

## **Family Handbook**

**X** Board Meetings

**X** MOCAP

## **Momentum Academy Board of Directors**

Momentum Academy is managed by the Momentum Board of Directors, an independent group of community members who are committed to the mission and vision of Momentum schools. The ten-member school board approves district policies, selects the superintendent of schools, and adopts the annual budget. Board members serve three-year, overlapping terms and receive no salary.

### **Meetings**

Momentum Board of Directors' meetings are open to the public. Regular meetings of the board begin at 7:00 p.m. and are generally scheduled on the fourth Mondays of every other month.

Board Committee meetings are generally held on the second and third Monday of each month. The Board of Directors may also conduct executive closed session meetings, which are closed to the public in compliance with Missouri "Sunshine Laws." Closed meetings are usually restricted to student, personnel, property, or legal matters. Occasionally special meetings or board workshops are held in public view at times other than the regularly scheduled meetings.

### **Agenda**

Agendas and notices for the regular meetings are prepared by the Executive Director in consultation with the president of the board. Agendas are available on the district's website ([www.momentumacademystl.org/about](http://www.momentumacademystl.org/about)). After board approval, copies of the minutes of each board meeting are available on the district's website.

### **Addressing the Board**

Time is allotted at the start of each regular meeting for the public to address the board on specific agenda items or to comment on non-agenda items. Because board meetings are formal meetings held in public view, rules of order are followed and time restrictions are placed on discussions. The president of the board is responsible for managing the time allowed for public discussion, the appropriateness of the subject, and the amount of time allowed for individual speakers. Stakeholders who wish to make public comment(s) are invited to address the board at the meeting before the start of the meeting. The Board of Education does not act immediately upon requests put before it from the floor. Often such matters are referred to the Executive Director for study and appropriate follow-up.

### **Contacting the Board Members**

To express their views in less formal settings, stakeholders are welcome to contact board members by mail in care of the district offices, 3630 Ohio Ave, St. Louis, MO 63118. They may also email board members at [board@momentumacademystl.org](mailto:board@momentumacademystl.org)

Member's Name*	Officer Role*
Judith Meyer	President
Ron Richardson	Treasurer
Lee Harden	Member
David Simmons	Vice President
Kathy Houston-Kirk	Secretary
Fawad Javed	Member
Patrick Davis	Member
Hanley Chiang	Member
Melissa Powers	Member
Courtney Stevenson	Member

## MOCAP (Missouri Course Access Program)

The Missouri Course Access Program (MOCAP) offers students equal access to a wide range of high-quality courses and interactive online learning that is neither time nor place dependent. Because virtual instruction can be an effective education option for some students, there may be courses available either through a district-provided virtual option or through MOCAP. Please contact your school counselor for more information about virtual learning opportunities.

Senate Bill 603 (2018) and House Bill 1606 (2018) created new requirements for local school districts related to virtual education and access to these courses. Beginning in January 2019, any student in kindergarten through 8th grade enrolled in Momentum Academy, who was also enrolled as a full-time scholar the previous semester can opt to take a course virtually through the District-approved provider.

### Virtual Instruction

Virtual instruction can be an effective education option for some scholars, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum.

In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP. The district will pay the costs of a virtual course only if the district has first approved the scholar's enrollment in the course as described in this policy. Even if a scholar or his or her parents/guardians pay the costs for a virtual course, the scholar or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the scholar's academic and personal goals.

The District is not required to provide scholar's access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for scholars who take virtual courses in district facilities but will not provide supervision for scholars taking virtual courses offline.

Scholars taking courses virtually are subject to district policies, procedures and rules applicable to scholars enrolled in traditional courses including, but not limited to, the district's Family Handbook, Commitment to Excellence which includes: prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

In order to meet Momentum's philosophy, scholars participating in Virtual Programs must meet the minimum expectation of progress for continued participation in Virtual Education as outlined in their Virtual Instruction Program Individual Learning Plan.

