

Certificated Staff Personnel Handbook 2023-2024



St. James R-1 School District

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PREFACE:

This Professional Staff Guide has been prepared to provide a convenient reference of administrative rules and regulations for certificated school personnel. A copy of the comprehensive booklet of St. James educational policies is available on the district website and a hard copy may be requested by contacting the office of the Superintendent.

ANTI-DISCRIMINATION POLICY

It is the policy of the Board of Education to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, handicapping conditions or organizational memberships. In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel and in educational programs offered to students. Inquiries regarding the

implementation of this policy should be directed to the building principal or director of special services, contact person for Title IX, Section 504 and ADA. (Grievance procedures are provided in Policy/Regulation **AC** of the Board Policy Manual).

I. BOARD OF EDUCATION

1. Organization

The Board of Education is an agency of the state and is organized and operates under the laws of Missouri which authorized the Board “to make all needful rules and regulations for the organization, grading and government in the school district...” (Section 17.00, R.S. 1965). The Board of Education is composed of seven members elected by a majority vote of the voters residing within the boundaries of the St. James R-I School District.

The officers of the Board of Education are a president, vice president, secretary and treasurer.

2. Meetings

Regular meetings of the Board of Education are held at 6:05 p.m. in the boardroom of the Administration Building on the third Wednesday of each calendar month, unless another date or time is set by resolution. Special meetings of the Board of Education may be called by the President of the Board according to law and board policy.

3. Functions

The Board of Education performs the following three basic functions necessary to the discharging of its responsibilities: Legislative, Executive and Appraisal.

The legislative function is the policy making aspect of the school system. It is the policy of the Board of Education to retain and exercise full legislative authority and control of schools by adopting general policies and procedures or by acting directly in matters not covered by its policies.

The executive function of the Board is concerned with placing in operation existing Board policy. This function is delegated by the Board of Education to their executive and Administrative Officer, the Superintendent of Schools.

The appraisal function involves the determination of the efficiency of the school operation and an evaluation of the educational program of the school district.

II. PERSONNEL POLICIES AND PROCEDURES PERTAINING TO THE ADMINISTRATIVE AND INSTRUCTIONAL STAFF

1. Teacher Employment

Teachers seeking employment should file an electronic application at <https://stjschools.tedk12.com/hire/internalLogin.aspx>, attention St. James R-I Schools. Personal interviews will be scheduled and the Board of Education shall employ candidates upon the recommendation of the Superintendent.

2. Teaching Assignments within a Building

The assignment of teachers to classes or to grades within a building shall be made by the principal after mutual discussions between department chair or grade level chair and principal. By the end of the school year, teachers shall be notified of their teaching assignments for the following year. In the event changes in such assignments become necessary, the teacher affected shall be promptly notified and the teacher and the principal will work out needed changes.

During the development of the master schedule, principals shall communicate with the department chair or grade level chair to provide a reasonable distribution of teaching loads, recognizing the talents, experience and preference of the teacher and the needs of the schedule.

3. New Position Placement for Teaching Staff

Recruitment for all available positions will include notification to all teaching staff members via district email. Teachers may then notify the building principal of interest if he/she is interested in the available position. They must also complete an "Internal

Application” on Apply To Education. Current teaching staff members with a certificate in the available position will be given first consideration based upon their qualifications. If no current staff is interested and/or certificated for any available positions, the district shall file vacancy notices through Apply To Education, MO Teaching, and Indeed.

Reassignment or new positions will be given to present staff members rather than outside applicants if certificated and all qualifications are equal.

4. Credentials on File

Certificated personnel shall have the following credentials on file in the superintendent’s office prior to reporting for duty:

- Teaching Certificate – current and appropriate: It shall be the teacher’s responsibility to maintain a current certificate with the appropriate credentials
- Official transcripts of all college courses showing degrees earned
- I-9 form requires verification of social security card, driver’s license or Current Passport
- Federal and State withholding tax exemption certificates
- Race Ethnicity Form
- Background Check

5. Background Checks

Per the Department of Elementary and Secondary Education (DESE) mandatory requirements, every newly hired person in a Missouri public school having contact with children must undergo a criminal background check prior to employment and before having contact with students. The background check includes submitting fingerprints to the Missouri Highway Patrol (MHP) and the Federal Bureau of Investigation (FBI). DESE manages the background check process for school districts. The fee for background check is reimbursable to full-time to be paid by the applicant/employees once a receipt has been turned in to Central Office.. Policy [GDC](#)

6. Professional Growth Supervision

The Professional Development Committee, as well as the principal, is primarily responsible for supervision and for stimulating professional growth and development of the staff. All staff members should continue to improve their professional competencies throughout their professional service.

7. Participation in Community Activities

It shall be the policy of the Board of Education to excuse employees from regular duties in order to participate in community events, subject to the approval of the Superintendent of schools, when such participation is beneficial to the school district. School Principals shall be responsible for reporting to the Superintendent cases where such participation impinges too frequently upon the regular school program.

8. Service Clubs

Staff membership in civic and other service clubs will be encouraged as a valuable means of strengthening the ties between the school and community.

9. Parent-Teacher Groups

Teachers shall be encouraged to belong to the parent-teacher organization in the school to which they are assigned and to attend the meetings regularly. The Board of Education endorses and supports the efforts of these organizations as being mutually beneficial to the home and school.

10. Employee Regulations

The Board of Education believes that shared responsibility in policy development is a concept that assures a commonality of goals and interests between school boards and staff members, and with respect for the roles of each.

