

# **AMY HESTIR STUDENT PROTECTION ACT**

## **STAFF/STUDENT RELATIONS Lift for Life Academy In Accordance With SB54 – RSMo 167.261**

### **Employee Conduct Policies and Procedures**

All Lift for Life Academy employees are expected to conduct themselves in a professional manner that facilitates good order and brings credit to Lift for Life Academy. The school expectations for all Lift for Life Academy employees includes:

1. Demonstrating respect for all students, staff and parents.
2. Acting morally, ethically and professionally in a manner that maintains the honor and dignity of the profession and school.
3. Refraining from the engagement of activities which adversely affect the quality of the employee's professional service or reputation or that of Life for Life Academy.
4. Immediately reporting any incidents of personal discomfort to an administrator caused by an experience with a parent or student (actions or speech).
5. Refraining from transporting students in a personal vehicle for any reason without the case by case consent of the Executive Director or Principals.
6. Refraining from hosting students at employee's home or in a non-approved school environment.
7. Notifying an administrator privately if an employee believes that another employee is not performing their duties in accordance with the statements or spirit of the Lift for Life Academy Teacher Rules and Code of Conduct. An employee should not use the observed, but unreported, acts of others to justify, defend or explain their own inappropriate actions.

Every student and staff member has the right to attend Lift for Life Academy and work in an environment free of sexual harassment, offensive use of sex oriented jokes or epithets. Such conduct is improper and unlawful and therefore prohibited for all students and employees of the school.

Sexual harassment shall be defined as unwelcome sexual advances, request for sexual favors, and other verbal, physical or other conduct of a sexual nature when such conduct has the purpose or effect of interfering with an individual's work/school performance or creating an intimidating, hostile or offensive environment. The following prohibited actions may directly or indirectly occur through internet communication (e.g. e-mail, social media websites, etc). Such harassment may include but is not limited to the following:

Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking student's movement and pulling at clothes. Sexually harassing or bullying behaviors are also inappropriate and are grounds for school disciplinary action.

**Reporting Procedures for Abuse/Neglect**

Missouri law defines abuse as “...any physical injury, sexual, or emotional abuse...”

Missouri law requires all school personnel to report suspected abuse/neglect of any student. Teachers are state mandated reporters and may report suspected abuse or neglect directly to the Missouri Department of Social Services – Children’s Division hotline.

All Lift for Life Academy employees/students are required to follow the procedures below when reporting any allegations of misconduct or abuse.

1. Refer any suspected case of sexual abuse or misconduct to an administrator.
2. Following notification of a situation to an administrator and/or the appropriate personnel, the incident will be reported to the proper authorities.
3. After being notified of a situation, an administrator will fully investigate the concern.
4. When applicable, disciplinary action will be taken towards all parties found guilty based on the evidence acquired through the investigation.

There will be no retaliation against or adverse treatment of any student who uses this procedure to resolve a concern.

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Executive Director Signature

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Date

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Board President Signature

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Date

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Board Secretary Signature

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Date

**CRIMINAL BACKGROUND CHECKS AND REPORTING**  
**Lift for Life Academy**  
**In Accordance With SB54 - RSMo 162.068**

**Overview**

Lift for Life Academy is committed to providing a safe environment for students to learn. As part of this effort, the academy will require criminal background checks of employees as well as volunteers and others working on school grounds in accordance with this policy.

**Employees**

Lift for Life Academy will conduct a criminal background check in accordance with law on all new employees. Any offer of employment is contingent upon the satisfactory outcome of the criminal background check, when required by LFLA. Lift for Life Academy has the sole and absolute discretion to determine whether the outcome is satisfactory.

**Volunteers**

Lift for Life Academy will conduct a criminal background check on all persons volunteering in positions where they will be left alone with a child. The executive director or community relations is directed to identify the volunteer positions in LFLA that require a background check (Missouri Highway Patrol's criminal database and sexual offender registry, the central registry of child abuse and neglect of the Children's Division (CD) of the Department of Social Services). The executive director or community relations must receive the results of the background check and officially approve the volunteer before he or she may begin service in the identified volunteer position.

**Updating Information**

The academy reserves the right to require any person to submit to additional criminal background checks at the academy's expense or to rerun background checks at any time. Any employee refusing to submit to a background check may be disciplined or terminated. LFLA may decline to utilize the services of volunteers or contractors who refuse to participate.

**School Notification**

As a condition of continuing to work within the school, all employees and other persons required to submit to a criminal background check pursuant to this policy must notify LFLA if they are charged, convicted, plead guilty to or are otherwise found guilty of any misdemeanor or felony, regardless of the imposition of sentence. This notification must be made as soon as possible, but no later than five (5) business days after the event.

**Reporting Requirements**

The academy will report to the Missouri Department of Elementary and Secondary Education

(DESE) when information is obtained that a certificated person has pled guilty or no contest to or been found guilty of a crime or offense, regardless of whether a sentence has been imposed, in this state, another state or another country that may put the person's certificate in jeopardy pursuant to Missouri law.

**Confidentiality**

Information received by the school pursuant to a criminal background check is confidential. Except as allowed by law, LFLA will only use this information for the academy's internal purposes in determining the suitability of an applicant, employee, volunteer or other worker on LFLA property. The school will keep this information in a location that is only accessible to persons who need to know the information to carry out their responsibilities with the school. Any person submitting to a criminal background check may receive a copy of the background check information received by LFLA.

**Reporting to Other Public Schools**

Pursuant to state law and upon the written request of an employee or former employee, LFLA may transfer a criminal background check to another school district within one (1) year of receiving the background check. In the event that an employee or former employee has been involved with children and received allegations of sexual misconduct or abuse that are substantiated, Lift for Life Academy will disclose this information to the public school district (potential employer) requesting findings.

**Consequences**

The executive director or designee is directed to exclude any person from employment, or to take action to terminate employment, whose criminal background check reveals that they have exhibited behavior that is violent or harmful to children or adults. Contracts with independent contractors will likewise address the suitability of workers on school grounds.

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Executive Director Signature

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Date

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Board President Signature

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Date

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Board Secretary Signature

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Date

**TEACHER-STUDENT COMMUNICATION POLICY**  
**Lift for Life Academy**  
**In Accordance With SB54 - RSMo 162.069**

All Lift for Life Academy teachers will conduct themselves in the manner described in the teacher handbook and addressed in the “Staff/Student Relations Policy” under “Employee Conduct Policies and Procedures” (in accordance with SB54 – RSMo 167.261).

Lift for Life Academy prohibits teacher and student communication via social media websites (e.g. Facebook, Twitter, MySpace, etc) EXCEPT when approved by an administrator for educational purposes.

Lift for Life Academy prohibits teacher and student communication through e-mail, phone (oral communication and/or text-messaging) and standard mail EXCEPT when content being sent and/or received relates to educational activities approved by an administrator. Additionally, communication via e-mail, phone (oral communication and/or text-messaging) and standard mail may occur when it is reasonably determined by the teacher that the students’ well-being or safety is at risk. In the event this situation occurs, the teacher will refer to the school policy in accordance with SB54-RSMo 167.261 (Amy Hestir Student Protection Act) in regards to reporting.

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Executive Director Signature

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Date

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Board President Signature

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Board Secretary Signature

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