### **Characteristics for Success**

When determining if enrollment in a virtual course is the best educational decision for a scholar, the scholar and parent might consider the following information:

- Scholar has demonstrated time management skills that indicate the scholar is capable of submitting assignments and completing course requirements without reminders.
- The scholar is able to maintain 95% attendance for all virtual learning sessions.
- Scholar has demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
- Scholar has demonstrated verbal or written communication skills that would allow the scholar to succeed in an environment where the instructor may not provide nonverbal cues to support the scholar's understanding.
- Scholar has the necessary computer or technical skills to succeed in a virtual course.
- Scholar has access to technology resources to participate in a virtual course.
- Scholar previously has been successful with virtual coursework.

### **Academic Assessments**

Scholar's who participate in the Virtual Education Policy are required to complete all Academic Assessments as outlined in our Charter including the Missouri MAP Assessment unless otherwise outlined in the Virtual Instruction Program Individual Learning Plan.

### **Appeal Process**

Each request by a scholar's parent/guardian for enrollment in a virtual course must be approved by the building principal. The principal will use a process to determine if enrollment in the course is in the best educational interest of the student. If the principal denies access to a course, s/he will notify the parent/ guardian/ student in writing the "good cause" basis on which the request was not approved.

Parent/guardians must first work with the LEA before submitting the appeal to DESE. Parents/guardians may only submit the documentation provided by the local school board. The appeal process does not apply to summer school or virtual courses that are not MOCAP approved.

**Contact information**

Please contact Megan Prouhet by email with questions about virtual learning, course offerings and enrollment: [megan.prouhet@momentumacademystl.org](mailto:megan.prouhet@momentumacademystl.org)

## **STAFF HANDBOOK**

- X** Grievance Policy
- X** Mandated Reporting
- X** Fiscal Responsibility
- X** Employee Student Communication

## **Staff Complaints And Grievances Policy**

The Board of Momentum Academy adopts the following policy, effective on the date of adoption by the Board.

### **SECTION 1. Intent of the Policy**

SECTION 1.1. The purpose of this policy is to provide a process for employees or applicants to reach solutions to problems, disputes, or controversies at the lowest administrative level, as fairly and as expeditiously as possible.

SECTION 1.2. This policy also addresses employees or applicants who allege discrimination or harassment on the basis of age, gender, race, color, religion, national origin, disability, or any other basis expressly prohibited by law.

SECTION 1.3. The Operational Manual outlines the process by which staff complaints and grievances will be addressed, including the role of the Board of Directors.

### **Operational Manual - DEFINITIONS & PROCEDURES**

### **SECTION 2. Definitions**

SECTION 2.1. Complaint - A complaint means any claim or grievance by an employee who is affected in his or her employment relationship by an alleged violation of applicable statutes, policies, rules, regulations, or written agreements with which the Board is required to comply. In accordance with this policy, a complaint may also be filed by a job applicant.

SECTION 2.2. Employee - Employee shall mean any person hired by the Board to perform services either full or part-time.

SECTION 2.3. Days - Days shall mean working days exclusive of Saturday, Sunday, or official holidays unless otherwise noted.

SECTION 2.4. School Leader - Employee possessing that degree of administrative authority.

SECTION 2.5. Parties in Interest - Any persons involved in the processing and investigation of the complaint.

SECTION 2.6. Complaint File - A file maintained by the Department of Human Resources containing documents relevant to the complaint. This shall be separate from the personnel file and shall be open to parties in interest only.

SECTION 2.7. Board - The Governing Board of Momentum Academy.

SECTION 2.8. Notification - Means delivery in person to the party entitled to notification, or deposit in the United States Mail, certified mail, return receipt requested, to the last known address of the party notified.

SECTION 3. Procedure for Notice, Hearing Rights, Evidence Representation, Decisions, and Record

SECTION 3.1 This complaint and grievance procedure is applicable to any claim by any employee or applicant of Momentum Academy who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements with which the school is required to comply.

SECTION 3.2 The Board will ensure that a complaint is processed as expeditiously as is practicable. The initial complaint should be made in writing and should clearly state that the complainant wishes to utilize the Complaints and Grievances Policy, the nature of the complaint and specific statute, policy, rule, regulations, or written agreements that have allegedly been violated. The written request should be received by Momentum's Human Resources office via certified mail at the following address:

Attn: Confidential (Human Resources)  
3630 Ohio Ave  
St. Louis, MO 63118

SECTION 4.2. The complainant and all parties in interest shall be adequately notified of the time and place of the initial meeting and any appeal of the initial decision in writing by hand delivered or certified mail.