The Board of Education recognizes the Superintendent of schools as its chief executive officer and the person to whom it looks for educational leadership.

The Superintendent of schools is directed to appoint committees or teams as needed for the purpose of discussing with employees matters related to areas of concern. The Superintendent of schools shall provide guidelines to the committees or teams appointed and liaison between the conferring parties and the Board of Education. The

Board of Education does not give up its legal policy making responsibility and may ratify, amend or reject proposals submitted by the discussion group.

11. Request To Make Advancement On Salary Schedule

Teachers must notify the Superintendent of schools in writing by May 31 if they have met the qualifications to move on the salary scale due to new credits earned from the previous year. (Transcripts must be received by August 31st). The form may be accessed on the district website under the “Staff” tab.

12. School Hours

St. James Public Schools are legally bound to a minimum of 1044 hours of instruction time. Opening, dismissal, and other events may vary from school to school provided they follow the applicable statutes.

School hours for the professional teaching staff will be determined by the Building Principal(s). Note: Teachers are not hourly employees. As contracted professional employees, teachers are required to fully complete all primary duties associated with the assigned teaching position without additional pay.

13. Tutoring

Instructional employees are not permitted to tutor for pay any pupil enrolled in the St. James Schools without specific permission from the principals.

14. Dress

School personnel should appear well groomed and professionally dressed at all times. Blue jeans, sweatpants, and t-shirts are not considered professional attire.

15. No Tobacco/Vaping On School Property

The St. James R-I School District is a smoke-free campus. All tobacco and e-cigarette are prohibited on school property, both inside and outside the building. Tobacco and e-cigarettes are prohibited at outdoor events sponsored by the school, including but not

limited to, football games, baseball and softball games, track meets, and other activities. "Tobacco" includes all smoke and smoke-free tobacco products.

16. Free Admissions

Board members, all full-time employees, their spouses and their school age children shall be admitted to all St. James R-I School District athletic events free of charge. However, athletic tournaments or activities sponsored by the Missouri State High School Activities Association (MSHSAA) will require all persons to pay admission at the rate determined by the activities association.

17. Gifts

Administrators and teachers shall use reasonable tact in discouraging pupils or parents from presenting them with gifts of significant value, either individually or as group projects.

18. Personal Relationships with Students

Teachers should maintain a professional relationship with students on school district property at all times. Students should be encouraged to call the teacher by a salutation and the teacher's last name. Students should not call the teacher by the teacher's first name on school district property.

19. Absence from Duty

When it is necessary for a teacher to be absent due to illness or other cause, he/she shall notify the Building Assistant Principal no later than 6:30 a.m. in order that arrangements may be made for a substitute teacher.

20. Leave

Employees with fewer than 200 contract days will be granted leave days at the rate of twelve (12) days per contract year. Employees with 200-220 contract days will be granted leave days at a rate of thirteen (13) days per contract year. Employees with over 220 days will be granted leave days at the rate of fourteen (14) days per contract year. Unused leave days may be accumulated to a maximum of 194 days with no more than 180 days carryover. Employees accumulating the maximum leave days will be paid for any unused days over 180 per year at the daily rate of \$55.00 per day.

Upon voluntary termination of employment at the end of the contract year, after a minimum of five (5) years of continuous employment with the district, the employee will be paid for the number of leave days accumulated. Leave pay-out if notice is given on or before January 10th - \$75.00, notice given on or before February 10th - \$65.00 per day, and notice given after February 10th - \$55.00 per day. Upon termination of employment, after a minimum of five (5) years of continuous employment with the district, the employee will be paid for the number of leave days accumulated. Board Policy **GCBDA**

An employee should call in as early as possible to report his/her absence. The employee must enter his/her leave into the staff portal in order to receive compensation. The employee may be requested to provide a physician's statement indicating the reason for the absence and/or certifying the employee is physically able to resume his/her work duties.

Any employee who anticipates exceeding his/her available leave days due to a catastrophic illness (for the employee or immediate family member), may submit a request to the payroll office for "donated days" from fellow employees. Specific rules and regulations concerning this policy may be obtained from the payroll office located in the administration building.

21. Bereavement Leave

Employees may be excused from work without loss of pay for a total of two (2) calendar days of bereavement leave per occurrence in the case of death in the immediate family (spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, grandchild, brother, sister or any personal wholly dependent upon the employee. In addition, employees may be excused from work without loss of pay for a total of one (1) calendar day of bereavement leave per occurrence in the case of death in the extended family (to include other in-laws, aunts, uncles, cousins and/or close friends, etc). All bereavement leave must be approved by the employee's immediate supervisor and the superintendent. Bereavement leave shall not be cumulative.

22. Extended Leave of Absence

Upon the recommendation of the Superintendent and the Board of Education, a teacher of the District may be granted an extended leave of absence for:

1. Family and Medical Leave Act (FMLA)
2. Child care
3. Education
4. Other good cause

Such leave is renewable upon written request for one additional year only. Application for leave is to be made in writing to the Superintendent of schools via Principal and must include the period for which the leave is requested and the reasons for the request. The period should be set to least disrupt the education of students. Requests for leave for an entire school year should normally be made in writing before March 1 of the preceding year.

If an extended leave of absence is approved by the Board of Education, the teacher is not paid for the period of the leave. Medical, dental, vision, and life insurance benefits may be continued by the teacher by making all payments to the payroll office, one month in advance.

