law, Missouri Ethics Commission requirements, etc.
- Establishing and recommending effective board and committee recruitment policies and procedures, and ensuring that these policies and procedures are followed
- Recruiting and vetting new board and committee members
- Nominating board leadership annually
- Coordinating the orientation of new board members
- Coordinating board professional development
- Coordinating evaluations of board members and board leadership
- Ensuring effective communication among board members and from the board to the school community and the external community
- Supports and ensures all Board Committees comply with the SLU Accountability report

Finance Committee

The Finance Committee ensures organizational fiscal responsibility and accountability. The duties of the Finance Committee include:

- Reviewing and approving the school's budget. The annual budget is first drafted in January of the prior year and approved no later than June 30, for the fiscal year that begins July 1. The budget is then amended quarterly; the Finance Committee works with the executive director and the Director of Finance and Operations to revise the budget based on anticipated needs and actual revenues and expenditures
- Reviewing/ monitoring revenues and expenditures. Each month the Finance Committee reviews the monthly financial statements and bank statements and bank reconciliations. Significant transactions in the bank statements are discussed. At least quarterly, the Finance Committee also reviews cash flow projections
- Establishing and recommending fiscal policies and procedures, such as internal and external controls (checks and balances), banking policy, how financial statements are prepared, investment policies, etc
- Monitoring the annual fiscal/ organizational audit and preparation of the 990 to the IRS
- Providing oversight and support to the executive director and the finance/ business office staff
- Supports and ensures compliance with the SLU Accountability report, specifically the Fiscal Health requirements

Development Committee

The Development Committee is responsible for guiding and overseeing resource development (fundraising) for the school. The committee is composed of leads of all sub-committees plus additional ad-hoc members as needed. The duties of the Development Committee include:

- Reviewing and approving the school's annual development plan. The development plan is drafted in conjunction with the school's annual budget and is approved no later than June 30, for the fiscal year that begins July 1. The plan includes goals and strategies for bringing in the resources needed to meet the school's financial needs.
- Reviewing/ monitoring resource development outcomes. The Development Committee receives a monthly development report, cash flow statement and a report from development staff regarding progress toward meeting organizational goals.
- Establishing/ recommending policies and procedures regarding resource development.
- Overseeing the implementation of resource development activities and programming, including parent giving, major donor cultivation, corporate and foundation contributions, the annual gala, events, communications, stewardship, and tracking of donations and donor information.

- Soliciting volunteer time, determining volunteer projects, and maintaining a volunteer pool to deploy during fundraising preparations and events. Project-specific.
- Providing oversight and support to the executive director, director of development, and development staff.

Building and Grounds Committee

The Building and Grounds Committee is responsible for ensuring that City Garden has adequate and effective facilities and grounds to implement the school's Strategic Framework (attached). Committee members will be chosen based on their skill, experience, and expertise in the procurement and maintenance of the school facilities and/or information technology. They are expected to develop strategic plans, develop and review policies, provide oversight and support to the ongoing operations and ensure we are utilizing an anti-biased, anti-racist framework in all aspects of the operations and committee level decision making. The duties of the Building and Grounds Committee include:

- Strategic Planning
 - Lead development and maintenance of facilities strategic plan that supports program implementation
 - Develop, review and recommend any facility acquisitions or significant changes to the building or grounds, i.e., design and build-out of the outdoor space, the kitchen space, etc.
- Policies
 - Review and recommend policies regarding building and grounds operations
 - Develop and monitor organizational commitment to environmental sustainability as it pertains to the built environment and operational practices.
 - Implement Board directives and policies
 - Analyze and make recommendations to the board regarding major decisions
- Oversight
 - Oversight of building and grounds operations including:
 - Major contract bids for vendors
 - Overview of budgeted and actual expenses
 - Review of ongoing capital and maintenance plans
 - Review of implementation of grants for building or grounds improvements
 - Review of legal matters regarding building and grounds
 - Ensure Building and Grounds operations and decision making are using an ABAR framework
- Support
 - Provide advice and recommendations to staff.
 - Utilize professional expertise to assist operations of the committee

Anti-Bias/Anti-Racism Committee

The Anti-Bias/Anti-Racism (ABAR) Committee of the Board is responsible for ensuring that City Garden is fulfilling its commitment to being an anti-biased/anti-racist institution, and guiding the organization in implementing this component of its mission. Specifically, the ABAR Board Committee will:

- Lead efforts to institutionalize and embed anti-bias, anti-racism values, equitable outcomes, and accountability throughout all parts of the organization
- Analyze City Garden's governance components - its policies, structures and processes - through an ABAR lens and identify and prioritize areas for change
- Develop strategy and facilitate collaboration that enables City Garden to share its ABAR model throughout the St. Louis region and beyond
- Identify and share resources to support staff implementation of ABAR principles
- Collaborate with the faculty ABAR committee and the PAC ABAR Committee, in order to help fulfill City Garden's ABAR commitment

In General

Committees must follow the instructions given to them by the Board and may be terminated at any time by a majority vote of the membership of the Board. If the committee is required by state or federal law, its composition and appointment shall meet all guidelines established for that purpose. Committees shall be advised of the:

1. Purpose to be served.
2. Length of time each member is being asked to serve.
3. Resources the Board will provide.
4. Date a report should be made to the Board or executive director.

Final authority in the decision-making process will reside with the Board.

Any committee appointed by or at the direction of the Board and that is authorized to report to the Board or any advisory committee appointed by or at the direction of the Board for the specific purpose of recommending directly to the Board or the Executive Director any policies, policy revisions or expenditure of public funds, will follow the Missouri Open Meetings and Records Act. The custodian of records will maintain a list of all such committees.

Type: Board Governance

Title: **Board Meetings**

Date of Board Approval: January 2018

Notes:

Purpose

The Board of Directors shall hold meetings throughout the year to transact such business as deemed necessary for the smooth operation of the school.

General

A quorum must be present, whether physically or electronically, in order to conduct an official meeting. A quorum shall consist of 50% plus one members of the Board of Directors.

Meetings may be held in person or by means of communication equipment including, but not limited to, conference calls, video conferences, Internet chats or Internet message boards.

Meetings of the Board of Directors shall be open to the public and the press unless closed as authorized by law. All Board meetings shall be held at a place of sufficient size to accommodate the anticipated members of the public and at a time that is reasonably convenient. In addition, reasonable efforts shall be made to make the meeting accessible to individuals with disabilities. If any of these statutory requirements are not met, the nature of the cause for noncompliance for the meeting will be stated in the Board minutes.

Audio, video and other electronic recordings of open meetings are allowed by law, but the Board may establish guidelines regarding the manner in which such recordings are conducted to minimize disruption to the meeting. Recording a closed meeting is prohibited unless permission has been granted by the Board by resolution. By passing this policy the Board grants permission to the Board secretary to record closed meetings as necessary to fulfill his or her duties.

Meeting Notice

Public notice of all meetings shall be given in accordance with Board policy and law.

Regular Board Meetings

The Board of Directors shall hold regular meetings throughout the year to transact such business as deemed necessary for the smooth operation of the school LEA. The Board will hold its regular meeting on the first Wednesday of each month at 6:30 p.m. at the school conference room unless otherwise specified in the publicized notice of the meeting.

Special Board Meetings

Special Board meetings may be held from time to time as circumstances may demand. Special meetings of the Board may be held at a time fixed by the Board or on the call of the chair, or if called by a quorum of the Board. Each member shall be notified of the time, place and purpose of the meeting a reasonable amount of time in advance of the meeting.

Electronic Participation

The Board will allow members to participate electronically in meetings where other Board members are physically present, and the Board may hold meetings where all Board members participate electronically. This participation may occur by telephone, video conference or other electronic means. Board members may not simply vote electronically, but must: 1) be connected with the meeting throughout the discussion of business; 2) be able to hear or receive the same information as Board members physically present; and 3) participate in the discussion. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

Any Board members participating electronically will be considered present. The members shall be counted present for the purpose of establishing a quorum. If a Board member participates in a meeting electronically, the Board secretary will document this fact in the minutes. In accordance with law, Board members participating electronically may only vote in roll call votes if they are participating by videoconference or another legal exception applies.

Board members who wish to participate in a meeting electronically must notify the Board chair and Executive Director as early as possible. The Executive Director will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made in open session. The Executive Director will take measures to verify the identity of any remotely located participants if necessary.

Voting in Open Session

Voting in open session must be conducted in a manner that allows the public attending the meeting to observe how each person voted and in a manner that allows the Board secretary to accurately discern and record the number of persons voting for or against the motion as well as the persons abstaining from the motion.

The Board may decide to vote by roll call in open session. When an open public vote is not to be taken by roll call, any member may request that the Board be polled on any issue requiring a vote. When voting to adjourn to closed session, the specific reason for closing the meeting must be announced publicly by reference to a specific section of the law, and the vote must be taken by roll call.

In the event a motion is made to close a meeting, record or vote and a Board member believes that the motion, if passed, would violate the Missouri Sunshine Law, the Board member may state his or her objection to the motion before or at the time the vote is taken. The Board secretary will enter the objection in the minutes. Once the objection has been made the Board member shall be allowed to fully participate in the meeting, record or vote even if it is closed over the member's objection. If the Board member voted against the motion to close the meeting, record or vote, the recorded objection and the vote is an absolute defense to any claim filed against the Board member pursuant to the Missouri Sunshine Law.

Voting Electronically

Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business and must be able to both hear and participate in the discussion. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

In accordance with law, Board members who participate in a meeting by videoconferencing may discuss and vote on issues in both open and closed sessions, regardless of the method by which the vote is taken. Board members participating electronically by other means, such as by telephone, may discuss issues and vote as long as the vote is not made by roll call. Board members participating electronically using methods other than videoconferencing may not cast roll call votes, regardless of whether those votes occur in open or closed session, unless a CGMS emergency exists and a quorum of the Board is physically present at the meeting. If such an emergency exists, the nature of the emergency shall be stated in the minutes.

Type: Board Governance

Title: **School Board Member Ethics, Confidentiality, Conflict of Interest, and Financial Disclosure**

Date of Board Approval: January 2018

Notes:

Purpose

Members of the City Garden Montessori School (CGMS) Board accept the responsibility to improve public education in CGMS and any additional schools it opens.

To that end, all Board members will:

ETHICS AND CONFIDENTIALITY

1. Remember that the first and greatest concern must be the welfare of all students attending CGMS schools.
2. Obey the laws of Missouri and the United States.
3. Recognize that individual Board members have no authority to officially speak or act for the Board, unless previously authorized by the board to do so.
4. Work with other Board members to establish effective Board policies.
5. Delegate authority for the administration of the school(s) to the Executive Director.
6. Render all decisions based on the available facts and independent judgment rather than succumbing to the influence of individuals or special interest groups.
7. Make every effort to attend all Board meetings.
8. Become informed concerning the issues to be considered at each meeting.
9. Improve stewardship by studying educational issues and by participating in training.
10. Support the employment of staff members based on qualifications and not as a result of influence.
11. Maintain a process of regular and systematic assessment of the educational system, in order to provide accountability for CGMS.
12. Refrain from using his or her Board position for the benefit of family members, business associates or themselves.
13. Refrain from seizing a corporate (CGMS) opportunity for his or her personal benefit or the benefit of his or her organization or a third party.
14. Express personal opinions but, once the Board has acted, accept and support the will of the majority, maintaining the member's duty of loyalty to CGMS.
15. Refrain from divulging confidential information presented during closed sessions, except when required by law.

CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE

All directors of the City Garden Montessori School (CGMS) Board shall adhere to the laws regarding conflict of interest and avoid situations where their decisions or actions in their capacity as Board members conflict with the mission of CGMS.

Purchases Involving Federal Funds

In addition to the requirements of this policy, Board members must follow the conflict of interest provisions of federal law.

Sale, Rental or Lease of Property (Personal and Real Estate) or Provision of Services

No member of the CGMS Board shall perform a service as an independent contractor; or sell, rent or lease any personal or real property to CGMS for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice.

Employment

CGMS shall not employ Board members for compensation even on a substitute or part-time basis.

Anti-Nepotism - Board members shall not vote to employ or appoint any person who is related to them such as a spouse, child, grandparent, aunt, uncle, sibling, or first cousin. In the event that an individual is recommended for employment or appointment and the individual is related to a Board member, the related Board member shall refrain from debating and abstain from voting on the question of employment, unless the motion is part of a consent agenda and there is no discussion, in which case, the member need not leave the room but will refrain from voting.

Self-Dealing

1. Board members may not act or refrain from acting by reason of any payment, offer to pay, promise to pay or receipt of anything of actual pecuniary value, whether received or not, to themselves or any third person. This includes a gift or campaign contribution made or received in relationship to or as a condition of the performance of an official act.
2. Board members shall not favorably act on any matter that is specifically designed to provide a special monetary benefit to them, their spouses or dependent children in their custody.

3. Board members will not accept gifts with a value in excess of \$100 from a vendor who does or is attempting to do business with CGMS.
4. A Board member will not attempt to directly or indirectly influence or vote on a decision when the Board member knows the result of the decision may be the acceptance by CGMS of a service or the sale, rental or lease of property to CGMS and the Board member, his or her spouse, dependent children in his or her custody or any business with which the Board member is associated will benefit financially. If such a transaction is presented to the Board, the Board member will abstain and leave the room during any deliberation.