SECTION 4.3. The complainant and the individual(s) accused of the violation shall be entitled to an opportunity to be heard, to present relevant evidence, and to examine witnesses.

SECTION 4.4. The Governing Board may appoint a member of the State Bar to serve as law officer who shall rule on all issues of law and other objections, but such attorney shall not assist in the presentation of the case for either party.

SECTION 4.5. At each level, an accurate record of the proceeding must be kept by mechanical means and all evidence shall be preserved and made available to the parties involved; all cost and fees shall be borne by the party incurring them unless otherwise agreed upon by the parties; except that the cost of preparing and preserving the record of the proceedings shall be borne by the Governing Board; provided however, the cost of transcribing the transcript of evidence and proceedings before the Board shall be borne by the party requesting same, and

all costs of the records on appeal to the superior courts and appellate courts shall be paid by the party required to do so by the laws relating thereto.

SECTION 4.6 The overall time frame from the initiation of the complaint until rendition of the decision by the Governing Board and notification thereof to the complainant shall not exceed thirty (30) days. In no instance shall there be more than ten (10) calendar days between the most recent alleged act about which a complaint may be filed and the first written notice of complaint is received nor shall there be more than ten (10) calendar days between the decision at any level and the date the appeal to the next level is received.

SECTION 4.7. Decisions at each level shall be in writing and dated. Each decision shall contain findings of fact and reasons for the particular resolution reached. The decision reached at each complaint level shall be sent to the complainant by certified mail or hand delivered by a person designated by the Executive Director within twenty (20) business days of the hearing.

SECTION 4.8. The decision at each level shall be delivered to the complainant and the affected parties by a person designated by the Executive Director either by (1) being hand delivered or (2) being deposited in the U.S. Mail (certified mail, return receipt requested). Notice to the complainant shall be deemed to have been made on the date of hand delivery or on the date of deposit in the U.S. Mail by certified mail, return receipt requested to the address stated in the complaint or, if not contained in the complaint, to the last known address of the complainant on file with the Governing Board.

SECTION 4.9. If the complainant is dissatisfied with the review of the supervisor's decision, he or she must forward an appeal to the Executive Director within ten (10) working days. The appeal shall be in writing and include the reason(s) for the appeal. The Executive Director will notify the School Leader or his/her designee that a timely appeal has been received. A copy of all complaints involving appeal reviews will be forwarded to Human Resource Generalist.

SECTION 4.10 The complainant and the individual(s) alleged to be in violation are entitled to the presence of an individual of his/her choice to assist in the presentation of the complaint at the Governing Board level. At the Board level nothing shall prevent the Board from having an attorney present to serve as the law officer who shall rule on issues of law and who shall not participate in the presentation of the case for the School Leader or the complainant.

SECTION 4.11. The Board, when hearing an appeal from the initial hearing, shall hear the complaint de novo. The complainant cannot present additional evidence at the Governing Board level of the complaint process, unless it is determined by the School Leader presiding over the complaint that such evidence is relevant to the issues presented at the initial hearing and such evidence was either not made available by the administration or not discoverable by the complainant or unless it is presented and received in writing to the person presiding over the complaint at least five (5) days prior to the set date for the Governing Board hearing. A committee of the board will conduct the appeal proceeding within fifteen (15) working days and, within twenty (20) working days after the conclusion of the proceeding, will render a final decision.

SECTION 4.12. The time limits specified in this complaint procedure will be observed and applied strictly and will not be extended without the prior written consent of the employee and the applicable level of supervision responsible for the review. If an employee fails to comply with any time limit, the complaint shall be deemed automatically withdrawn and the proceeding terminated.

#### SECTION 5. Prohibited Reprisal Provision

SECTION 5.1. No reprisals of any kind shall be taken by the Board or by any member of the administration against any complainant as a result of participation in the complaint process.

#### SECTION 6. Collection of Information

SECTION 6.1. Nothing in this policy shall be construed to limit any other fact finder or decision maker from using any equitable means available to establish the truth or the circumstances pertinent to the complaint, provided that the complainant shall have an opportunity to respond to any information considered by the decision maker in reaching a conclusion.