Whenever a leave of absence has been granted by the Board to the end of the school year, the teacher must notify the Superintendent in writing by the first day of March of an intention to resume his/her position at the beginning of the next scholastic year. Failure to notify the Superintendent of such intention will be regarded as a resignation.

Upon completion of an approved leave, provided proper notification is given, the teacher will be re-employed by the District unless placed on involuntary leave of absence if tenured; or, if notified of non-renewal of contract by April 15 if a probationary teacher.

NOTE: Leave of absence without pay under the provision of this regulation does not apply as service towards tenure for probationary teachers.

23. Health Insurance Provision

All certificated staff employees working thirty (30) or more hours per week are eligible to participate in the District's medical insurance plan. Employees become eligible beginning the first day of the next month. Each spring there is an open enrollment for coverage beginning July 1st through June 30th of the following year. If you miss this opportunity, you will not be able to enroll until the following year's open enrollment period, with the only exception being a qualifying life event.

Additionally, employees may obtain coverage for their families at a cost determined by the insurance provider. Dental, vision and additional life insurance are available to employees and their dependents at an additional cost. A list of the insurance providers, costs and other information is available in the payroll office. The district also provides a cafeteria plan/flexible spending account program for employee use. For employees who opt to participate in the flexible spending account program, receipts for reimbursement must be submitted between the dates of July 1 and June 30. For claim submission details, contact the payroll office. Employees may determine the amount they wish to deduct for the flexible spending account from their monthly payroll. However, the employee should be aware that unused deductions will be forfeited at the end of the fiscal year.

24. Workmen's Compensation

All employees of the District are covered under the Worker's Compensation law for accidents which occur on the job. **All accidents must be reported to the immediate supervisor within twenty-four (24) hours.** Treatment appointments must be made through the Central Office. (If accident is an extreme emergency, medical treatment may be sought at nearest emergency facility)

Initial treatment at any other facility will not be approved, nor paid, by the District, unless an accident occurs when facilities are not open. A treatment authorization form will be sent with the injured employee to the pre-selected treatment facility.

The method of payment of health care costs and salary are as follows:

- A. The Workers Compensation insurance provided by the district will cover medical treatment.
- B. The employee will receive his/her worker's compensation salary while absent from work due to a job-related injury or illness from Worker's Compensation Insurance. Temporary disability is paid at two-thirds of the employee's average weekly wage (tax free), not to exceed the Missouri Maximum. The District does not make up the one-third of the employee's pay. (See MUSIC Policy for Payroll Supplement for Higher Earners) Benefits do not begin until the fourth scheduled working day. The first 3 day "waiting period" may be deducted from the employee's leave or vacation time. Retirement credit may be purchased by the employee within the first year of the lost time. The school district will match the contributions. **DO NOT GO TO YOUR PERSONAL PHYSICIAN FOR A WORK RELATED INJURY UNLESS YOU ARE WILLING TO PAY ALL FEES.**

25. Leave for Court Duty

Staff members called for jury duty or subpoenaed to testify in a civil or criminal proceeding will be granted leave apart from personal leave. Staff members will receive their normal pay less any jury or witness fees received.

26. Leave for Childbearing, Rearing or Adoption

Refer to the Family and Medical Leave Act of 1993 and/or Policy **GBBDA**.

27. Military Leave

A teacher who is a member of the National Guard, or an organized military service of the United States, and who is required by laws of the United States or the State of Missouri to report for a training period, shall be eligible for a grant of military leave for training purposes without loss of time, pay, regular leave, impairment of efficiency rating, or any other rights or benefits, to which otherwise entitled, for all periods of military service during which he is engaged in the performance of duty or training in the service of this state or the United States under competent orders: except that the employee, while on military leave, shall be paid his/her salary for a period not to exceed a total of 15 working days in any one calendar year.

Application for Military Leave for training purposes shall be made in advance, immediately upon receipt by the teacher of the official notice to report from the appropriate military authorities. A copy of the official orders must accompany the application for leave which must be approved by the personnel Administrator and the Superintendent. When possible military leave for teachers shall be arranged during non-duty periods. The Superintendent may request a change in military orders when it seems to be in the best interest of the school system. Emergency mobilization orders shall be dealt with on an individual basis.

28. Tenure

The Seventy-fifth General Assembly of the State of Missouri passed a tenure law which became effective July 1, 1970. The tenure law provides that teachers who have been employed full time by a school district for five (5) or more consecutive years shall be regarded as permanent teachers. The Missouri Tenure Law provides for teachers with two or more years of experience in a previous school district to claim one year of experience towards tenure in the current school district.

Teachers employed less than five (5) years are regarded as probationary teachers.

In recognition of the tenure law which became effective July 1, 1970, the Board of Education has adopted a policy on teacher tenure which conforms to the provisions of the law under Policy GCG. Copies of the policy manual are available on the website, or a printed copy can be requested at the Superintendent's office.

29. Late Resignation/Separation of Employment

Request for release of contract shall be in writing and directed to the Superintendent of schools. Late resignation penalties will be implemented as follows:

- June 1-30 \$500
- July 1-31 \$1,000
- August 1 - day before contract begins \$1,500
- 1st contractual day and beyond \$2,000
- Any employee may be dismissed at any time, subject to the provisions of the law.
- If an employee is terminated, the employee must report immediately to the payroll office to make arrangements for final compensation. This check will not be issued until all district property issued to the employee has been returned or accounted for by the district. Any remaining fees that are owed to the district will be deducted from the employee's final paycheck. By signing this handbook the employee consents fees being deducted from the final paycheck.
- Any employee wishing to resign shall submit a dated letter of resignation to the employee's direct supervisor.
- Classified staff are considered at-will employees.