Use of Confidential Information

Board members shall not use or disclose confidential information obtained in the course of or by reason of their official capacities in any manner with intent to result in financial gain for themselves, their spouses, dependent children in their custody, any business with which the Board member is associated or any other person. Even when there is no financial gain involved, failure to keep information confidential violates Board ethics and Board policy and could also

Board Member Disclosure

All Board members will file the Financial Disclosure Statement" required by the Missouri Ethics Commission each year by the deadline of May 1.

Type: Board Governance
Title: **Board Member Liability/Insurance**
Date of Board Approval: May 2018
Notes:

Purpose

In order to protect the individual members of the Board, its agents, and the educational interests of City Garden Montessori School (CGMS), the Board may purchase, in the absence of governmental immunity or in addition to sovereign or governmental tort immunity, with school funds, adequate errors and omissions liability insurance and/or other types of insurance necessary to indemnify Board members and agents of the Board for their official actions in the service of CGMS.

Legal Citations:

State reference: Section 171.011 RSMo.

Type: Board Governance

Title: **Board Officers**

Date of Board Approval: January 2018

Notes:

Purpose

The Board of Directors of City Garden Montessori School (CGMS) shall elect a Chair, Vice Chair, Treasurer and Secretary at the annual meeting of the Board and hold their terms for a period of one year. Any officer may be removed with or without cause by a majority vote of the Board of Directors. Vacancies in Board officer positions shall be filled by holding another Board election to fill the vacant positions.

Officer Selection and Election Process

Officers shall be nominated by the Governance Committee in accordance with the procedure set forth by the committee. All officers shall have a deep understanding of City Garden Montessori School and its mission. The Executive Committee of the Board is comprised of the Board Chair, Vice Chair, Secretary and Treasurer.

Duties of the Board Chair

The chair of the Board, in addition to duties prescribed by law, will exercise such powers as properly pertain to the office according to *Robert's Rules of Order, Revised*. He or she shall have the right, as shall other members of the Board, to offer resolutions, to discuss questions and to vote thereon. The chair will fulfill the responsibilities of the office as follows:

1. Preside, when present, at all meetings of the Board and be responsible for the orderly conduct of such Board meetings.
2. Sign all legal documents as required by law, which includes all checks or warrants of items ordered for payment by the Board, contracts approved by the Board, bonds and deeds of conveyance issued by and/or for City Garden Montessori School. The Board provides authorization for signatures to be affixed in facsimile.
3. Bring before the Board matters which, in his or her judgment, may require the attention of the Board.
4. Appear on behalf of the Board in all actions brought by or against it, unless individually a party, in which case this duty will be assigned by the Board.

5. Consult with the Executive Director in planning agendas, and coordinating new Board member orientation.
6. Confer with the Executive Director on crucial matters that may occur between Board meetings.
7. Call special meetings of the Board as found necessary.
8. Appoint special committees subject to the approval of the Board.
9. Act as public spokesperson for the Board unless this responsibility is delegated to others.
10. Oversee searches for new Executive Directors; and coordinate the Executive Director's annual performance evaluation.
11. Perform any other duty formally allocated by the Board of Directors, the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education or by legislative enactment.

Duties of the Board Vice Chair

It shall be the duty of the vice chair of the Board to perform all the duties assigned to the chair in the event of the latter's disability or absence. The vice chair shall also assume other duties, which the Board of Directors or Board Chair may assign.

Duties of the Board Treasurer

It shall be the duty of the Board Treasurer to manage, with the Finance Committee, the Board's review of and action related to the Board's fiscal responsibility. The Treasurer shall work with the Executive Director and other staff members to ensure that appropriate financial reports are provided to the Board on a timely basis, and appropriate financial policies and procedures are in place. The Treasurer shall present the annual budget to the Board for approval and review the annual audit.

Duties of the Board Secretary

It shall be the duty of the Board Secretary to ensure the safety and accuracy of all board records, and to review all board minutes. In the absence of the Board Chair and Vice Chair, the secretary shall assume the responsibilities of the Board Chair.

Type: Board Governance
Title: **School Board Powers and Duties**
Date of Board Approval: January 2018
Notes:

Purpose

The City Garden Board's purpose and role is to exercise general supervision over the schools of the LEA, and to ensure that the schools are maintained as provided by the state statutes, the rules and procedures of the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education, and the policies, rules and procedures of City Garden Montessori School (CGMS). In addition, the Board is accountable to the community, and shall be responsive to the educational needs and the imposed financial constraints of CGMS.

In conducting its various functions as the legislative and policy-making authority for CGMS, the Board recognizes the following general responsibilities as paramount:

- Legislative and Policy Making – The Board is responsible for the development of policies, rules and procedures to serve as guidelines for the general management and administrative actions of CGMS. The establishment of the goals and objectives of CGMS and the methods of financial support needed to reach those goals and objectives are a part of the policy-making function of the Board of Education.
- Executive – The Board shall employ a Executive Director of CGMS. The Board shall delegate, in writing to the Executive Director, the executive and administrative duties and responsibilities necessary for carrying out its policies, and shall hold the executive director accountable.
- Appraisal – The Board is responsible for evaluating the effectiveness of its policies and their implementation. The Board shall hold the Executive Director responsible for furnishing complete information necessary for the Board's evaluation of CGMS's programs.
- Provision of Financial Resources – The Board is responsible for the adoption of the annual budget, which will provide financial basis for personnel, facilities, materials and equipment to enable CGMS to carry out its programs.
- Staffing and Appraisal – The Board is responsible for approving salary schedules and other personnel policies LEA-wide, and for the regular evaluation of its staff.
- Public Relations – The Board is responsible for providing adequate and direct means for keeping CGMS's patrons informed about the schools, and for

keeping itself and the school staff informed about the needs and wishes of the public.

- Educational Planning and Evaluation – The Board is responsible for the managing of attainable educational goals which will guide both the Board and the staff in working together toward the continued improvement of the educational programs in CGMS. It is responsible for providing for an ongoing evaluation of the school program as measured through the goals and objectives set forth by the Board and by the (what state entity goes here?).
- Judicial – The Board is responsible for acting as a court of appeals for the professional and support staff members, students, and the LEA patrons when issues involve Board policies and their fair implementation.

The Board will make its members, CGMS professional and support staff, and patrons aware that the Board has authority to take official action only when it is acting as a whole. The Board shall be the final authority. No section of the policies, rules and procedures may be construed to limit the statutory powers of the Board to exercise its own prudent judgment.

Legal Citations:

State reference: Section 171.011 RSMo.

Type: Board Governance
Title: **Board/Staff Communications**
Date of Board Approval: June 2018
Notes:

Purpose

The success of City Garden Montessori (CGMS) requires effective communication between the Board and the school staff. Such communication is necessary for facilitating proposals for the continuing improvement of the educational program and for the proper disposition of personnel matters which may arise.

The Board desires to maintain open channels of communication between itself and the professional and support staff. The basic line of communication will, however, be through the Executive Director.

Staff Communications to the Board

All communications to the Board regarding school and/or employment matters from any staff member of the school shall be filed in writing with the Executive Director, except with regard to an issue concerning the Executive Director as set forth in the paragraph below. However, this procedure will not be construed as denying the right of any employee to appeal to the Board regarding alleged misapplication of policy or administrative decisions, provided that the appeal to the Executive Director has been denied.

If a staff member desires to communicate directly to the Board regarding an issue concerning the Executive Director, the staff member may do so by submitting a request explaining his/her concern in writing to the Chair of the Board of Directors either via email at board@citygardenschool.org or mail:

Chairperson of the Board of Directors
City Garden Montessori School
1618 Tower Grove Ave
St Louis, MO 63110

Staff members may participate in Board meetings in accordance with the policies and procedures regarding public participation at such meetings. Further, at times and with the knowledge of the Executive Director, the Board may invite staff members to speak at Board meetings, or to serve on advisory committees to the Board.

Board Communications to the Staff

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

Visits to the School(s)

Individual Board members who, in their parental capacity, wish to visit the school(s) or classroom(s) of their child(ren) will follow the regular procedures for visitors. Board members who wish to visit City Garden as an informal expression of interest in school affairs will inform the Executive Director who will arrange such visit(s).

Type: Board Governance
Title: **Board Training and Development**
Date of Board Approval: May 2018
Notes:

Purpose

The Board strongly believes that Board development and ongoing education on the Board's roles and responsibilities results in a stronger education institution and sets a good example for City Garden Montessori School (CGMS) employees and students. All Board members are expected to complete all required training and participate in additional learning opportunities throughout their years of Board service.

New Board Member Orientation

The Executive Director and Board chair will provide each new Board member with training and resources necessary for the new member to understand and actively participate in Board service. The role of the board and individual Board members will be discussed. New Board members will be provided access to the strategic plan, CGMS policies, the budget and all other governing documents. In addition, new members will be provided the most recent Annual Performance Report, test scores and other information regarding CGMS's performance. The Board chair and Executive Director shall set aside such time as is necessary to answer any questions arising from the study of these documents and shall cooperate fully in assisting the new member to become an informed and active Board member.

Individual Board Training and Education

All Board members will be required to complete established and board-approved Anti-Bias Anti-Racism training within their first year of Board membership. CGMS will pay for said training.

Board members are encouraged to seek out opportunities to learn by attending conferences and meetings, participating in webinars and online learning opportunities, and reading books and publications relevant to Board service. The Board will annually designate part of the annual budget for costs associated with these learning opportunities. The Board chair and Executive Director may periodically recommend or forward education opportunities to Board members.

Full Board Training

The Board will periodically designate training opportunities for the full Board. The Board strongly encourages the participation of all Board members. All Board members are encouraged to identify areas of improvement for the Board to focus on and request training that may be beneficial to the entire Board.

Board Member Expectations

Board members are expected to be good stewards of all of CGMS's funding including federal, state, local and donated funds. When CGMS funds are used to register a Board member in a conference or learning opportunity and pay for travel expenses, the Board member is expected to fully participate and may be required to provide a report to the full Board regarding the information received. If a Board member fails to attend a learning opportunity, fails to cancel a registration in time for CGMS to receive a full refund of expenses incurred or otherwise causes CGMS to incur excess fees or expenses, the Board may require the Board member to fully reimburse CGMS and may refuse to pay future fees or expenses on behalf of the Board member until reimbursement is received. Exceptions will be made in emergency situations.

Legal Citations:

State reference: Section 162.091; 162.203 RSMo.

Type: Board Governance
Title: **Closed Meetings, Records and Votes**
Date of Board Approval: January 2018
Notes:

Purpose

The Board will conduct closed meetings, maintain records and hold votes in accordance with the Missouri Sunshine Law.

Closed Meeting Notice

Public notice of closed meetings shall be given in accordance with Board policy and law. The motion and the vote to authorize closed session must occur in open session. The motion must include the specific reason for closing the meeting with reference to a specific section of the statute, and the vote on the motion must be taken by roll call and entered into the minutes. The motion will pass if a majority votes in the affirmative.

Posted notice of a closed meeting will include the time, date and place of the closed meeting and the reasons for holding the meeting with reference to the specific statutory exemption under which the meeting will be closed. Only business directly related to the specific statutory exemptions provided may be discussed or voted upon at a closed meeting.

Objection

In the event a motion is made to close a meeting, record or vote, and a Board member believes that the motion would violate the Missouri Sunshine Law if passed, the Board member may state his or her objection to the motion before or at the time the vote is taken. The Board secretary will enter the objection in the minutes. Once the objection has been made, the Board member shall be allowed to fully participate in the meeting, record or vote even if it is closed over the member's objection. If the Board member voted against the motion to close the meeting, record or vote, the recorded objection and the vote constitute an absolute defense to any claim filed against the Board member pursuant to the Missouri Sunshine Law.

Meeting Location

The Board shall only close that portion of the meeting facility needed to house the Board in closed session. Members of the public must be allowed to remain in the meeting facility so that they may attend any open meeting that follows the closed meeting.

Confidentiality

The Board members, employees and others in attendance are honor bound not to disclose the details or discussions of the closed meetings, records or votes or any other information that is deemed confidential by law, Board policy or City Garden Montessori School (CGMS) procedures. It is an essential job function of every employee to follow confidentiality laws and CGMS's policies and procedures regarding confidential information. CGMS employees who fail to keep closed information or closed meetings confidential may be disciplined or terminated. All employees are required to report to their supervisors when they accidentally disclose confidential information or reasonably believe another person is disclosing confidential information in violation of law, Board policy or CGMS procedures.

Board members who violate the law, Board policy or procedures regarding confidentiality may be removed from all CGMS committees and publicly admonished by the Board, and the Board may take legal action against the member by seeking an injunction or monetary damages. The Board may also seek legal action from the local prosecutor or the Missouri Attorney General's Office. In addition, it is a crime, punishable by a fine of up to \$500 or a year in jail, for any school Board member or employee of a school district/LEA to willfully neglect or refuse to perform a duty imposed by certain state statutes applicable to school districts, some of which contain confidentiality requirements.

Voting in Closed Session

All votes taken in closed session shall be taken by roll call, including the vote to adjourn. The minutes will reflect how each individual Board member voted or that the Board member abstained.

Closed Topics

Pursuant to the Missouri Sunshine Law, the Board hereby closes all meetings, records and votes pertaining to:

1. Legal actions, causes of action or litigation involving CGMS and any confidential or privileged communication between CGMS or its representatives and its attorneys. Any minutes, vote or settlement agreement relating to legal actions, causes of action or litigation involving CGMS or an agent or entity representing CGMS, including any insurance company acting on CGMS's behalf, shall become available to the public upon final disposition of the matter voted upon or upon the signing of a settlement agreement by the parties. A settlement agreement may be ordered closed by a court; however, the amount of any moneys paid by or on behalf of CGMS, pursuant to the settlement agreement, must be available to the public. When CGMS makes a decision involving the exercise of eminent domain, the vote shall become public immediately following the meeting in which the vote was taken to authorize institution of such legal

matter. Legal work product is considered a closed record. § 610.021(1), RSMo.