## Reporting of Child Abuse and Neglect Policy

### **Board Policy Manual SECTION 1. Mandatory Reporters**

The following individuals are mandatory reporters:

1. Teacher
2. Principal
3. School official
4. Any other person with responsibility for the care of children

### **Section 2. Reporting.**

**Section 2.1.** All mandatory reporters have a duty<sup>15</sup> to report suspected child abuse and neglect, including truancy and educational neglect to the Missouri Department of Social Services, Children's Division. Such report shall be made via the Child Abuse and Neglect Hotline or the Online Mandated Reporting portal.

**Section 2.2.** Mandatory reporters who know or have reason to believe that a child has been or may be subject to abuse or neglect by any person shall also report such belief to their supervisor.

**Section 2.3.** Any other school employee who is not a mandatory reporter shall report any suspect child abuse or neglect to their supervisor. If their supervisor is not a mandatory reporter, the employee shall report the suspected abuse or neglect to both their supervisor and a mandatory reporter.



**SECTION 2.4.** An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Children's Division, or, in the absence of such agency, to an appropriate police authority or LEA attorney.

## Expense Reimbursement Policy

While staff shall be encouraged to make relevant business-related purchases using the organization's credit card, it is the policy of Momentum to reimburse staff for business expenses incurred on the behalf of Momentum. All expenses must be from an approved budget category. Expense reimbursements will be handled digitally through Anybill, MA's digital bill payment system. The following expense limitations and guidelines have been established. Additional details can be found in Momentum's Employee Handbook.

### SECTION 1. Travel Guidelines

**SECTION 1.1. Air Travel.** Travelers who wish to book their travel independently (typically online) are welcome to do so. Individual frequent flier programs can be applied to business travel whether booked with a travel agent or independently. To secure a lower ticket price, travelers are encouraged to book as far in advance as possible. All team members should travel in coach class unless they receive a free upgrade. Reimbursement for usage of charter or private aircraft requires the written permission from the Executive Director prior to incurring the expense. If pre-paid air travel must be canceled, please coordinate with the airline, and notify your manager. The traveler should make every effort to use the travel voucher, for business purposes, within the time frame specified by the airline. For canceled air travel paid on a team member's personal card, the team member should submit a reimbursement form, proof of payment, and air travel reservation details to their manager for approval, with a copy to Accounts Payable.

**SECTION 1.2. Lodging.** A single room with a private bath in a moderately priced business class hotel is the corporate standard. Reimbursement for suites or luxury accommodations requires written permission from the team member's Manager prior to incurring the expense.

It is recommended that travelers book a lodging reservation that can be changed in the event the travel dates are changed or canceled. Pre-paying, non-refundable, lodging should only be done with advance manager approval. Please note hotel reservations alone are not a valid receipt as hotels often do not charge payment until the day of arrival. The only exception will be if the reservation confirmation provides proof that payment was made at the time of reservation.

**SECTION 1.3. Rental Cars.** Cars should be rented by team members when other means of transportation are unavailable, more costly, or impractical. Travelers who wish to book their travel independently (typically online) are welcome to do so. For rentals within the United States, optional theft and collision insurance premiums are not required for team members that are licensed drivers. Optional theft and collision insurance premium charges are not

reimbursable. Team members are expected to refuel rental cars prior to returning them to the rental company.

SECTION 1.4. Taxi/Shuttle/Uber/Lyft/Public Transportation/Rapid Transit. The cost of taxis to and from places of business, hotels, airports, or railroad stations in connection with business activities is reimbursable. Use of taxis is authorized only when more economical services (hotel vans, shuttles, etc.) are not available. Team members are encouraged to utilize public transportation whenever feasible. Receipts are required for all transportation expenses.

SECTION 1.5. Mileage. Team members may utilize personal cars for business travel. If travel will average more than 400 miles round trip, the team member should rent a car. If travel logistics warrant taking a personal car more than 400 miles round trip, please obtain advance approval from the COO and submit with your expense report. The use of personal cars for business will be reimbursed at the standard rate set by the US General Services Administration under Privately Owned Vehicle Mileage Reimbursement Rates. For more information visit the IRS website - <https://www.ifebp.org/news/regulatoryupdates/Pages/2022-irs-mileage-rates.aspx>

SECTION 1.6. Meals. Individuals who travel on business are reimbursed for meal expenses they incur at an established “per diem” rate. The per diem amount per day is \$60.00 (\$15 – Breakfast; \$15 – Lunch; \$30 – Dinner). The “per diem” applies only when overnight travel is involved. Otherwise, meals incurred during travel will be reimbursed based on submitted receipts.