30. Change of Address

Teachers who change their address should communicate their new address and telephone number to the payroll office at the first opportunity available.

31. Personal Items Lost or Stolen

The Board of Education is not responsible for any personal items lost, damaged, or stolen in any of its facilities unless the administration has requested such articles to be on its premises.

32. Questions Concerning Personal Legal Liability

The Board of Education recognizes that legal action may be initiated from time to time against the school district as a corporate entity, against the Board of Education as a whole, against board members as individuals, or against District officers, employees or other agents. The Board also recognizes the contribution that is rendered to the students of the school district by volunteers and is mindful that legal action may be initiated against these individuals as well.

To protect members of the Board of Education, school district officers, employees, other agents and volunteers in the performance of their duties and responsibilities, the Board will defend its board members, officers, employees, other agents and volunteers against claims for suits arising out of the performance of their duties and responsibilities. The Board shall indemnify its board members, officers, employees, other agents and volunteers against all financial liability or loss resulting from such claims or suits including judgments for damages, attorney's fees, fines, court costs and amounts paid in settlement of such matters and reasonable and customary ancillary costs. Ancillary costs may include, for example, travel expenses incurred by Board members or others if they must appear for a case that is being tried outside the area.

The protection provided by this policy shall apply on an occurrence basis, which means that an individual will be indemnified even though he/she is no longer a member of the Board of Education or employed by or otherwise associated with the District when the lawsuit is filed.

The Board of Education reserves the right, however, to deny representation and indemnification to any person covered by their board policy in any instance in which there would be no coverage under the school district applicable liability insurance program in which the claim "results in civil judgment or criminal conviction for" an intentional tort, immoral conduct, violation of any criminal or civil statute or violation of board policy or regulations or administrative order or directive, whether verbal or written.

As a prerequisite to the right of legal representation and indemnification, any person who is served with legal notice commencing any action or proceeding against him/her for which indemnification is sought is required to immediately notify the Superintendent of the legal action after receipt of such legal notice.

The district shall maintain a program of self-insurance and/or insurance coverage is sufficient to provide the legal defense and indemnification described in this policy.

33. Discrimination Based on Sex and Sexual Harassment

Sexual harassment in educational institutions is not simply inappropriate behavior, IT IS AGAINST THE LAW. Sexual harassment of students is a violation of Title IX of the 1972 Education Amendment in that it constitutes differential treatment on the basis of sex. Title IX applies to any educational program or activity which receives federal funds and protects both employees and students.

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board of Education to maintain learning and working environment that is free from sexual harassment.

It shall be a violation for any employee of the school district to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or comments of a sexual nature. Furthermore, it shall be a violation of this policy for any person who is not an employee or student of the district to harass a staff member or student of the district through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the district or while such student is under district supervision.

The Superintendent of schools of the St. James R-I School District has been designated by the Board of Education as the Title IX Compliance Officer. Any questions or concerns should be brought to the attention of the office of the Superintendent.

34. Confidentiality of Information

Information maintained and used by the District regarding students must be kept confidential. Parents have the right to request a list of the types and locations of their child's educational records and a list of any parties who have accessed information in that record. The District must keep a record of parties obtaining access except access by parents and authorized employees of the District, including the name of the party, the date of access, and the purpose for the access. If any record includes information on more than one child, the parent has the right to be informed of that specific information.

Information will be maintained and released in accordance with the regulations in the Family Education Rights and Privacy Act (FERPA) of 1974. The school district is not required to obtain parental consent before records are released to a school district, in

which a child transfers, to officials in the local District if they need them for educational reasons, or to officials of the Missouri Department of Elementary and Secondary Education.

If a parent believes that the information in their child's records is inaccurate or misleading, or violates the privacy or other rights of their child, they may request that the district amend the information. The district must decide whether to amend the information within a reasonable period of time. The parent will be informed of that decision and the District shall advise the parent of their right to a hearing. The District, upon parental request, will provide educational records. If, as a result of the hearing, the district decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the child, it will amend the information accordingly and inform the parent in writing.

If the District decides not to amend the information, it will inform the parent of the right to place a statement in the record commenting on the information or giving reasons for disagreeing with the district's decision. This explanation must be maintained by this District and if the information is disclosed to any party, the explanation must be disclosed.

A parent has the right to request that information maintained or used by the District regarding their child be destroyed five years after it is no longer needed to provide educational services. Parents are made aware that the information may be needed at some time for Social Security benefits and other services.

35. Parent or Student Complaints Directed Toward Employees

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district.

1. Matters concerning individual students should first be addressed to the teacher. Staff members will be advised of additional steps taken in the process as they occur.
2. Unsettled matters from (1.) above or problems and questions concerning the individual schools should be directed to the Principal of the school.
3. Unsettled matters from (2.) above or problems or questions concerning the School District should be directed to the Superintendent.
4. If the matter cannot be settled satisfactorily by the Superintendent, it may be brought to the Board of Education. Questions and concerns about individual

students or employees of the district must be in writing and presented to the Superintendent. The individual about whom the questions or concerns is received will be provided a copy of the written statement and allowed the opportunity to respond in writing. The Board may then consider these issues in closed session if authorized by law. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final.

36. Access to Personnel File

Each St. James professional may review the contents of his/her building personnel file by notifying the school Principal and may review the contents of the central personnel file by notifying the Superintendent.