2. The lease, purchase or sale of real estate by CGMS where public knowledge of the transaction might adversely affect the amount to be received or spent by CGMS. Any minutes, vote or public record approving such a contract shall become available to the public upon execution of the lease, purchase or sale of the real estate. § 610.021(2), RSMo.
3. Hiring, firing, disciplining or promoting of particular employees by CGMS when personal information about the employee is discussed or recorded. Any vote on a final decision to hire, fire, promote or discipline an employee must be made available, with a record of how each member voted, to the public within 72 hours of the close of the meeting where the action occurred. CGMS will attempt to notify the affected employee during the 72-hour period before the decision is made available to the public. The term "personal information" means information relating to the performance or merit of individual employees. § 610.021(3), RSMo.
4. Proceedings involving the mental or physical health of an identifiable individual. § 610.021(5), RSMo.
5. Scholastic probation, expulsion or graduation of identifiable persons, including records of individual tests or examination scores. However, personally identifiable student records maintained by public educational institutions shall be open for inspection by the parents, guardian or other custodian of students under the age of 18 and by the parents, guardian or other custodian and the student if the student is over 18. § 610.021(6), RSMo.
6. Testing and examination materials until the test or examination is given for the final time. § 610.021(7), RSMo.
7. Welfare cases of identifiable individuals. § 610.021(8), RSMo.
8. Preparations on behalf of CGMS or its representatives for negotiations with employee groups, including any discussion or work product. § 610.021(9), RSMo.
9. Software codes for electronic data processing and documentation thereof. § 610.021(10), RSMo.
10. Competitive bidding specifications until officially approved or published. § 610.021(11), RSMo.
11. Sealed bids and related documents until the bids are opened; sealed proposals and related documents until all proposals are rejected; or any

documents related to a negotiated contract until a contract is executed. § 610.021(12), RSMo.

12. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. However, the names, positions, salaries and lengths of service of CGMS officers and employees shall be available to the public. § 610.021(13), RSMo.
13. Records protected from disclosure by law. § 610.021(14), RSMo.
14. Scientific and technological innovations in which the owner has a proprietary interest. § 610.021(15), RSMo.
15. Records relating to municipal hotlines established for reporting abuse and wrongdoing. § 610.021(16), RSMo.
16. Confidential or privileged communications between the Board and its auditor, including all auditor work product. However, all final audit reports issued by the auditor are to be considered open records. § 610.021(17), RSMo.
17. Operational guidelines, policies and specific response plans developed, adopted or maintained by CGMS for use in responding to or preventing any critical incident that is or appears to be terrorist in nature and that has the potential to endanger individuals or public health or safety. The Board affirmatively states that disclosure would impair its ability to protect the health or safety of persons and that the public interest in nondisclosure outweighs the public interest in disclosure of the records. Financial records related to procurement or expenditures related to operational guidelines, policies or plans shall be open records. § 610.021(18), RSMo.
18. Existing or proposed security systems and structural plans of real property owned or leased by CGMS where public disclosure would threaten public safety. Procurement records or expenditures relating to security systems purchased with public funds shall be open. The Board affirmatively states that disclosure would impair CGMS's ability to protect the security or safety of persons or real property and that the public interest in nondisclosure outweighs the public interest in disclosure of the records. § 610.021(19), RSMo.
19. The portion of a record that identifies security systems, access codes or authorization codes for security systems of real property. § 610.021(20), RSMo.
20. Records that identify and would allow unauthorized access to or unlawful disruption of the configuration of components or the operation of a computer, computer system, computer network or telecommunications network of CGMS if released. This exception shall not be used to limit or

deny access to otherwise public records in a file, document, data file or database containing public records. Records related to the procurement of or expenditures for such computer, computer system, computer network or telecommunications network shall be open. § 610.021(21), RSMo.

21. Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes or authorization codes that are used to protect the security of electronic transactions between CGMS and a person or entity doing business with CGMS. However, the record of a person or entity using a LEA credit card or any record of a transaction that is reimbursed by CGMS will be open. § 610.021(22), RSMo.

Type: Board Governance

Title: Minutes

Date of Board Approval: January 2018

Notes:

Purpose

It is recognized that the Board speaks through its minutes, and the Board shall direct the secretary of the Board to take, or cause to be taken, the minutes of each Board meeting.

In General

The minutes of all Board meetings shall be accurate, complete and meet all legal requirements. The Executive Director shall be responsible for their safe keeping.

The minutes of meetings of the Board will include but are not limited to the following:

1. The nature of the meeting (regular, special, open, closed, etc.), the time, the date, the place of the meeting and the Board members present and absent.
2. A record of all motions made, together with the names of the members making and seconding the motions, and a record of the members voting "yea" and "nay," unless each member's vote is recorded due to a roll call vote or required by law. Special notation should be made of abstaining members, and their vote should be recorded as an abstention.
3. If a role call vote is taken, the vote shall be attributed to the name of the member.

The minutes shall be approved by the Board by a majority vote of the quorum of the Board in a public session.

Type: Board Governance
Title: **Notification of Board Meetings**
Date of Board Approval: January 2018
Notes:

Purpose

It is the policy of the City Garden Montessori School (CGMS) to inform the public of Board meetings in accordance with law.

The Board secretary or designee has the responsibility to post notice of Board meetings, subject to direction by the Executive Director. Each individual Board member has the responsibility to notify the Board secretary or his/her designee of items to be included on the agenda so that the item may be included in the legal posting.

All Meetings

In addition to the criteria listed below, notice of all Board meetings shall be given at least 24 hours in advance of the meeting, exclusive of weekends and holidays when school is closed, unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given. The nature of the good cause must be stated in the minutes.

The notice shall be posted in an easily accessible public place clearly designated for that purpose at the school or, if no such office exists, at the building where the meeting will be held.

All interested news media organizations will be notified concurrently with members of the Board, upon request, of all meetings of the Board of Education. To be notified of these meetings, a news media organization should make a request to the Board secretary or designee.

Open Meetings

Public notice of an open meeting will include the time, date, place and a tentative agenda advising the public of the matters to be considered.

Closed Meetings

Public notice of a closed meeting will include the time, date and place of the meeting and the specific statutory exemption under which the meeting will be closed.

Electronic Meetings

If the meeting will be conducted by telephone or other electronic means, the notice of the meeting shall identify the mode by which the meeting will be conducted and the designated location where the public may observe and attend the meeting, if open. If the meeting will be conducted by Internet chat, Internet message board or other computer link, the LEA shall post a notice of the meeting on its website, in addition to other postings, and shall notify the public how to access that meeting, if open.

Committees

A formal subcommittee of the Board may conduct a meeting without advance notice during a lawful meeting of the Board, a recess of that meeting or immediately following that meeting. The subcommittee's meeting must be announced at the Board meeting, and the subject of the meeting must reasonably coincide with the subjects discussed at the Board meeting.

Type: Board Governance
Title: **Public Participation at Board Meetings**
Date of Board Approval: June 2018
Notes:

Purpose

To provide for full and open communication between the public and the Board of Directors, the Board authorizes the following avenues for the exchange of information, ideas and opinions.

Complaints through Established Policy and Procedure

Students, staff and any members of the public are encouraged to utilize established policies and procedures for offering suggestions or addressing concerns and complaints prior to bringing the issue before the Board. The Board believes that many issues can be resolved by communication with teachers, administrators and other staff and may refuse to address an issue if the individual presenting it has not first attempted to resolve the matter through established procedures and policies as set for in the Family Handbook for parents and students and in the Employee Handbook for staff.

- Parents and students shall follow the procedures in the Family Handbook as follows: (1) first attempt to resolve the issue with the person(s) involved; (2) then contact the Principal if not resolved at the first level; (3) next contact the Executive Director if the issue is not resolved at level 2; (4) then contact the Chair of the Board of Directors at board@citygardenschool.org; and (5) if not resolved at that level to contact CGMS's sponsor St. Louis University, whose contact information may be found at the end of the handbook.
- Staff shall follow the procedures in the Employee Handbook as follows: (1) first contact your immediate supervisor; (2) if the problem is not resolved to your satisfaction, you must submit a written statement explaining the nature of your complaint and request a meeting with your supervisor and the appropriate administrative staff member which will take place within 15 working days of your request; (3) if the complaint is not resolved to your satisfaction in step 2, then, within 15 working days, you may request a meeting with the Executive Director and you must submit a written statement as to why the proposed resolution in step 2 is not satisfactory. The Executive Director will schedule a meeting with you and any other necessary staff members within 15 working days of your request, and provide a decision within 15 working days of the meetings. The Executive Director's decision is final.

The Executive Director, as chief staff liaison to the Board of Directors, should receive correspondence directed to the Board, unless the correspondence concerns actions of the Executive Director (see below). Copies of all correspondence directed to the Board will be made available to all Board members. Statements of two pages or less are encouraged. All correspondence will be reviewed and responded to in a timely manner.

If a parent, student or staff member has a concern or complaint regarding the actions of the Executive Director, please send an email to board@citygardenschool.org or a letter addressed to:

Chairperson of the Board of Directors
City Garden Montessori School
1618 Tower Grove Ave
St Louis, MO 63110

Public Hearings

From time to time, the Board will schedule a public hearing to receive input on matters of concern to the City Garden Montessori School community. The public will be provided notice of such hearings as required by law.

Public Comment

A specifically designated time will be set aside for Public Comment at regular meetings of the Board of Directors. The following rules will be applied to the public comment portion of the meeting:

1. The Board will establish a time limit for the public comment period.
2. No individual will be permitted to speak more than once on a topic during this period.
3. The Board will establish a uniform time limit for each speaker.

Type: Board Governance
Title: Release of Information
Date of Board Approval: May 2018
Notes:

Purpose

City Garden Montessori School (CGMS) believes that local control of public education is best served when its patrons and other members of the public have access to the meetings, records and votes of the Board.

In limited situations, important considerations of public policy require meetings of the Board, including any record or vote, to be closed to the public. Meetings, records and votes shall be closed to the public to the extent allowed by law.

In limited situations, important considerations of public policy require meetings of the Board, including any record or vote, to be closed to the public. Meetings, records and votes shall be closed to the public to the extent allowed by law.

The following provisions shall govern the release of information concerning the meetings, records and votes of the Board:

1. The custodian of records is responsible for responding to requests for district records. Requests for records will be directed to the custodian, whose identity will be made available on request and will be advertised as appropriate. The Board appoints the following person as custodian of records:

Executive Assistant to the Executive Director/Custodian of Records
City Garden Montessori School
1618 Tower Grove Avenue, St. Louis, MO 63110
314-664-7646

2. The custodian of records shall:
 - Respond to each request for inspection or copying as soon as possible but no later than the end of the third business day following the date the request is received by the custodian. The three-day requirement may be exceeded for reasonable cause.
 - Give a detailed explanation of the cause for delay and the place and earliest time and date the record will be available if access is not granted immediately.
 - If access is denied, upon request provide a written statement of specific statutory grounds for such denial no later than the third business day following the date that the request for the record is received.

3. Except as otherwise provided by law, the custodian of records shall provide access to, and upon request furnish copies of, public records subject to the following:
 - If records are requested in a certain format, the custodian of records will provide the records in the requested format if such format is available.
 - CGMS may charge fees for copying, duplicating time and research time. Copying fees shall not exceed 10 cents per page for a paper copy not larger than 9 by 14 inches. The hourly fee for duplicating time will not exceed the average hourly rate of pay for CGMS clerical staff. Research time required for fulfilling records requests may be charged at the actual cost of the research time. CGMS will produce the copies using the employees that result in the lowest amount of charges for search, research and duplication time.
 - Fees for providing access to computer records, recorded tapes, disks, videotapes, films, pictures, maps, slide graphics, illustrations or similar audio or visual items shall include only the cost of copies, staff time and the cost of the disk, tape or other medium used for the duplication. Charges for staff time will not exceed the average hourly rate of pay for CGMS staff required for making copies and programming, if necessary. Fees may include the actual costs of programming if programming is required beyond the customary and usual level to comply with a request for records or information.
 - Payment of copy fees may be requested prior to copying. The person requesting the records may request an estimate of the cost prior to copying.
 - Copies may be furnished free or at a reduced rate if the Board determines that it is in the public interest because it is likely to contribute to public understanding of the operations or activities of CGMS and is not primarily based on commercial interests.
 - The custodian of records shall inform the staff of the mandated retention schedules from the Secretary of State's office and will work closely with technology staff on the retention of computer records.
 - Once CGMS has been served with a summons, petition, complaint, counterclaim or cross-claim in a civil action to enforce the Sunshine Law, the custodian of records shall not transfer custody, alter, destroy or otherwise dispose of the public record sought to be inspected and examined until the court directs otherwise, regardless of the applicability of an exemption or the assertion that the requested record is not a public record.
4. If a Board member or a member of a Board committee subject to the Missouri Sunshine Law transmits any message to enough members that, when counting the sender, a majority of the Board or committee members receive the message, the message shall also be concurrently transmitted to the custodian of records in the same format. The message shall be considered an open record unless it is a closed record in accordance with law.