Business meals are those meals taken with clients, prospects, or associates during which a business discussion takes place. Business meals will not be restricted under the same daily limits as personal meals. Business meal expenses must be supported by an original itemized receipt and an Expense Reimbursement Form that includes documentation of the business purpose and individuals in attendance. Alcohol will not be reimbursed for any business or individual meals.

SECTION 1.7. Cancellation. It is the responsibility of the traveler to contact all travel partners should a trip need to be canceled. This would include the airline, hotel, rental car company, and business associates. Team members must cancel reservations by the required deadlines to avoid a “no-show” charge. If the cancellation is made directly with the hotel, team member should request and retain a “cancellation number” as documentation of the transaction. “No-show” charges are not reimbursable.

SECTION 1.8. Travel Partners. Travel expenses for a spouse or other family member who are not team members are not reimbursable as a business expense. However, a spouse or other family members may share accommodations as long as there is no additional cost to MA.

SECTION 1.9. Travel Advances/Per Diem Travel. Should a traveler wish to travel with cash and would like to minimize the out-of-pocket expense related to business travel, a Travel Advance Form should be submitted to the Accounting Department no less than 2 weeks prior to the first

date of travel. A check made payable to the traveler will be sent approximately 1 week prior to travel and can be cashed for use while on the business trip.

Travel advances must be noted on the Expense Reimbursement Form upon the travelers return.

When submitting the expense report, deduct the advance from the total expenses and submit a check for the amount remaining (if any) due to MA.

SECTION 1.10. Other. The following incidental expenses, when directly related to business travel are reimbursable:

- Tips at restaurants (no more than 20%)
- Valet services
- Parking fees
- Tolls

Itemized receipts are required for all reimbursable expenses.

## SECTION 2. Expense Reports and Approval Requirements

Momentum Academy realizes that business travel can be costly. With this understanding, an organized and clear process for submitting expenses is crucial to ensure all expenses are reimbursed in a timely manner.

Business expenses other than travel related items should always go through the normal purchasing process.

All business expense reimbursement requests are required to be approved by the manager and are subject to audit by the Accounting Team. If an issue arises which could preclude reimbursement, the request will be held pending further discussion with the team member/contracted agent. Additionally, in accordance with good business practices business expenses older than 60 days that are submitted for reimbursement will not be processed for payment.

## SECTION 3. General Requirements

All expenses must be accompanied by an original itemized receipt/invoice that lists the goods or services purchased and shows proof of payment. Failure to provide such will result in denial of reimbursement. Please note that typically a hotel or flight reservation is not a valid receipt. The only exception will be if the reservation provides proof that payment was made at time of reservation.

Please confirm with the approving manager as to which fund, function, account, project (grant) the travel expenses are to be charged to and specify such on the form. (See Qualified Expense Categories and Account Categories, listed below.)

Scanned or photographed copies of receipts are permissible. Staff members must ensure that the vendor name, amount, goods or services purchased, and date is clearly visible on the receipt.

#### SECTION 4. Expense report submission deadline

The turnaround time from the point at which the Accounting Department receives the approved reimbursement form and all supporting documents (specifically original itemized receipts and manager approval) to the point when the reimbursement check is mailed is typically two weeks. Please plan accordingly and email all approved documents as follows:  
invoice@momentumacademystl.anybill.com

#### SECTION 5. Qualified Expense Categories

In order to complete the Expense Reimbursement Form, travelers must properly classify their expenses by indicating the budget location, fund, function, account, project (grant). Staff should confirm with the approving manager as to which location, fund, function, account, project (grant) the travel expenses are to be charged to.