With the exception of transcripts, health certificates and teaching certificates as required by law, the individual:

- a. Shall be notified of all material being placed in his/her file.
- b. Shall be given a copy of this material.
- c. Shall be given an opportunity to place a written response to materials in this file.

37. Staff Complaints and Grievances

It is the intent of the Board of Education that, through these staff complaints and grievance procedures, employee complaints will be identified and corrected at the earliest possible time and at the lowest level of supervision.

Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against, nor will reprisal be attempted against an employee because a complaint was filed.

Definitions:

Days – Calendar days, whether occurring during the regular school year or during the summer, but excluding: weekends; district-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.

Grievance – An allegation by an individual employee that a collective bargaining agreement or a specific, written, Board-adopted policy or regulation has been violated or misinterpreted. A grievance does not include concerns regarding performance evaluations or remedial documents, nonrenewal of contracts, employee discipline, reduction in force or termination. This policy does not apply if another Board policy or regulation or state or federal law provides due process, a hearing or a different method for addressing the issue.

Grievant – A district employee who has filed a grievance.

Performance Evaluations or Remedial Documents – Any assessment of employee performance including, but not limited to, notice of deficiencies, job targets, professional development plans and professional improvement plans.

Grievance Process

1. Grievances must be filed within ten days of the occurrence that is the basis of the grievance. The grievance must be in writing, on the forms provided by the district, and include a copy of the provision of the collective bargaining agreement, policy or regulation alleged to be violated or misinterpreted, as well as a statement of the relief requested.
2. Grievances will be processed according to the step-by-step process outlined below, with the following exceptions. If a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step. If a grievance is directly based on official Board action, the grievance shall be directed to the Board secretary. The grievance may be heard by the Board at the sole discretion of the Board.
3. No new information may be added and no new claims may be made after Step 1. Each subsequent appeal will address only the facts and issues presented at Step 1.
4. 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 superintendent at his or her sole discretion. Investigation and reporting deadlines will be extended when more time is

necessary to adequately conduct an investigation and to render a decision. The grievant will be notified when deadlines are extended.

5. Failure of the grievant to appeal within the timelines given will be considered acceptance of the findings and remedial action taken. The district will not consider late appeals.
6. Once a decision is rendered under this grievance process, the decision is final. Grievance decisions cannot be the subject of a new grievance.
7. Because the point of a grievance is to provide resolution outside the court system, an employee is not entitled to bring an attorney to grievance proceedings. Once an attorney becomes involved in the process, the superintendent or designee will refer the matter to the district's private attorney and the grievance process will end.

Immediate Supervisor (Step 1)

1. Employees are encouraged to informally notify their immediate supervisor of a grievance. If the issue is not resolved, the employee should submit a written grievance, on forms provided by the district, to the immediate supervisor. The written grievance must clearly indicate that it is a grievance and specify which provision(s) of policy, regulation or collective bargaining agreement were allegedly violated.
2. Within ten days of receiving the written grievance, the immediate supervisor will investigate the matter and render a decision in writing. A copy of the decision will be provided to the grievant.

Principal or Designee (Step 2)

This step may be omitted if the principal or designee serves as the immediate supervisor at Step 1 or if the employee's supervisor is not under the direct supervision of a principal.

1. Within five days after receiving the decision at Step 1, the grievant may appeal the decision in writing, using forms provided by the district, to the principal or designee. The appeal must clearly state why the previous decision is erroneous.
2. The principal or designee will, within ten days of receipt of the appeal, review the investigation and render a decision in writing to the grievant and the grievant's immediate supervisor.

Superintendent or Designee (Step 3)

1. Within five days after receiving the decision at Step 2, the grievant may appeal the decision in writing, using forms provided by the district, to the superintendent or designee. The appeal must clearly state why the previous decision is erroneous.
2. The superintendent or designee will, within ten days of receipt of the appeal, review the investigation and render a decision in writing to the grievant, the principal or designee and the grievant's immediate supervisor.

School Board or Board Committee (Step 4)

Within five days after receiving the decision at Step 3, the grievant may appeal the decision in writing, using forms provided by the district, to the Board of Education. The Board of Education, at its sole discretion, may decide to hear the grievance.

Documentation

A grievant will receive a written response or report regarding his or her grievance, but 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. If an employee is disciplined as a result of the grievance, 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.

III. EDUCATIONAL POLICIES AND PROCEDURES

1. Collecting Money and Soliciting

Teachers who propose to collect or supervise the collection of money from students for fund drives, purchases of books or supplies, subscriptions to periodicals or for other purposes except regularly approved fees, book fines, milk and lunch tickets, or contribution for flowers or small gifts are asked to secure approval from the office of the Superintendent. Such requests for approval shall be directed through the office of the Principal.

It is the policy of the Board of Education to limit soliciting and selling of merchandise or subscriptions by pupils to activities held at the school. The selling of advertising for the high school paper, high school yearbook and invitational tournament are excluded from this regulation.

Outside agencies are not permitted to solicit contributions from pupils within the school without approval of the Superintendent.

2. Cumulative Records

A cumulative record is kept for each pupil enrolled in the St. James Schools. This record includes data pertinent to school achievement, attendance, discipline records and test data. Information contained in the cumulative record shall be released only to authorized persons according to policy and administrative guidelines.

The importance of the cumulative record as a guidance instrument and as a continuing record makes it imperative that each teacher be especially careful to ensure its accuracy.

The Board of Education policy requires that pupil cumulative records are in a fireproof file cabinet and handled only authorized personnel.