Legal Citations:

State reference: Section 610.023, .025, .028-.029 RSMo.

Type: Board Governance
Title: **School Attorney/Legal Services**
Date of Board Approval: January 2018
Notes:

Purpose

The Board recognizes that the increasing complexity of City Garden Montessori School's operations frequently requires procurement of professional legal services. Consequently, the Board may select an attorney and/or law firm for purposes of systematically providing such services. The Board shall prescribe the duties, compensation and term of service for the attorney and/or law firm. It shall be the duty of the counsel to advise the Board and to make recommendations concerning specific legal problems submitted.

A decision to seek legal counsel or advice on behalf of City Garden shall normally be made by the Executive Director or by persons specifically authorized by the Executive Director. It may also take place as a consequence of formal Board direction.

Many types of legal assistance may be considered routine and may not require specific Board approval or prior notice. Examples of this are: interpretation of legislative changes or issues concerning compliance. However, when the Executive Director concludes that unusual types or amounts of professional legal service may be required, the Board directs the Executive Director to so advise it, and to expeditiously seek either initial or continuing authorization for such service.

Type: Board Governance
Title: **Sunshine Law**
Date of Board Approval: April 2023
Notes: MCPSA Required list

Purpose

City Garden Montessori School (CGMS) believes that local control of public education is best served when its patrons and other members of the public have access to the meetings, records and votes of the Board.

Section 1. The Sunshine Law of the State of Missouri, Chapter 610, requires:

- That meetings of the Board of Directors of a public governmental body shall be open to the public and the press unless closed as authorized by law
- That a public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.030, RSMo, commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record or vote
- That a public governmental body must appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request
- That a public governmental body shall provide access to and, upon request, furnish copies of public records

Section 2. Release of Information

Section 2.1. All meetings, records, votes, actions and deliberations of CGMS shall be open to the public unless otherwise provided by law.

Section 3.2. CGMS shall comply with sections 610.010 to 610.035, RSMo, the Sunshine Law, as now existing or hereafter amended.

Section 3. Custodian of Record

Section 3.1. That the mailing address for the custodian of records, the Chief Operating Officer, City Garden Montessori School, 1618 Tower Grove Avenue, Saint Louis, Missouri, 63110

Section 3.2. That the custodian of records of CGMS shall respond to all requests for access to, or copies of, a public record within the time period provided by statute except in those circumstances authorized by statute

Section 3.3. That the fees to be charged for access to or furnishing copies of records shall not exceed 10 cents per page for paper copies 9 by 14 or smaller, plus an hourly fee for duplicating time. Research time may be billed at actual cost.

Type: Human Resources

Title: **Anti-Nepotism**

Date of Board Approval: May 5, 2021

Purpose

In hiring, City Garden Montessori School (CGMS) seeks to hire the best-qualified person for each job opening.

Section 1. New Applicants for Employment

Although relatives and friends will not be given preference, they will be considered in our selection processes as any other applicant. An immediate family member (spouse, parent, child, sibling, any in-law, aunt, uncle, niece, cousin, grandparent, grandchild, or person living in the household) will not be hired if employment would:

- Create a supervisor/subordinate relationship with a family member;
- Have the potential for creating an adverse impact on work performance because of actual or perceived favoritism in the workplace; or
- Create either an actual conflict of interest or the appearance of a conflict of interest

The above may extend beyond immediate family members to include romantic relationship and friends.

Section 2. Current Employees

If both individuals are already employed by CGMS and one of the conditions outlined in points 1-3 arises, attempts will be made to find a suitable position within CGMS to which one of the employees will transfer.

- If accommodations of this nature are not feasible, the employees will be permitted to determine who will resign.
- If the employees do not come to an agreement within 30 days, CGMS will decide which employee will remain employed.

Type: Human Resources

Title: **Background Checks**

Date of Board Approval: **June 2, 2021**

All employees of City Garden Montessori School (CGMS) must have a satisfactory criminal background check (i.e. fingerprint background check) and a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services. Instructions on how to obtain the background check, the cost of which will be paid by CGMS, will be provided upon acceptance of a job offer.

Legal Citation:

§ 168.133, Missouri Revised Statutes

Type: Human Resources

Title: **Business Travel**

Date of Board Approval: June 2017

Notes:

Purpose

Traveling for training or business activities is permitted with approval from the City Garden Montessori School (CMGS).

Definitions

Section 1. General

Section 1.1 CGMS may pay for reasonable expenses, based on the availability of funds, but will limit payments to direct expense (registration, travel, lodging and meals).

Section 1.2 Any travel incurred for any Federal Program will require written justification prior to the obligation of any funds.

Section 2. Conditions

Section 2.1 All travel expenses must be for legitimate school business purposes. The justification will be clearly understood by both the supervisor and the employee.

Section 2.2 If the travel is for any Federal Program, the justification must be in writing and approved by the supervisor prior to the obligation of any funds.

Section 2.3 All Business travel must be pre-approved by your supervisor.

Section 3 Expenses

Section 3.1 Travel expenses may be paid by school credit card, reimbursement of actual expenses paid by the employee, or by a per diem amount.

Section 3.2 The method of reimbursement will be determined before the expenses are incurred.

- a. School Credit Card: School credit cards may be used to incur travel expenses. All receipts for expenses must be retained and included with the monthly accounting. Expenses incurred for airfare, hotels, rental cars, and other travel expenses must be pre-approved by the employee's supervisor.

- b. Reimbursement of Actual Expenses: The employee will provide a detailed listing of all expenses via the school expense reimbursement form and will provide the receipts to support them.
- c. Per Diem: Meals and incidental expenses may be reimbursed via a per diem amount. The amount can range from \$38-\$74 per day depending on the location of the travel. See <https://www.gsa.gov/perdiem>, for specific rates. Employees will deduct the per meal amount listed on the website for any meals provided by the program or conference they are attending.
- d. Mileage: If an employee chooses to use a personal vehicle, they will be reimbursed based upon the standard mileage rate as published by IRS guidelines.

Section 3.3 When making travel arrangements, the employee will use best efforts to minimize travel costs by shopping around to obtain the best value.

Type: Human Resources
Title: **COVID-19 Vaccination Policy**
Date of Board Approval: September 1, 2021
Notes: Revised

Purpose

The Board of Directors has adopted this policy consistent with its duty to provide a free public education to students, and to promote and protect the health, safety, and well-being of all students, families, and staff at City Garden Montessori School (CGMS); as well as the surrounding community. Special consideration has been given to the student population, many of whom are children under the age of 12 and not eligible for vaccination. For this reason, CGMS requires teachers, staff, and volunteers to get a COVID-19 vaccination in accordance with this policy. This policy was designed with guidance and recommendations from the FDA (Food and Drug Administration), CDC (Center for Disease Control), and the City of St. Louis Department of Health.

Scope: This policy applies to all teachers and staff members (full-time, part-time, seasonal, temporary, on-call, contracted, etc.) and volunteers working within the school.

Section 1. Policy

In order to prioritize the safety of staff, students, and families, CGMS requires all employees and volunteers aged 16 and older to submit proof of vaccination prior to entering the school facilities. School facilities include all buildings and grounds. For the purposes of this policy, the school facilities also include any locations for activities conducted offsite, at which the employees and volunteers are working on behalf of the school (i.e. field trips, etc.).

Section 2. Timeline and Process

Section 2.1. Current employees are required to demonstrate at least partial vaccination no later than September 15, 2021 and complete vaccination no later than October 15, 2021. To establish proof of vaccination, teachers and staff may present written evidence of vaccination from a healthcare provider. CGMS will maintain the confidentiality of all employee vaccination records. Documentation shall be submitted to the Chief Operating Officer (COO).

Section 2.2. Any employee who does not comply will be subject to disciplinary action up to and including termination. Individuals covered under this policy that obtain an approved exemption shall be subject to COVID-19 testing twice per week.

Section 2.3. Effective September 2, 2021, new employees will be required to submit proof of vaccination as part of their "new hire paperwork" and will be required to indicate proof of vaccination prior to beginning work.

Section 3. Request for Exemptions

Section 3.1. Disability Accommodation

CGMS provides reasonable accommodations, absent undue hardship, to qualified individuals with disabilities that enable them to perform their job duties. If you believe you need an accommodation regarding this policy because of a disability, you are responsible for requesting a reasonable accommodation from the Chief Operating Officer. You must use and submit the form(s) provided by the School in order to be eligible for an exemption.

Section 3.2. Religious Exemption

CGMS provides reasonable accommodations, absent undue hardship, to employees with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated. If you believe you need an accommodation regarding this policy because of a sincerely held religious belief, you are responsible for requesting a reasonable accommodation from the Chief Operating Officer. You must use and submit the form(s) provided by the School in order to be eligible for an exemption.

Section 3.3. Exemption for Other Medical Reasons

Consistent with applicable CDC guidance and information regarding vaccine risks and vaccine allergies, exemptions for other reasons may be available on a case-by-case basis for a medical condition. Exemptions will be considered if the COVID-19 vaccine is contraindicated for a medical condition that the employee has, even if it does not qualify as a disability under federal, state, or local law. Employees are responsible for requesting any exemption for Other Medical Reasons from the Chief Operating Officer. You must use and submit the form(s) provided by the School in order to be eligible for an exemption.

Section 4. Determining Eligibility for Exemption and Follow-up

Section 4.1. Upon receiving the request, The COO or their designee, will begin the interactive process to determine if reasonable accommodations can be made.

- CGMS may request and review, but is not limited to, relevant medical documentation (which may include direct contact with the medical professional) and interviews with the employee.
- Such requests will require the staff member to release pertinent medical information to the COO or their designee.
- CGMS will engage in this interactive process to determine if a reasonable accommodation can be made, while avoiding undue hardship to the School and direct threats to the health and safety of other employees in the workplace.
- CGMS will make a determination regarding the requested exemption within 5 working days of receiving the request.

Section 4.2. Retaliation against anyone for requesting an accommodation under this policy is prohibited. If you believe you are experiencing retaliation, please contact the Chief Executive Officer.

Section 4.3. CGMS shall disclose this policy upon hiring any new employee. If the new employee intends to request an accommodation under this policy, the request should be made in writing within 5 days of being hired and prior to reporting to work. The interactive process described above (for current employees) will be completed prior to the new employee reporting to work.

Type: Human Resources
Title: **Drug Free Workplace**
Date of Board Approval: May 2020
Notes:

Purpose

Student and employee safety are of paramount concern to the Board. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board commits itself to a continuing good-faith effort to maintain a drug-free workplace.

Section 1. General

Section 1.1 The unlawful manufacture, dispensation, possession, use, sale, distribution, or being under the influence of illicit drugs, unauthorized controlled substances and/or alcohol on any City Garden Montessori School (CGMS) property; on any CGMS-approved vehicle used to transport students to and from school or CGMS activities; off CGMS property at any CGMS-sponsored or approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of CGMS; or during any period of time such employee is supervising students on behalf of CGMS or is otherwise engaged in CGMS business, is prohibited.

Section 1.2 When it is evident that an employee has consumed alcohol, illicit drugs, or an unauthorized controlled substance off school property before or during a school activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on school property.

Section 1.3 Employees under the influence of alcohol, illicit drugs or unauthorized controlled substances while on duty are a serious risk to themselves, to students and to other employees. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution, and possible forfeiture of benefits or compensation otherwise payable to the employee pursuant to the Missouri Worker's Compensation laws. Employees may also be required to satisfactorily participate in rehabilitation programs.

Section 2. Enforcement

Section 2.1 As a condition of employment, each CGMS employee must abide by the terms of this policy and notify the Chief Executive Officer or designee in writing, no later than five (5) calendar days after the conviction of any criminal drug statute conviction for a violation occurring in or on CGMS premises, or while engaged in regular employment.

Section 2.2 The Chief Executive Officer or designee will provide notice in writing of such violation to the United States Department of Education or other appropriate federal agency within ten (10) calendar days after receiving such notification if CGMS receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education (DESE).

Section 2.3 CGMS will take appropriate disciplinary action within 30 calendar days.

Section 3. Notification to Employees

Section 3.1 CGMS will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Section 3.2 The Board recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. Although CGMS will not assume financial responsibility, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

Section 3.3 Upon the request of DESE or an agency of the United States, CGMS shall certify that it has adopted and implemented the drug prevention program described in this policy. CGMS shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes and ensure that the disciplinary sanctions are consistently enforced.

Section 3.4 This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory.

Legal Citations:

Federal:

41 U.S.C Chapter 81
20 U.S.C. 1145g

Drug-Free Workplace Act
Drug-Free Schools & Communities Act

State:

RSMo. 287.120

Workers' Compensation

Type: Human Resources
Title: **Employee Alcohol and Drug Testing**
Date of Board Approval: June 2020
Notes:

Purpose

In accordance with City Garden Montessori School's Drug Free Workplace policy, we have created this policy regarding alcohol and drug testing of employees.

Section 1. General

Section 1.1 No employee may manufacture, use, possess, sell, dispense, distribute or be under the influence of illicit drugs, alcohol, or unauthorized controlled substances in violation of City Garden Montessori School's (CGMS) Drug-Free Workplace policy. CGMS may elect to test an employee for alcohol and/or unauthorized controlled substances if CGMS has reasonable suspicion that the employee has consumed alcohol or unauthorized controlled substances in violation of CGMS policy.

Section 2. Program Coordinator and Training

Section 2.1 The Chief Executive Officer or designee will serve as the program coordinator to implement the alcohol and drug testing program within the guidelines of this policy.