#### SECTION 5.4. Non-reimbursable expenses. The following expenses are NOT reimbursable:

- Additional travel insurance coverage
- Air phone usage
- Airline Club dues or TSA Pre-Check Fees
- Alcohol
- Barber/Hairstylist/Nail Salon/etc.
- Car repair
- Cell phone charges or cell phone cases
- Credit card interest charges
- Day care fees for children or pets
- Expenses without proper documentation
- Fees for upgrades (hotel, air, auto) or early bird check-in
- Golfing and golf cart rental
- Headphones on airlines
- Health club fees
- Laundry and dry cleaning (except when traveling 5 or more days for business)
- Luggage or briefcases
- Massage
- Medications
- Movies, games, books, magazines and other discretionary or entertainment charges
- Personal gifts
- Personal travel portion during a business trip
- Political or charitable contributions
- Sporting events (unless part of a planned travel itinerary)
- Spouse's expenses if accompanying on trip
- Toiletries
- Traffic and parking fines

## Staff - Scholar Communication Policy

All staff members are required to perform their duties in a professional manner that serves as a positive role model for students. Momentum recognizes there are advantages to communicating with students for educational purposes using a variety of effective methods, including electronic communication (not limited to social networks, texting, and emails). When communicating electronically with students, staff members are required to use district-provided devices, accounts, web pages and social networking sites when available. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, all federal, state, local laws, and district policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students.

Accordingly, the District expects all employees and staff to:

Refrain from the following conduct:

1. Using District computers to access their personal social media accounts.
2. Allowing students to access employees' personal social media accounts.
3. Classifying or characterizing students or former students as a "Friend" or other special or exclusive contact on their personal social media accounts or allowing students or former students access or contact that would not otherwise be accessible by the general public to their personal social media accounts.
4. Improperly discussing students or former students on social media/networking sites, including but not limited to; harassing or inappropriate content. Harassment includes slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating an intimidating, hostile or offensive environment; (2) have the purpose and effect of unreasonably interfering with an individual's work or a student's school performance, or (3) interfere with school operations.
5. Discussion or posting of confidential or proprietary information about the District, its employees, students or agents on social media and personal websites.
6. Use of District logos or images, etc., on personal websites or social media sites/networks.
7. Making any unprofessional comments on a social media site that negatively portrays Momentum Academy, Momentum Academy Employees or Staff or Momentum Academy Students or former Students, including profanity, threats, bullying or encouraging others to engage in similar conduct.
8. Allowing students and former students to access or operate the employee's personal electronic devices, including, but not limited to, cell phones, personal computing devices, etc., except in emergency situations.
9. Using, accessing or operating a student's personal electronic device, including, but not limited to, cell phones, personal computing devices, etc., except in emergency situations.
10. Communicating with students about topics that are sexual in nature, sexually suggestive, verbally or by any form of written, pictorial or electronic communication, or is otherwise inconsistent with Board policy.
11. Discussing the staff member's personal problems with or in the presence of students.
12. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
13. Inviting students to the staff member's home.
14. Giving gifts that are not related to an educational purpose to individual students.
15. Posting pictures obtained through their connections with the district or information on personal websites or personal social networking websites without permission from a supervisor.

Staff cannot use electronic media for communication with students unless such electronic media is available and accessible to school district administrators and the child's/student's legal custodian, physical custodian, or legal guardian.

Employees, who have a demonstrated need to communicate with students electronically, via social networking sites or by other electronic means, away from the school setting must notify the top level building administrator prior to engaging in such conduct.

Employees who set up and maintain personal electronic social media/networking sites on their home or personal computers are responsible for the content of their websites including, but not limited to: content added by the employees, their friends or members of the public who can access their websites; or content that is linked to the employee's websites. Employees who set up personal websites do so at their own risk.

Employees are strongly encouraged to keep their personal websites and other electronic networks private and to prevent students and former students and the parents of students from accessing their personal websites.

*Staff Member – For the purposes of this policy, a staff member is a district employee or volunteer with the district, including but not limited to part-time employees, substitute employees, or vendors doing business with the District.*

*Student – For the purposes of this policy, the term “student” is any student attending any Momentum Academy school.*

*Former Student – For the purposes of this policy, the term “former student” is any person who was at one time a student at the school at which the teacher is employed and who is eighteen years of age or less and who has not graduated.*

Additionally, the District expects all contractors and non-employee visitors and persons doing business with the District who is authorized to be on District property to observe and abide by these guidelines.