3. Discipline

Good teaching is undoubtedly the best means of securing proper pupil control. Each teacher is responsible for the discipline and instruction of assigned pupils in the classroom and on the playground. This is consistent with the school discipline policy.

Each year principals shall review the present discipline policy with each staff and suggest policy changes to improve and implement discipline procedures at the building level where needed.

4. Communicable Diseases

A student shall not attend school or school-sponsored activities while afflicted with any contagious or infectious disease, or while liable to transmit such a disease after being exposed, unless the Board or its designee has determined, based on medical evidence, that (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of

transmission in the school environment with reasonable precautions. School officials may require an employee suspected of having a contagious or infectious disease to be examined by a physician and may exclude the employee from work in accordance with the procedures authorized by the Board of Education, as long as there is a substantial risk of transmission of the disease in the work environment.

5. Care of Sick and Injured Pupils

When children are ill and it is necessary to send them home, they will be made as comfortable as possible until arrangements for transportation can be made. Parents are to be notified immediately by telephone and instructions requested as to how to proceed with care. When the parent has no telephone, every effort should be made to find a member of the family, a relative, or someone designated by the parents who will assume responsibility for the care of the child.

In cases of extremely serious injury to a pupil, care should be taken not to move the child if it is likely that this would result in further injury. If it is apparent that ambulance service will be required and minutes count, an ambulance should be called immediately whether or not parents can be contacted. If a parent is absent from riding in the ambulance with the child a school employee must ride with the child. All Principals shall have another person in the building who is designated and properly instructed to act in such cases in the absence of the Principal.

Students who have minor cuts, bruises, or injuries should be given appropriate first aid. Suitable first aid supplies are provided in each building. In all cases of acute illness or serious injury of a student, the building principal should be notified. A report of the accident shall be filed in the Superintendent's office within twenty-four (24) hours following the occurrence of the accident. It is not the policy of the Board of Education to pay for medical attention required by pupils.

6. Administration of Medicine to Pupils

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse (RN). Other district personnel may be required to administer medications to a student as long as they have been appropriately trained. Medicine which is to be administered must be in a container clearly labeled by a pharmacy and showing the physician's name and accompanied by a parental note requesting that a school nurse administer the medicine. Parents who wish to come to school to administer medicine to their child may do so.

7. Homework

Homework may be necessary in order that the full benefits of education may be realized by the student. Assignments, when made, should be based on the individual needs of the pupil.

Since more time is provided for supervised study in elementary classrooms, there is less need for the formal assignment of homework at this level than at the middle and high school levels. Themes or similar assignments shall not be given as punishment for disciplinary infractions.

8. Encroachment on School Time

Because of the great demand by organizations to involve pupils, teachers and school in activities which require the dismissal of students from school, the Board of Education emphasizes the necessity of preventing encroachment on school time. The Principal of each school must evaluate each request in terms of its contributions to the educational program of the school.

9. Controversial Issues

Education for effective citizenship is a major goal of the St. James School District. Therefore, it is the intent of the district to provide for the study of controversial issues to assist students in preparing themselves to be responsible and productive members of a democratic society able to deal intelligently and rationally with problems and issues which confront them.

Staff members have the responsibility to treat controversial topics as impartially and as objectively as possible; to explore the possibility of alternative and/or divergent positions and opinions; to determine the degree and extent of consideration given to a specific issue based on knowledge, maturity, and competence of the student and class/ to ensure that an accurate factual and balanced presentation of materials is readily available for the student; to help students to be tolerant of arguments in opposition of each individual's own prejudices and biases and to cultivate a habit of delaying decisions until all available facts have been considered.

From time to time, questions or concerns of a controversial nature may arise from district patrons. The Board encourages patrons to explore with members of the

professional staff alternate and/or divergent opinions, seek knowledge and facts from all possible sources, and delay arriving at a conclusion until all available facts have been considered. After this process has been exhausted and the specific concern still exists, the patron is encouraged to appeal to the Board of Education.

10. Parent Conferences

Teachers should arrange conferences with the parents of pupils as often as advisable. Such conferences serve to supplement regular school reports to the home and facilitate both the school and parents' efforts to understand and educate the child. Parents should be encouraged to visit the school.

11. Sex Discrimination Prohibited

St. James School District does not discriminate in its educational program, activities, and employment practices and is prohibited by law from doing so.

12. Fire Drills, Storm and Earthquake Emergencies

The Principal is responsible for preparing a fire drill and emergency exit plan for his/her buildings. The plan should permit pupils to leave the building safely and without delay. Fire drills shall be held the first full week of school and quarterly thereafter.

The Principal shall determine shelter areas in each building which, in his/her opinion, are best suited for the protection of pupils from storms or civil defense emergencies. School will not be dismissed in case of tornado warnings.

Employees should refer to the "Emergency/Crisis Manual" available in each classroom/office for additional information.

13. Playground Safety Practices and Supervision

The philosophies of the St. James Schools make it imperative that the development of good citizenship, within the school, be further developed while the pupils are on the playground.

It is the responsibility of the Principal to organize adequate supervision and the duty of the teachers to perform the supervision as organized. Any time pupils are on the playground during the regular school hours, supervision is to be provided.

School Principals and teachers are expected to exercise constant vigilance so that playground equipment is kept in safe condition. Administration of the playground program give due consideration to the safety factor by scheduling pupils in appropriate numbers, and by allocating space for varied activities so that pupils may participate with a maximum of safety.