Section 2.2 All staff who have supervisory duties over other staff members will be provided training on the effects of drug and alcohol use. The training will include physical, behavioral, speech and performance indicators of drug and alcohol use.

Section 3. Testing Program

Section 3.1 Any employee who suspects that an employee has violated the alcohol or drug prohibitions of this policy or the Drug-Free Workplace policy shall immediately report that concern to the Chief Executive Officer, Chief Academic Officer, Chief Operating Officer or School Principal. The Chief Executive Officer, Chief Academic Officer, Chief Operating Officer or School Principal, will determine if there is reasonable suspicion that the employee has consumed alcohol or drugs in violation of CGMS policy, and will determine if a drug or alcohol test is appropriate.

Section 3.2 Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. The Chief Executive Officer, Chief Academic Officer, Chief Operating Officer, School Principal or designee must escort the employee to the testing facility, and then must arrange for the employee to be transported home from the facility.

Section 3.3 CGMS will use testing facilities with appropriately trained personnel for alcohol and drug testing. The testing program shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The drug and alcohol testing program shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The specimen collection procedures and chain of custody shall ensure that specimen security, proper identification and integrity are not compromised. The testing program will allow for review by a Medical Review Officer, including an opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result.

Section 3.4 Any alcohol or drug test will be administered as soon as possible. Employees will be drug-tested for marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, phencyclidine (PCP), benzodiazepines, methadone, methaqualone and propoxyphene.

Section 4. Refusal to Submit to Tests

Section 4.1 Drug or alcohol tests administered pursuant to this policy are mandatory. An employee refuses to submit when they fail to provide adequate breath, saliva or urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process.

Section 5. Consequences

Section 5.1 Employees who refuse to submit to a test, who test positive for prohibited substances or who take deliberate action with the intent to falsify test results will be subject to discipline, including but not limited to suspension, termination, and/or referral for prosecution in accordance with Board policy and law. Refusal to submit to post-injury testing will also result in disciplinary action up to and including termination and may result in forfeiture of worker's compensation benefits for injuries related to the request for testing.

Section 5.2 If an employee who violates or is suspected of violating this policy is not terminated, the employee may be required to satisfactorily participate in one or more rehabilitation programs and to submit to substance testing, all in accordance with terms established by CGMS.

Section 5.3 In addition to any disciplinary action taken, CGMS will provide employees a list containing the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs when employees have a positive drug or alcohol test, refuse to take a test or otherwise request information about substance abuse treatment.

Section 6. Records and Reports

Section 6.1 Alcohol and drug test results and records shall be maintained by CGMS under strict confidentiality and released only in accordance with law. Upon written

request, an employee shall receive copies of any records maintained by CGMS pertaining to his or her use of alcohol or drugs, including any records pertaining to his or her tests.

Section 6.2 Test records shall be maintained with the separate medical files of each employee. CGMS shall maintain records and reports of its alcohol and drug prevention program as required by law.

Legal Citations:

Federal:

41 U.S.C Chapter 81
20 U.S.C. 1145g

Drug-Free Workplace Act
Drug-Free Schools & Communities Act

State:

RSMo. 287.120

Workers' Compensation

Type: Human Resources
Title: **Employee Information Sharing Policy**
Date of Board Approval: June 1, 2022
Notes: MCPSA Required list

Section 1. Responding to Requests

City Garden Montessori School (CGMS) shall be permitted to respond to requests for information from public schools about former employees.

Section 2. Information Sharing

Section 2.1. CGMS shall provide information about a former employee to another public school upon request.

Section 2.2. CGMS shall share the following information: information regarding any violation of the published regulations of the Board of Directors by the former employee if such violation related to sexual misconduct with a student and was determined to be an actual violation by the Board of Directors after a contested case due process hearing conducted pursuant to board policy; the results of a children's division investigation if the investigation involved allegations of sexual misconduct with a student and the children's division reached a finding of substantiated.

Section 3.

All current and potential employees shall be given notice.

Legal Citation:
§ 162.068, RSMo

Type: Human Resources
Title: **Employment Status**
Date of Board Approval: Month and Year
Notes: June 2020

Purpose

To define the terms of employment at City Garden Montessori School.

Section 1. Employment Status

Section 1.1 Employees of City Garden Montessori School (CGMS) are considered at-will employees unless otherwise explicitly designated in writing by the Board of Directors.

Section 1.2 Eligibility for Public Service Loan Forgiveness

Employees of CGMS may be eligible for public service loan forgiveness. CGMS will provide current, accurate and complete information to each new employee regarding eligibility for public service loan forgiveness. The notice will be provided within thirty days following the start of employment.

Section 2. Hiring

Section 2.1. The Board of Directors may, in its discretion, elect to delegate to the Chief Executive Officer, the Chief Academic Officer, or the School Principal, the authority to hire staff members for positions approved by the Board.

Section 2.2 Prior to offering employment to any teacher who was employed previously by a Missouri school district or charter school, CGMS must contact the Missouri Department of Elementary and Secondary Education to determine the school district or charter school that previously employed such applicant. CGMS shall request from the most recent prior school district or charter school having employed the individual information relating to prior sexual misconduct.

Section 2.3. Chief Executive Officer, Chief Academic Officer or School Principal, or designee shall have general responsibility for training, direction and performance evaluations of staff members, and shall maintain adequate personnel records.

Section 3. Suspension

Section 3.1. The Chief Executive Officer, Chief Academic Officer or School Principal may suspend employees, with or without pay. An employee may request review by the Board of Directors of a suspension without pay. The Board may consider such a review in appropriate circumstances, as determined by the Board in its sole discretion.

Section 4. Termination

Section 4.1. As at-will employees (unless otherwise explicitly designated by the Board), CGMS employees can be terminated by the Board of Directors at any time for any lawful reason.

Section 4.2. The Board of Directors may, in its discretion, elect to delegate to the Chief Executive Officer, Chief Academic Officer or School Principal the authority to terminate the employment of staff members. When the authority to terminate has been delegated to the Chief Executive Officer, Chief Academic Officer or School Principal, and an employee is terminated, the employee may request review by the Board of Directors of the termination. The Board may consider such a review in appropriate circumstances, as determined by the Board in its sole discretion.

Legal Citations:

RSMo. 160.420
RSMo. 161.855
RSMo. 162.069
RSMo. 162.068

RSMo. 167.166
RSMo. 167.803

Charter School Employment Provisions
Training Requirements
Employee-Student Communications
Reporting Requirements on Former
Employees
Prohibition on Strip Searches
Diabetes Training

Type: Human Resources
Title: **Equal Employment Opportunity**
Date of Board Approval: May 5, 2021

Purpose

City Garden Montessori School (CGMS) is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service

SECTION 1. Equal Opportunity Employment

There shall be no unlawful discrimination against any person because of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, age, veteran status, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

SECTION 2. Non-Discrimination Against/Accommodation of Qualified Individuals with Disabilities

CGMS shall comply with the Americans with Disabilities Act (ADA) and applicable state and local laws providing for non-discrimination in employment against qualified individuals with disabilities. CGMS shall also provide reasonable accommodations for qualified individuals in accordance with these laws. The Board of Directors shall ensure that qualified individuals with disabilities are treated in a non-discriminatory manner in the pre-employment process and during active employment with CGMS.

Qualified applicants or (charter school) employees with disabilities should make formal requests in writing for accommodations.

Legal Citations:

§ 290.400-460, RSMo

Federal

20 U.S.C. 1400-1417

20 U.S.C. 1681

42 U.S.C. 12101-12213

42 U.S.C. 2000d-2000d-7

42 U.S.C. 2000e-1-2000e-17

42 U.S.C. 2000ff-2000ff-11

42 U.S.C. 6101-6107

Individuals with Disabilities Education Act

Federal Statute

Americans with Disabilities Act

Title VI of the Civil Rights Act of 1964

Title VII of the Civil Rights Act of 1964

Genetic Information Nondiscrimination Act

Age Discrimination Act

Type: Human Resources
Title: **Family and Medical Leave Act (FMLA)**
Date of Board Approval: June 2020
Notes:

Purpose

City Garden Montessori School (CGMS) will administer leave that qualifies for Family and Medical Leave Act (FMLA) protection in accordance with federal law. This policy is intended for guidance and shall not be interpreted to expand CGMS's responsibilities beyond the requirements of the law. For employees who are not eligible for FMLA leave, including employees who have exhausted available FMLA-protected leave, requests for leave shall proceed according to CGMS's established policies.

Section 1. Definitions

The following definitions apply to FMLA leave:

1. *Armed Forces* – Army, Navy, Air Force, Marine Corps and Coast Guard, including the National Guard and Reserves.
2. *Child* – A biological, adopted or foster child; a stepchild; a legal ward; or a child of a person acting as a parent if the child is under 18 or 18 or over but incapable of self-care due to mental or physical disability at the time that FMLA leave is to commence. For the qualifying exigency leave and military caregiver leave only, the age of the child does not matter.
3. *Covered Active Duty* – In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in accordance with law.
4. *Covered Servicemember (for qualifying exigency leave)* – The employee's spouse, child or parent under a federal call or order to covered active duty.
5. *Covered Servicemember (for military caregiver leave)* – The employee's spouse, child, parent or next of kin who is 1) 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 otherwise on the temporary disability retired list, for a serious injury or illness; or 2) a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date the eligible employee takes FMLA leave to care for the veteran.

6. *Instructional Employees* – Employees whose principal function is to teach and instruct students in a class, a small group or an individual setting. This term includes athletic coaches, driving instructors and special education assistants, such as signers for the hearing impaired. It does not include teachers' assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists or curriculum specialists. It also does not include cafeteria workers, maintenance workers or bus drivers.
7. *Next of Kin* – For the purposes of military caregiver leave, the nearest blood relative other than a spouse, parent, son or daughter, in order of priority as established by 29 C.F.R. § 825.127.
8. *Outpatient Status* – Covered servicemember assigned to a military medical treatment facility or a unit established for the purpose of providing command and control of members of the Armed Forces as outpatients.
9. *Parent* – The biological, adoptive, stepparent or foster parent of a "child" as defined in this policy.
10. *Qualifying Exigency* – Issues that arise due to covered active duty or a call to covered active duty of an employee's spouse, child or parent, including issues involved with short-notice deployment, military events and related activities, childcare and school activities, the need for financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care, and other activities as defined by 29 C.F.R. § 825.126.
11. *Serious Health Condition* – Illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical facility or continuing treatment by a healthcare provider.
12. *Serious Illness or Injury (for military caregiver leave)* – 1) In the case of a current member of the Armed Forces, an injury or illness incurred in the line of duty on active duty in the Armed Forces (including the National Guard or Reserves) or that existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty, that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank or rating; and 2) in the case of a veteran, an injury or illness that meets one or more of the standards listed in 29 C.F.R. § 825.127 and that was incurred in the line of duty on active duty in the Armed Forces, or that existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty, and that manifested itself before or after the servicemember became a veteran.
13. *Spouse* – In accordance with law and for the purposes of this policy, this includes the other person with whom an individual entered into marriage as defined or recognized under state law in the state in which the marriage was entered into. If the marriage was entered into outside of any state, the marriage will be recognized if it is valid in the place where it was entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage.
14. *Veteran* – An individual who was a member of the Armed Forces (including a member of the National Guard or Reserves) and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care

for the veteran. For veterans discharged or released prior to March 8, 2013, the period between October 28, 2009, and March 8, 2013, does not count toward the determination of the five-year period mentioned in the previous sentence.

Section 2. Eligibility

Section 2.1 To be eligible for FMLA leave benefits, the employee must:

1. Have been employed by CGMS for at least 12 months (but not necessarily consecutively).
2. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave.
3. Be employed at a worksite where 50 or more employees are employed by the CGMS within 75 miles of that worksite.

Section 2.2 An absence may qualify for FMLA protection if it is for one of the following reasons:

1. Birth and first-year care of the employee's child.
2. Adoption or foster placement of a child with the employee.
3. Serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
4. Care of a spouse, child, parent or next of kin who is a covered servicemember (including some veterans) with a serious illness or injury (military caregiver leave).
5. A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces.

Section 3. Notice to Employees

Section 3.1 *General Notice*

CGMS will post notice to employees explaining FMLA benefits in accordance with law. If CGMS employs 50 or more employees, it will include FMLA notice in an employee handbook or other written guidance to employees concerning employee benefits or leave rights or will distribute a copy of the general notice to each new employee upon hiring. Notice may be provided electronically in accordance with law.

Section 3.2 *Eligibility and Rights and Responsibilities Notices*

Absent extenuating circumstances, CGMS will provide the employee notice of the employee's eligibility to take FMLA leave and the rights and responsibilities of the employee within five business days of the request for leave or acquiring knowledge that an employee's leave may be for an FMLA-qualifying reason. Such notice will be provided at the commencement of the first instance of leave for each FMLA-qualifying

reason in the applicable 12-month period, and no subsequent notice is required in the 12-month period unless leave is taken for a different qualifying reason or the employee's eligibility status has changed.

Section 3.3 Designation Notice

When CGMS has enough information to determine whether the leave is being taken for an FMLA-qualifying reason, CGMS will provide written notice to the employee within five business days, absent extenuating circumstances, regarding whether the leave will be counted as FMLA leave. CGMS will notify the employee if a fitness-for-duty certification is required before returning to work and, if required, include a list of the essential functions of the employee's position. CGMS will notify the employee of the number of hours, days or weeks that will be counted against the employee's FMLA leave entitlement, if known. CGMS may designate leave as FMLA leave retroactively if the retroactive designation will not cause harm or injury to the employee.

Section 4. Employee Notice to City Garden Montessori

Section 4.1 An employee must notify CGMS of the need for leave and explain the reasons for the leave so CGMS can determine whether the leave qualifies for FMLA. The leave may be delayed or denied if the employee fails to give such notice.

Section 4.2 In all cases of foreseeable leave, the employee must provide notice, in the same manner that is required under CGMS's leave policies, to the Executive Director or designee of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave. If an employee fails to provide the required notice, CGMS may delay or deny the FMLA-protected leave.

Section 4.3 When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to CGMS as soon as practicable under the facts and circumstances of the particular case, in the same manner that notice is required under the CGMS's leave policies. The employee or the employee's spokesperson, if necessary, shall provide sufficient information for CGMS to reasonably determine whether the FMLA may apply to the leave request.

Section 4.4 If the leave is for a qualifying exigency, an employee must provide notice as soon as practicable, regardless of how far in advance the leave is foreseeable. For all other qualifying reasons, an employee must provide 30 days' notice of the need to take FMLA leave when the need for leave is foreseeable. When 30 days' notice is not practical, the employee must provide notice as soon as practicable and must explain upon request why 30 days' notice was not practicable.

Section 4.5 "As soon as practicable" means as soon as both possible and practical under all the facts and circumstances of the individual case.

Section 4.6 Employees are also responsible for ensuring CGMS receives complete and accurate documentation to support requested leaves.

Section 5. Leave Use

For all FMLA purposes except military caregiver leave, CGMS adopts a 12-month leave year beginning on July 1 and ending the following June 30.

1. All eligible employees are entitled to leave for a period not to exceed 12 workweeks per leave year for:
 - a. The birth and first-year care of the employee's child.
 - b. The adoption or foster placement of a child with the employee.
 - c. A serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
 - d. A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces. The amount of leave available for a particular type of qualifying exigency may be limited by law.
2. The FMLA leave year for military caregiver leave begins on the first day that such leave is taken and runs for the following 12 months. All eligible employees are entitled to military caregiver leave for a period not to exceed 26 work weeks of leave per single 12-month period for the care of a spouse, child, parent or next of kin who is a covered servicemember. Twenty-six weeks of leave are available per covered servicemember, per injury/illness; however, no more than 26 weeks of leave may be used during each single 12-month period.
3. An eligible employee is entitled to a combined total of 26 work weeks of leave for any FMLA-qualifying reason during a single 12-month period, provided that the employee is entitled to no more than 12 workweeks of leave for one or more of the following: the birth of the employee's child or to care for such child; the placement of a child with the employee for adoption or foster care; in order to care for the employee's spouse, son, daughter or parent with a serious health condition; for the employee's own serious health condition; or because of a qualifying exigency. For example, an employee could take 16 weeks of military caregiver leave and still have ten weeks available for the birth of a child. However, an employee who used ten weeks of military caregiver leave could not take 14 weeks for the birth of a child because that exceeds the 12 weeks allowed for such leave. Leave that qualifies as both military caregiver leave and leave for the serious health condition of a parent, spouse or child will be designated first as military caregiver leave.
4. When both spouses are employed by CGMS and eligible for FMLA leave, the leave will be limited to an aggregate total of 12 workweeks during a 12-month period in cases where the leave is taken for the birth or first-year care of the employees' child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition. However, where both spouses use a portion of the total 12-week FMLA

- leave entitlement for the same qualifying event, the spouses would each be entitled to the difference between the amount he or she has taken individually and 12 weeks for another qualifying purpose. When both spouses are employed by CGMS and use military caregiver leave or a combination of military caregiver leave and leave for the birth or first-year care of their child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition, both employees will be limited to an aggregate total of 26 work weeks of leave.
5. CGMS shall apply all appropriate paid leave to an FMLA absence to the extent allowed by law and policy, giving proper notice to the employee. If an employee's accrued paid leave is exhausted, but an FMLA-qualifying reason for absence persists or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until allowable FMLA leave has been used, but such absences will be unpaid.
 6. When an employee has an absence that meets the criteria to be an FMLA-qualified absence, CGMS will designate such absence as part of the employee's total annual FMLA entitlement, even if the employee has not requested FMLA leave and/or is absent under paid or unpaid leave in accordance with law or CGMS policy. If an employee is on a Workers' Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence will also be designated as an FMLA-qualifying absence and charged against the employee's FMLA-protected time entitlement.
 7. FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced-schedule leave in increments no greater than the shortest period of time that CGMS uses to account for use of other forms of leave, provided that it is not greater than one hour and provided that the FMLA entitlement is not reduced by more than the amount of leave actually taken. Instructional employees may take intermittent or reduced-schedule leave to be with a healthy newborn only when CGMS and the employee have reached agreement for how the leave will be used.
 8. CGMS reserves the right to require adequate certification and recertification of any FMLA-qualifying event or condition of the employee or employee's spouse, child, parent or next of kin and authentication or clarification of such certification as CGMS deems necessary. Failure to provide such certification when requested will result in denial of the leave, and may result in discipline or termination of employment. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. CGMS may also require that an employee present a certification of fitness to return to work.
 9. CGMS reserves the right to require that the employee receive a second (and possibly third) opinion from another healthcare provider (at CGMS expense) certifying the serious health condition of the employee or employee's family member.

10. The Executive Director or designee may contact applicable healthcare providers regarding health conditions resulting in requested leaves.
11. Use of FMLA leave will coordinate with other Board policies and procedures governing leave time. Once FMLA leave has been exhausted, any continuing leave time will be governed by the provisions of other applicable CGMS leave policy or procedure.

Section 7. Instructional Employees

If intermittent leave or reduced-schedule leave equals more than 20 percent of instructional time, CGMS may require instructional employees who take such leave due to medical reasons to take block leave or to find an alternative placement for the period of planned medical treatment. When an instructional employee on FMLA leave is scheduled to return close to the end of a school term, CGMS may elect to use a special rule to prolong the employee's leave until the beginning of the next school term, thus extending the leave beyond the period where an FMLA-qualifying reason exists. In such an instance, the prolonged leave time is unpaid and is not charged against the employee's annual FMLA entitlement. In cases where the special rules for instructional employees apply, the Executive Director may apply those special rules or the general FMLA rules as best serves CGMS's interests.

Section 8. Leave Protections

Section 8.1 The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Eligible employees are entitled to continued participation in CGMS's health plan as long as they are entitled to FMLA leave protection; however, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the CGMS for those benefits paid, as required by law.

Section 8.2 Eligible employees who are absent for an FMLA-qualifying reason generally may return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave, in accordance with law. However, CGMS has the discretion to assign employees taking intermittent leave or returning from FMLA leave to a different position or a position in a different building, grade level or classroom as long as the employee has the appropriate certification or license for the position. Depending on the circumstances, instructional employees may be assigned to substitute teacher positions, positions as in-school suspension supervisors or other CGMS positions for which they are certificated if CGMS determines that such placement is necessary to ensure consistency of instruction.

Section 8.3 The FMLA makes it unlawful for any employer to interfere with, restrain or deny the exercise of any right provided under the FMLA. Additionally, it is unlawful for any employer to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA, which could include retaliation.

Section 9. Recordkeeping

The Chief Executive Officer or designee will ensure that personnel records regarding FMLA eligibility and leave are maintained in accordance with law and available for inspection, copying and transcription by representatives of the U.S. Department of Labor upon request.

Section 10. Enforcement

The U.S. Department of Labor is authorized to investigate and resolve complaints of violation of the FMLA. An eligible employee may bring a civil action against an employer for violations. For additional information, contact the nearest office of the U.S. Department of Labor's Wage and Hour Division.

Legal Citations:

Federal:

10 U.S.C. § 101
29 C.F.R. §§ 825.100-702
29 U.S.C §§ 2611-2619

Federal Statute
Family Medical Leave Act
Family Medical Leave Act

Type:	Human Resources
Title:	Missouri Victims' Economic Security and Safety Act
Date of Board Approval:	June 1, 2022
Notes:	MCPSA Required list

Purpose

In accordance with the Missouri Victims' Economic Security and Safety Act (VESSA), City Garden Montessori School (CGMS) offers eligible employees unpaid leave for qualifying domestic or sexual violence related reasons, with a guarantee of restoration to the same or an equivalent position on return from leave. Employees must comply with the terms and conditions set forth in this policy.

Section 1. Definitions

- a. "Domestic violence" means abuse or stalking committed by a family or household member.
- b. "Family" or "household member" means spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time.
- c. "Sexual violence" means a sexual assault, including without limitation, causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without the person's consent, and trafficking for the purposes of sexual exploitation as described by Missouri law.
- d. "Workweek" means an individual employee's standard workweek.

Section 2. Eligible Employees

Employees are eligible for leave if they are the victim of domestic or sexual violence or have a family or household member who is the victim of domestic or sexual violence. The family or household member may not have interests which are adverse to the employee as it relates to the domestic or sexual violence.

Section 3. Qualifying Reasons for Leave

Domestic or sexual violence leave is available to eligible employees in the following circumstances:

- a. To seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence against the employee or their family or household member.
- b. To obtain victim services from a victim services organization for the employee or their family or household member.
- c. To obtain psychological or other counseling for the employee or their family or household member.
- d. To participate in safety planning, including temporary or permanent relocation or other actions to increase safety for the employee or their family or household member from future domestic or sexual violence.
- e. To seek legal assistance to ensure the health and safety of the employee or their household or family member, including participating in court proceedings related to the domestic or sexual violence.

Section 4. Leave Time

Eligible employees may take up to two workweeks of unpaid domestic violence leave within any 12-month period. Leave is based on a rolling 12-month period, looking back from the date the leave would begin. Leave may be taken intermittently (in separate blocks of time) or as reduced schedule leave.

Leave taken under this policy is unpaid. However, employees may substitute accrued and unused PTO for the unpaid leave. The substitution of PTO does not extend the leave period, but runs concurrently with it. Likewise, domestic and sexual violence leave may run concurrently with any leave available under the federal Family and Medical Leave Act (FMLA). This policy does not entitle employees to take unpaid leave that exceeds the amount of unpaid leave time allowed under the FMLA.

Section 5. Notice of Need for Leave and Certification

Eligible employees must provide CGMS with at least 48 hours' advance notice of the need for leave. If 48-hour notice is not practicable, an eligible employee must provide certification of need for leave with a reasonable period after the absence.

To request domestic or sexual violence leave, employees must supply the Chief Operating Officer with a sworn statement that the employee or a member of the employee's family or household is a victim of domestic or sexual violence and that leave is necessary for a specific qualifying reason. In addition, CGMS may require the following supplemental information:

- a. Documents from an employee, agent, or volunteer of a victim's services organization, member of the clergy, or medical or other professional from whom the employee or family or household member has sought assistance.
- b. A police report or court record.
- c. Other corroborating evidence.

This information must be provided to the Chief Operating Officer within a reasonable time after it is required by CGMS. Full cooperation to obtain this supplemental information is required under this policy.

During leave, employees may be required to provide periodic reports when reasonably requested about the employee's status or any change in the employee's plans to return to work.

Section 6. Medical and Other Benefits

An employee taking domestic or sexual violence leave, upon return from leave, is entitled to be restored to the position of employment held by the employee when the leave commenced or to an equivalent position.

Taking domestic or sexual violence leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

Section 7. Reasonable Safety Accommodations

Eligible employees are entitled to reasonable safety accommodations to keep employees safe from actual or threatened domestic or sexual violence, unless it would impose an undue hardship on CGMS. Employees seeking a reasonable safety accommodation may be required by CGMS to provide a written statement signed by the employee or an individual acting on the employee's behalf, certifying that the reasonable safety accommodations are for a purpose authorized by VESSA.

Section 8. Non-Retaliation

Employees who seek good faith leave or reasonable safety accommodations under this policy will not be retaliated against. If you believe you have been subject to retaliation or discrimination, you should report it to the Chief Executive Officer.

For further information or details about any of the terms of this Domestic and Sexual Violence Leave Policy, please contact the Chief Operating Officer.

Legal Citation:
§ 285.630, RSMo

Type: Human Resources
Title: **Personnel Evaluations**

Date of Board Approval: May 5, 2021

Purpose

Each City Garden Montessori School (CGMS) employee shall be formally evaluated by their supervisor on at least an annual basis.

Section 1. The Chief Executive Officer

The Chief Executive Officer reports directly to the Board of Directors and shall be formally evaluated using an established evaluation instrument adopted by the Board.

Section 2. All Employees

Section 2.1. Each Full-time staff member shall be formally evaluated using an established evaluation instrument appropriate to their role.

Section 2.2. The employee's supervisor shall provide a copy of the rating, notes, and any other documentation obtained or used during the evaluation.

Section 2.3. The Employee shall have the right to acknowledge acceptance of the evaluation or to dissent and provide written commentary with the dissent; however, the document, regardless of acknowledgment or dissent, shall remain a part of the staff member's personnel record throughout the duration of employment.

Section 2.4. Employees may elect to follow the school's grievance policy related to dissent of any evaluations.