14. Dyslexia

The St. James R1 School District shall conduct dyslexia screenings for students in the appropriate year consistent with the findings and recommendations of the task force (K-3 annually, 4-12 per teacher/parent request).

“Dyslexia screening” is a short test conducted by a teacher or school personnel to determine whether a student likely has dyslexia or a related disorder in which a positive result does not represent a medical diagnosis but indicates that the student could benefit from approved support.

15. Poster and Other Displays

The general appearance of a building and its impact on students can be greatly affected both in the corridors and in the classroom by displaying various kinds of posters and other materials. Any display of posters or other materials not related to the instructional program shall be approved by the Principal before being displayed in the classroom or hall.

16. Reporting Pupil Progress to Parents

Reports to parents are issued on a scheduled basis. The reporting of pupil progress shall be accomplished previously by scheduling and conducting parent-teacher conferences in

the late fall. A written evaluation shall be provided to the parent at each formal conference. Informal reports will be sent home, or other conferences scheduled as the need exists. Parents may also access student information via the Parent Portal on the District's website. To subscribe to the Parent Portal, parents/guardians shall contact the school secretary.

17. Use of Telephone and Electronic Media

Staff members should use the telephone for school business only. E-mail is provided for staff use. Wide distribution of non-school related e-mail (forwards) are prohibited. Personal use of cell phones (texting), computer contact sites (i.e. Facebook, YouTube, Twitter, etc) are prohibited while students are present in the classroom. Teachers should restrict their personal cell phone, computer and all social-networking use to classroom management purposes during classroom time.

18. Damage of School Devices

-Technology devices that are assigned to staff members use the damage fee structure below for accidental damage to the physical device and accompanying accessories. Any intentional damage or repeated damage including defacing or vandalism will be billed at cost for take home or day use devices. Other items including cases, backpacks, stylus, or chargers are billed at districts cost of replacement.

iPad - Physical Device Repair Costs

| # | All Users | Day Use |
|---|-----------|---------|
| 1 | \$50 | \$0 |
| 2 | \$50 | \$0 |
| 3 | \$75 | \$0 |

iPad - Replacement Costs

| Part | Fee |
|----------------------------------|------|
| Apple 20W USB-C Charging Brick | \$19 |
| USB-C LightningCable for charger | \$19 |
| Crayon | \$50 |

| | |
|--|-------|
| Tip of Crayon | \$4 |
| Button on Crayon | \$2 |
| Tip Cover | \$2 |
| Case | \$120 |
| Complete Device Replacement (Device, Charger, Case, Crayon) | \$589 |

iPad - Device Insurance A district provided insurance plan is available for purchase at any time during the regular school year. Device insurance provided by the district covers all typical device repairs. Device insurance does **NOT** cover instances where a device is deemed unrepairable or lost/stolen. Device insurance only covers the physical device and does not cover any additional accessories such as chargers, cases, etc.

| Yr | Cost |
|----|------|
| 1 | \$20 |
| 2 | \$40 |
| 3 | \$60 |
| 4 | \$80 |

MacBook - Physical Device

| # | Minor Damage | Major Damage |
|---|--------------|--------------|
| 1 | \$50 | \$150 |
| 2 | \$50 | \$150 |
| 3 | \$75 | \$150 |

MacBook - Replacement Cost

| Part | Fee |
|--------------------------------|------|
| Apple 30W USB-C Charging Brick | \$49 |
| USB-C Charging Cable | \$19 |

| | |
|-----------------------------------|-------|
| Complete Device (Device, Charger) | \$999 |
|-----------------------------------|-------|

19. Surveillance Cameras

The St. James R-I School District has installed a comprehensive video surveillance system throughout the district and district buildings, both inside and outside, for the protection of the District, its staff and students. Employees, students and visitors to the schools may be recorded on the surveillance system at any time. Use of this system and the data it provides will not be provided to any agency except for the sole purpose of protection of the district (including students and staff).

ADMINISTRATIVE GUIDELINES – FIELD TRIPS AND EXCURSIONS

1. Educational in Nature

Teachers are encouraged to take field trips which are educational in nature and which shall be planned far enough in advance so as to become an integral part of the educational program.

2. Application

The teacher who is planning a field trip shall secure the approval of the building Principal.

3. Scheduling

Schools are encouraged to schedule field trips throughout the year rather than permit the field trip schedule to accumulate at the end of the year.

4. Destination

While no specific limitations are placed on distances, it is expected that field trips outside the St. James area will be few and will receive previous approval from the Office of the Superintendent by the building Principal.

5. Parental Approval

Written approval from a parent shall be obtained for pupils making the trip. Parent approval forms shall be filed in the Principal's office before departure.

6. Vehicles Used

School buses or district-owned/leased vehicles will be used for field trips. Private automobiles may not be used for school trips except in unusual cases, and then only as approved by the Superintendent.

7. Supervision of Students

There shall be adequate supervision of students at all times by teachers. At least one teacher shall be assigned to each school bus. Parents are not to be made totally responsible for supervision while students are on a field trip. When numbers allow, no students will be placed in the back row of bus seats.

8. Responsibility of the Teacher

The teacher is responsible for the following items:

- Behavior of the pupils during the trip
- Complying with the time schedule as stated on the transportation request
- Keeping the bus/vehicle clean and free of litter
- Notifying the principal of any unusual circumstances which develops in the course of the field trip

9. Background Checks

Parents going on field trips need to fill out a form a minimum of two (2) days prior to the trip and have a background check completed and turned into the Principal's office.