Type: Human Resources
Title: **Personnel Records**
Date of Board Approval: May 2020
Notes:

Purpose

City Garden Montessori School (CGMS) maintains complete and current personnel files for all employees. Personnel records will include, but are not limited to: documentation of necessary certifications and licenses; compensation records; documentation of benefits received or offered and overtime or compensatory time earned; performance evaluations; records of disciplinary actions; and other records CGMS determines are necessary to effectively manage the employment relationship and verify compliance with relevant state and federal laws.

Section 1. Confidentiality

CGMS creates and maintains personnel records for its purposes, and in general personnel records will only be available to employees or independent contractors who CGMS authorizes to access the information. In accordance with law, individually identifiable personnel records, performance ratings and records pertaining to employees, former employees or applicants for employment are closed and not accessible to the public. However, the names, positions, salaries and lengths of service of employees must be available to the public upon request. In addition, CGMS will provide access to personnel records to its legal counsel, to state and federal agencies with appropriate authority, and in situations where the record is used to defend CGMS in a legal or administrative action.

Section 2. Storage

Personnel records will be stored in accordance with good data management practices and in such a manner that only authorized personnel who need to know the information as part of their duties will have access to the records. Files containing immigration records and medical information regarding an employee will be kept separate from other personnel files.

Section 3. Parent/Guardian Access

In accordance with federal law, at the beginning of each school year CGMS will notify the parents/guardians of each student attending any school receiving Title I funds that they may request information regarding the following:

1. Student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction.
2. Student's teacher is teaching under emergency or other provisional certification status.

3. Student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

Section 4. Employee Access

Upon request to and in the presence of the appropriate administrative official, any employee will have the right, during regular working hours at a time and place that is not disruptive to the instructional process, to inspect his or her own personnel file, with the exception of the ratings, reports and records created or obtained prior to the employment of the individual, including confidential placement papers and letters of reference.

Section 5. Board Member Access

Section 5.1 An individual Board member has no greater access to confidential personnel records than any member of the public unless the Board member has been granted access by action of the Board or is serving in a capacity that requires such access.

Section 5.2 If an individual Board member wants to view an employee evaluation or other confidential personnel information, the Board member may ask for the item to be put on the agenda for the next closed Board meeting. At the meeting, the Board member must explain why he or she has requested access to the record. If access is granted by the Board, the record will be available for all Board members to view at the meeting.

Section 5.3 Employment contracts are not considered confidential personnel records, and individual Board members may inspect or copy these contracts upon request.

Legal Citations:

State:

Chapter 610, RSMo.
RSMo. 168.128

Missouri Sunshine Law
Personnel Records

Federal:

20 U.S.C. 6312
29 C.F.R. Part 516
29 C.F.R. 1630.14
29 C.F.R. 216(c)
42 U.S.C. 12101-12213
8 U.S.C. 1324

Elementary and Secondary Education Act
Fair Labor Standards Act
Federal Regulation
Fair Labor Standards Act
Americans with Disabilities Act
Immigration Reform and Control Act

Type: Human Resources

Title: **Staff Conduct**

Date of Board Approval: May 2020

Notes:

Purpose

Since the realization of City Garden Montessori School (CGMS) goals is dependent upon the behavior of professional and support staff, CGMS expects all employees to behave professionally and responsibly, and in a manner that is consistent with Board policy and the CGMS mission.

The following list represents a non-exhaustive list of conduct that all employees must follow:

1. Report to work promptly.
2. Follow, adhere, and stay abreast of the policies of CGMS.
3. Submit any required reports at the time specified. Grades, attendance records, textbook issuance records, and reports to parents/guardians shall be submitted as required.
4. Attend all meetings called by the administration. Exceptions should be discussed with and approved by the administration.
5. Maintain concern for and attention to CGMS's legal responsibility for the safety and welfare of students, including the need to ensure that students are under appropriate supervision.
6. Comply with all professional and support staff duties as required.
7. Dress in a manner that will not interfere with the educational environment.
8. Conduct oneself in a professional manner so as not to engage in conduct that is likely to bring discredit to CGMS.
9. Maintain courteous and professional relationships with students, parents/guardians, other CGMS employees, and stakeholders of CGMS.
10. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, school procedures and the employee's supervisor.
11. Take care of school-owned property, keep it properly secured, report necessary repairs, and inventory as requested.
12. Obey all safety rules, including rules protecting the safety and welfare of students.
13. Do not engage in any criminal or fraudulent activity.
14. Perform one's duties in an honest and truthful manner by not lying to a superior; withholding information from a superior; fraudulently signing a document; knowingly submitting false information; taking or misappropriating or participating in the taking or misappropriation of property, money or anything of value belonging to CGMS or any of its

- employees; taking or participating in the taking of private property on school grounds or at school functions.
15. Report instances of vandalism immediately.
 16. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior. Concerns regarding a student's compliance with the dress code policy and this section shall be directed to the School Principal.
 17. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
 18. School employees shall not make a contribution or expenditure of public funds (including, but not limited to, use of work time or other school resources) to advocate, support, or oppose any ballot measure or candidate for public office.

Legal Citations:

RSMo. 105.055	Whistleblower Protection
RSMo. 115.646	Prohibition of Public Funds Used for Political Purposes
RSMo. 167.166	Prohibition of Strip Searches
RSMo. 162.069	Employee-Student Communications
RSMo. 168.130	Prohibition of Teacher Campaigning for/against Board Members (where he/she is employed)
RSMo. 304.820	Prohibiting Texting While Driving

Type: Human Resources

Title: **Staff Grievance**

Date of Board Approval: May 2020

Notes:

Purpose

This policy has been enacted to address allegations by an individual employee that a specific, written, City Garden Montessori School policy or procedure has been violated or misinterpreted.

Section 1. General

Section 1.1 City Garden Montessori School is interested in employee concerns and ideas for improving the school. Employees are encouraged to discuss general concerns with their immediate supervisor and the administrative staff so that issues may be addressed in a timely fashion.

Section 1.2 Due to the seriousness of violations of policies and procedures, however, the Board has developed the following formal process for addressing these grievances. The process is designed to be a positive and constructive effort to establish the facts upon which the grievance is based and to accurately implement City Garden's policies or procedures. City Garden prohibits discrimination or retaliation of any kind against any party in interest, any witness, any representative or any other participant in the grievance process by reason of such participation.

Section 2. Definitions

Section 2.1 *Days* – Calendar days, whether occurring during the regular school year or during the summer, but excluding: weekends; City Garden Montessori School-designated holidays (whether on the original school calendar or designated thereafter); winter and spring breaks and other Board-designated breaks; and closings due to inclement weather, illness, natural disaster, or other emergencies. (In reference to deadlines cited in this policy, the day of occurrence or delivery of responses will not be counted as the first day. The last day will end at the close of the normal business day.)

Section 2.2 *Grievance* – An allegation by an individual employee that a specific, written, City Garden Montessori School policy or procedure has been violated or misinterpreted. A grievance does not include concerns regarding the content of performance evaluations or remedial documents, nonrenewal of contracts when applicable, employee discipline, or termination. This policy does not apply if another Board policy or state or federal law provides due process, a hearing or a different method for addressing the issue. The employee initiating the grievance must

submit the grievance in writing and is required to sign the grievance form at each level.

Section 2.3 *Grievant* – An employee of City Garden Montessori School who has filed a grievance.

Section 2.4 *Performance Evaluations or Remedial Documents* – Any assessment of employee performance including, but not limited to, evaluation instruments, job targets, professional development plans and professional improvement plans.

Section 2.5 *Supervisor* – The grievant's immediate supervisor.

Section 3. General Provisions

Section 3.1 The deadlines established under this policy may be extended upon the written request of the grievant or the supervisor, but the final decision regarding any extension shall be made by the Chief Executive Officer, or his or her designee, at his or her sole discretion. Investigation and reporting deadlines may be extended when more time is necessary to adequately conduct an investigation and to render a decision as determined by the Chief Executive Officer. The Chief Executive Officer will grant or deny a request for extended time within two (2) days of the relevant request for extension. The grievant and supervisor will be notified of the decision.

Section 3.2 Failure of City Garden Montessori School to reply or render a decision at any step except Step Three (final appeal) shall result in the grievance being advanced to the next level.

Section 3.3 Failure of the grievant at any step of this process to appeal a grievance to the next level within the specified time limits shall be deemed as acceptance of the findings and remedial action taken. Late appeals will not be considered.

Section 3.4 All communications, notices and papers required to be in writing shall be served personally or by registered (certified) United States Postal Services.

Section 3.5 Once a decision is rendered under this grievance process, the decision is final. Grievance decisions cannot be the subject of a new grievance.

Section 3.6 The goal of the grievance procedure is to provide resolution outside the court system. Therefore, an employee may not bring an attorney to grievance proceedings. If an attorney becomes involved in the process, the Chief Executive Officer or designee will refer the matter to the school's private attorney and the grievance process will end.

Section 3.7 The grievant will receive a written response or report regarding his or her grievance. However, the grievant and persons investigated in the course of the grievance are not entitled to view or receive copies of the investigation file or notes taken during the investigation, unless required by law.

Section 3.8 All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participants, unless an employee is disciplined as a result of the grievance. In that case, the discipline may be recorded in the employee's personnel file and discussed with the employee. Information recorded in an employee's personnel file will not be shared except as provided in Board policy or required by law.

Section 4. Grievance Procedure

Section 4.1 Step One -- Immediate Supervisor

1. An employee with a grievance shall first discuss it with his/her immediate supervisor with the objective of resolving the matter informally. If the grievance is not resolved after this step, the aggrieved employee must submit a written statement on the grievance form to his/her immediate supervisor within ten (10) days of the date of the occurrence of the matter that is the basis of the grievance. The written statement must include a copy of the specific City Garden Montessori School policy alleged to be violated or misinterpreted, as well as a statement of the relief requested. The immediate supervisor shall have a period of not less than five days during which he/she shall hold a conference with the grievant.
2. If a person designated to hear a grievance is the subject of the grievance, the Chief Executive Officer may designate an alternative person to hear the grievance or the grievance process will begin at the next highest level. . If a grievance is directly based on official Board action, the grievance shall be directed to the Board secretary, and, the Board may, in its sole discretion hear the grievance.
3. No new information may be added and no new claims may be made after Step One. Each subsequent level within this grievance process will address only the facts and issues presented at Step One.
4. Following the conference, but not later than ten days from the date of filing of the grievance, the principal or supervisor shall tender a written response to the grievant.

Section 4.2 Step Two -- Chief Executive Officer

1. If the grievance is not satisfactorily resolved at Step One within 15 days after the grievant filed a written grievance, the grievant may submit the written grievance, exactly as submitted in Step One, to the Chief Executive Officer. The Chief Executive Officer or his/her designee shall schedule and hold a conference regarding the grievance within five days of receipt of such grievance.
2. Within ten business days of the conference, the Chief Executive Officer or his/her designee shall communicate a decision in writing to the grievant.

Section 4.3 Step Three -- Board of Directors or Board Committee

1. If the grievance is not satisfactorily resolved at Step Two within 15 days after the grievant filed a grievance at Step Two, the grievant may submit the written grievance, exactly as submitted in Step One, to the Board of Directors. The Board shall set a date to hear the dispute. The Board shall determine the procedures of the hearing.
2. Within ten business days of such meeting, the Board shall render a written decision to the grievant, which shall be final.

Type: Human Resources
Title: **Staff Leaves and Absences**
Date of Board Approval: June 2020
Notes:

Purpose

Consistent staff contact with students is important to the learning environment and school operations and therefore is an essential function of a staff member's position. Quality of life for staff is important to enable the staff to function at their highest level. To ensure consistent contact between staff and students, CGMS will allow staff members to be absent from their duties for the reasons and lengths of time specified in this policy or an employee's contract, if applicable, or otherwise protected by law, as long as the absences are not excessive.

Section 1. Paid Time Off Leave Eligibility

Section 1.1 Unless otherwise provided in an employment contract, full-time employees are eligible for Paid Time Off (PTO) as follows:

- a) Those who are employed by a Ten-month contract will receive eight (8) PTO days per year.
- b) Those who are employed by a Twelve-month contract will receive, in addition to school holidays, 21 PTO days per year. In the event that an employee must work during a school holiday, they will receive compensatory time off. Work during a school holiday must be approved by the employee's supervisor.

Section 1.2. An employee may not use PTO days during the employee's initial thirty (30) days of employment, except with prior written permission from their supervisor

Section 1.3. Twelve-month employees may carry over a maximum of five (5) unused PTO days into the following fiscal year. These must be used before the start of school

Section 1.4. Employees will not receive payment for any unused PTO days upon resignation or termination of employment, nor will employees receive any payment for unused PTO days each year.

Section 2. Use of Paid Time Off

2.1. Paid Time Off can be used for sick days, personal days, or vacation days depending on the employee's position. *Sick leave* includes:

- a) Illness, injury or incapacity of the employee. CGMS reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the employee and/or inclusive dates of the employee's incapacitation.
- b) Illness, injury or incapacity of member of the employee's immediate family and for which it is necessary for the employee to be with the family member during the incapacity.
- c) Illness, injury or incapacity of other relatives with permission granted by the employee's supervisor.

2.2. Paid Time Off can also be used for the following:

- a) *Court Appearances.* Court appearances other than jury duty or appearances required by subpoena or other court order arising out of the employee's duties as an employee of the school.
- b) *Jury duty.* Employees will receive regular pay for hours served on jury duty provided that they serve for their regularly scheduled hours of work, minus compensation received from the court, for up to five (5) days of jury services. If jury duty continues beyond five (5) days in a given year, employees will be granted unpaid leave from work until their jury service is completed. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons. Employees who receive a summons for jury duty or a subpoena for a court appearance must provide a copy to the Chief Executive Officer or designee as soon as soon as practicable.
- c) *Religious Observance.* Mandatory religious observance.
- d) *Bereavement.* In the event of the death of a partner, spouse, parent, child, or sibling or the parents and siblings of your spouse or partner, you will receive regular pay for any scheduled workdays missed between and including the day of the death and the funeral, up to three (3) days' pay. In the event of the death of an extended family member, you will receive regular pay for one (1) missed workday.
- e) *Pregnancy, Childbirth, Adoption, and Fostering a child.* Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. CGMS shall only apply accrued paid leave up to the maximum allotted PTO days under this policy, which days will run concurrently with the eligible employee's FMLA leave.

Employees who are ineligible for FMLA leave may take up to twelve (12) weeks of leave for the birth, first-year care, adoption or foster care of a child. The twelve weeks may consist of a combination of accrued PTO days, up to the maximum allotted under this policy, and unpaid leave. PTO runs

concurrently with the parental leave and does not extend the length of such leave. Should the employee's leave overlap or coincide with known school holidays (i.e. spring, winter or summer break), then those holidays are included in the employee's allotted leave. The employee shall provide notice of the need for use of parental leave as soon as is reasonably possible, but at least thirty days prior to the commencement of the anticipated leave. In circumstances where employees are requesting leave prior to the birth of a child or for longer than twelve weeks, CGMS may require that a request for leave be supported by certification issued by the appropriate health care provider.

- f) *Personal leave.* All accrued personal time off must be used before a leave will be considered. A full-time or part-time employee with at least six months of continuous service may be granted a paid medical leave of absence for up to 6 weeks and may request additional non-paid absence for up to a total of twelve (12) weeks leave in a twelve (12) month period. Refer to Section 5 of CGMS's FMLA policy to determine eligibility.
- g) *Vacation.* Twelve (12) month employees are permitted to use PTO days for vacation. Employee should submit a request for vacation using the Google "Admin PTO Calendar" and must receive authorization from their supervisor before taking vacation days.

Section 3. Voting Leave

Section 3.1 CGMS believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee whose work schedule does not provide him or her four consecutive hours to vote while polls are open will be granted up to two paid hours off in order to vote. Any additional time off will be without pay or deducted from an employee's PTO days. CGMS reserves the right to select the hours the employee is excused to vote.

Section 3.2 An employee must notify the Chief Executive Officer or designee of the need for voting leave at least five days before the election. When the employee returns from voting leave, the employee must present a voter's receipt to the Chief Executive Officer or designee as soon as possible.

Section 4. Military Leave

Section 4.1 All employees will be granted military leave in accordance with state and federal law

Section 5. Unauthorized Absences

Section 5.1 CGMS considers three (3) days of unauthorized absences without notice to be a voluntary resignation.

Legal Citations:

State:

RSMo. 105.270	Leave of Absence to Perform Military Duties
RSMo. 105.271	Employee Leave for Adoptive Parents
RSMo. 320.200, .330-.339	Protection for Volunteer Firefighters
RSMo. 115.102	Protection for Election Judges
RSMo. 115.639	Voting Leave
RSMo. 169.595	Workers' Compensation Leave Protection
RSMo. 494.460	Protection for Jury Duty
RSMo. 595.209	Victim and Witness Rights

Federal:

29 C.F.R. § 1604.10	Federal Regulation
29 C.F.R. §§ 2611-2619	Family and Medical Leave Act
29 U.S.C. § 216(c)	Fair Labor Standards Act
42 U.S.C. §§ 2000d-2000d-7	Title VI of the Civil Rights Act of 1965
42 U.S.C. §§ 2000e-1-2000e-17	Title VII of the Civil Rights Act of 1965

Type: Human Resources
Title: **Staff-Student Communications**
Date of Board Approval: May 2020
Notes:

Purpose

All City Garden Montessori School (CGMS) employees are expected to maintain respectful and professional relationships with students at all times. "Staff member" or "Employee" under this policy is defined as any individual employed by City Garden Montessori School, including part-time and substitute employees, as well as student teachers. To create a safe and effective learning environment, all employees must be aware of and maintain physical and emotional boundaries with students, regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship, or whether the staff member directly supervises the student. An employee's maintenance of appropriate boundaries with students is an essential requirement for employment at CGMS.

Definitions

Section 1. General

Section 1.1 Staff member communication with students shall be appropriate and consistent with Board policy and the CGMS mission. This requirement applies to both personal and professional communication regardless of when, where, in what form (verbal or non-verbal) or through what medium (in person or electronic) the communication occurs.

Section 1.2 Communication shall be deemed to be inappropriate if such communication is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy or the CGMS mission.

Section 2. Goal and Scope of this Policy

Section 2.1 While the goal of this policy is to protect both students and staff members from allegations of misconduct, this policy is not intended to hamper appropriate interactions between staff members and students, which are important to the development of the child.

Section 2.2 This policy does not apply to staff members' communications with their own children, stepchildren or other persons living within the staff member's home who happen to be students of CGMS.

Section 2.3 CGMS reserves the right to discipline an employee, up to and including termination, if the employee is found to inappropriately interact with any child, including children who do not attend CGMS.

Section 3. Absolute Prohibitions

Section 3.1 Certain interactions between CGMS staff members and students are strictly and absolutely prohibited. Examples of such behavior include, but are not limited to:

1. Dating a student or discussing a future romantic or sexual relationship with a student
2. Making sexual advances toward a student, engaging in a sexual relationship with a student, or touching a student in a sexual manner
3. Engaging in any conduct that constitutes illegal harassment or discrimination as defined by law or in Board Policy, or that could constitute a violation of that policy if pervasive.
4. Engaging in any conduct that violates Board policies and procedures, or that constitutes criminal behavior

Section 3.2 Any staff member who engages in any of these behaviors will be disciplined, up to and including termination of employment.

Section 4. Electronic Communication

Section 4.1 CGMS recognizes the convenience and popularity of electronic communications in society. Accordingly, staff members should, and are encouraged to, communicate with students and their families for educational purposes through various means, including electronic communication. Staff members must maintain respectful and professional boundaries with students while using electronic communication at all times. Using personal devices or accounts to communicate with students instead of using school-issued devices or accounts does not exempt the staff member from this policy.

Section 4.2 Staff members may use electronic communication with students for reasons related to the staff member's position or job duties. Staff members should consider whether electronic communication with student is the most effective means of conveying the subject matter to the student.

Section 4.3 Staff members are encouraged to use CGMS-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, email addresses and CGMS-sponsored web pages or social networking sites), when available, to communicate with students through electronic means for educational purposes.

Section 4.4 Staff members' electronic communications may be monitored. In the event a staff member would like to create a webpage or account on behalf of CGMS to enable electronic communications between staff and students or their families, the staff member must obtain prior approval from the Principal. Such websites or

accounts are considered school-sponsored, and, as a result, must be professional and follow all CGMS policies and procedures.

Section 4.5 If a CGMS staff member obtains approval from his or her supervisor to use the staff member's personal devices to communicate electronically with students, the staff member will notify parents or guardians of students regarding the communications. Staff members may also be asked to include a supervisor on the communications or produce copies of the communications to a supervisor upon request.

Section 4.6 Employees' electronic communication with students is subject to CGMS's policies and procedures including, but not limited to, such policies and legal requirements related to the confidentiality and release of personally-identifiable student information. Pictures of students or other identifiable information obtained through employment with CGMS shall not be posted or shared on an employee's personal website or personal social networking accounts without prior permission from the Principal.

Section 4.7 Employees should not communicate with students electronically for reasons other than educational purposes. However, an emergency situation or the temporary unavailability of CGMS's communication systems may require a brief divergence from the School's general restrictions on electronic communications. Additionally, staff members who are related to students or have contact with students through participation in civic, religious or other organizations may also have need to diverge from this policy. If concerns are raised, the staff member must be prepared to demonstrate that the communications are respectful and appropriate. CGMS encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate any of the restrictions set forth in this policy.

Section 5. Consequences for Violation

Staff members who violate this policy may be disciplined, up to and including termination of employment. Depending on the circumstances, CGMS may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and CGMS may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Section 6. Reporting

Section 6.1 Any employee, student, parent/guardian, or patron of CGMS who has concerns about a relationship or activities between an employee and a student should immediately bring this concern to a teacher, counselor, supervisor or administrator.

Section 6.2 Any employee who possesses knowledge or evidence of possible violations of this policy must immediately make a report to a CGMS administrator.

Section 6.3 All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with CGMS policy and state law. Staff members must also immediately report a violation or perceived violation of CGMS's discrimination and harassment policy to CGMS's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

Section 6.4 CGMS will not discipline, terminate or otherwise discriminate or retaliate against any student or staff member for reporting in good faith any action that may be a violation of this policy.

Section 7. Training

CGMS will provide training to staff members that includes current and reliable information on identifying signs of sexual abuse of children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

Legal Citations

§§ 162.069, 210.115, Missouri Revised Statutes

Type: Human Resources
Title: **Staff Use of Social Media**
Date of Board Approval: November 2016
Notes:

Purpose

City Garden Montessori School (CGMS) recognizes the value of teacher inquiry, investigation, and innovation using new technology tools to enhance the learning experience. CGMS also recognizes its obligation to teach and ensure responsible and safe use of these technologies.

This policy addresses staff use of publicly available social media networks including: personal Web sites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media. CGMS takes no position on staff's decision to participate in the use of social media networks for personal use on personal time. However, use of these media for personal use during school time is prohibited. In addition, staff must avoid posting any information or engaging in communications that violate state or federal laws or school policies.

Definitions

- A. Public social media networks are defined to include: Web sites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media generally available to the public or consumers and which do not fall within CGMS's electronic technologies network (e.g. Facebook, Twitter, Instagram, Pinterest, Snapchat, LinkedIn, Flickr, YouTube, MySpace, blog sites, etc.).
- B. School approved password-protected social media tools are those that fall within CGMS's electronic technologies network or which CGMS has approved for educational use. CGMS has greater authority and responsibility to protect minors from inappropriate content and can limit public access within this limited public forum.

Section 1. General

Section 1.1 CGMS recognizes the importance of online social media networks as a communication and e-learning tool. Toward that end, CGMS provides password-protected social media tools and school-approved technologies for e-learning and encourages use of school tools for collaboration by staff.

Section 1.2 Public social media networks, outside of those sponsored by CGMS, may not be used for classroom instruction or school-sponsored activities without the prior authorization of the CEO/Executive Director, or designee, and parental

consent for student participation on social networks. CGMS may use these tools and other communication technologies in fulfilling its responsibility for effectively communicating with the general public.

Section 1.3 Staff must avoid posting any information or engaging in communications that violate state or federal laws or school policies.

Section 1.4 The line between professional and personal relationships is blurred within a social media context. Therefore, when staff choose to join or engage with school students, families or fellow staff in a social media context that exists outside those approved by CGMS, they are advised to maintain their professionalism as school staff and have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting.

Section 2. Requirements

All staff are expected to serve as positive ambassadors for CGMS and to remember they are role models to students in this community. Because readers of social media networks may view the employee as a representative of the school, CGMS requires staff to observe the following rules when referring to CGMS, its schools, students, programs, activities, staff, volunteers and communities on any social media networks:

Section 2.1 An employee's use of any social media network and an employee's postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable school policies.

- a. Employees must be respectful and professional in all communications (by word, image or other means). Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.
- b. Employees should not use their school e-mail address for communications on public social media networks that have not been approved by CGMS.
- c. Employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of CGMS. Employees may not act as a spokesperson for CGMS or post comments as a representative of CGMS, except as authorized by the Executive Director or the Board Chair.
- d. When authorized as a spokesperson for CGMS, staff must disclose their employment relationship with CGMS.
- e. Employees may not disclose information on any social media network that is confidential or proprietary to CGMS, its students, or staff or that is protected by privacy laws.
- f. Employees may not use or post CGMS logo on any social media network without permission from the Executive Director, the Board Chair, or a designee.
- g. Employees may not post images on any social media network of co-workers without the co-workers' consent.

- h. Employees may not post images of students on any social media network without written parental consent, except for images of students taken in the public arena, such as at sporting events or fine arts public performances.
- i. Employees may not post any non-public images of CGMS premises and property, including floor plans.
- j. Approved November 2, 2016

Section 2.2 CGMS recognizes that student groups or members of the public may create social media representing students or groups within CGMS. When staffs, including coaches, advisors or consultants, choose to join or engage with these social networking groups, they do so as an employee of CGMS. Employees have responsibility for maintaining appropriate employee-student relationships at all times and have responsibility for addressing inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online. Employees shall annually disclose to CGMS the existence of and their participation in such networks.

Section 2.3 Employees who participate in social media networks may decide to include information about their work with CGMS as part of their personal profile, as it would relate to a typical social conversation. This may include:

- a. Work information included in a personal profile, to include school name, job title, and job duties.
- b. Status updates regarding an employee's own job promotion.
- c. Personal participation in school-sponsored events, including volunteer activities.

Section 2.4 An employee who is responsible for a social media network posting that fails to comply with the rules and guidelines set forth in this policy may be subject to discipline, up to and including termination. Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or private information, information that violates the privacy rights or other rights of a third party, or the content of anything posted on any social media network.

Section 2.5 Anything posted about CGMS on an employee's Web site or Web log or other Internet content for which the employee acts as a representative of CGMS will be subject to all school policies, rules, regulations, and guidelines.