CURRICULUM DEVELOPMENT AND IMPLEMENTATION

The Board of Education, as the body responsible for all matters relating to the school district including curriculum development and implementation, authorized the Superintendent of schools to continuously carry out this development and implementation process and directs that new programs be brought to the Board of

Education for approval prior to implementation. Improvement or modifications within established programs shall be reported to the Board.

The responsibility of the St. James School District for the development and implementation of curriculum is described in the following statement:

- a. Curriculum is defined as all the experiences which pupils have while under the direction of the school. All such activities shall be designed to meet the needs and promote the welfare of the individual and of society.
- b. Curriculum development is most effective when it evolves out of the needs of the community which it serves and reflects the philosophy of the school district.
- c. Curriculum programs should be products of the most enlightened thinking of the professional staff incorporating recommendations from student and adult citizens.
- d. Involving students and adult citizens of the community with the professional staff with development of curriculum assumes a dynamic aspect which makes the school district a vital part of their lives.
- e. The curriculum shall include a wide variety of meaningful learning activities designed to meet the individual needs of each student. Requirements of the Missouri State Department of Education for accreditation in the Missouri School Improvement Program shall be considered merely as minimum standards.
- f. Evaluation of the curriculum shall be continuous.

Selection of Materials

The responsibility of the St. James School District for selection of appropriate instructional materials is outlined in the following terms:

- a. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
- b. To provide materials that will encourage growth in knowledge and that will develop literacy, cultural and aesthetic appreciation.
- c. To provide materials on opposing sides of controversial issues so that pupils may develop the practice of critical reading and thinking.
- d. To provide a background of information that will enable pupils to make intelligent judgments in their daily life.

- e. To provide materials which reflect a representative sampling of the ideas and beliefs of religious, social, political, historical and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.
- f. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection of sources of information, both in the library and in the classroom.

The Board of Education, as the body responsible for all matters relating to the school including selection of materials used in classrooms and libraries, delegates the selection of instructional and library materials to the Superintendent of Schools. Criteria for Selection Shall Include the Following:

- a. Needs of the individual school based on the curriculum and on request from administrators and teachers.
- b. Needs of the individual student based on knowledge of children and youth and on requests from parents and students.
- c. Provisions for a wide range of materials encompassing all levels of learning difficulty, incorporating diversity of appeal and presenting different points of view.
- d. Provisions for materials that are technically correct.
- e. Provisions for materials of high artistic quality.
- f. Provisions for materials with superior format.
- g. Utilization of materials for assertive discipline plan shall follow selection procedures included above.

ADMINISTRATIVE GUIDELINES FOR SELECTION OF INSTRUCTIONAL MATERIALS

Classroom and Supplementary Materials

1. Principals, consultants and grade level or course level teachers initiate a list of materials for specific classes and/or library.
2. After the review of materials and the ensuing discussion of the grade and course level, the entire department and Principal evaluates the appropriateness of the selections.

3. Final decision is made by the Superintendent in consultation with the building Principals.

Use of Films and Videos

1. Materials should be instructional and educational in focus. An educational relationship to the curriculum must be established.
2. The following list establishes the ratings for each school to use in determining whether a film or video can be shown:

| | |
|----------|--|
| Ratings: | Elementary: G or PG rated films/videos |
| | Middle School: G through PG rated films/videos |
| | High School: G through R rated films/videos |
3. Procedure:
 - a) All films/videos will be reviewed by the teacher using the film/video.
 - b) Teachers will identify what may make any part of the film questionable and relay that information to the building Principal.
 - c) Any film that is shown at the middle school, a permission slip must be sent home. Before any film that contains an R rating is shown at the high school, a permission slip must be sent home.
 - d) The Principal, after discussion with the teacher, will give permission or deny the request for the showing of the film/video. The procedure for submitting a video/film shall be that the teacher shall submit a written request listing the title of the video/film, a date and time that the video/film will be presented to students and the rating of the film/video. Forms may be available for this purpose.
 - e) The film will be made available for viewing by parents/guardians if the parent/guardian makes the request in writing.
 - f) If a parent/guardian does not want their student to view the film/video, they may notify the school and the student will be given an alternative assignment.

IV. BUSINESS SERVICES

Payroll Periods

1. Salaries of teachers will be paid twelve monthly installments on the 6th of every month unless this day falls on a weekend/holiday. In this case, payday will be the business day before.
- Retirement

All full-time certificated employees participate in the Missouri Public School Retirement System, in accordance with the retirement law. The amount remitted for the teacher is matched by an equal amount contributed by the Board of Education.

- Withholding Tax

All employees are required to have on file in the business office, federal and state withholding tax exemption certificates. Any change in dependency status must be reported to the payroll office in advance of preparation of the monthly payroll.

- Group Insurance Program

All full-time professional staff members of the St. James School District are provided medical and life insurance. The employee may authorize deductions from salary for dependents who are included in the insurance plan.

- 403 B Retirement Plan

It shall be the policy of the Board of Education to permit employees to choose to open, through the district's third party administrators. Employees should contact the payroll office for additional details.

- Leave Without Pay

Deductions for absences from teaching duties or approved professional meetings will be determined by dividing the teacher's annual salary by the number of days covered by the teacher's contract and multiplying the number of days absent.

Exceptions are absences covered by the leave or excused absence policy or as approved on an individual basis.

- Dues Deduction

Payroll deduction for professional dues for the MSTA and MNEA shall be provided by the payroll office. This deduction must be authorized in writing by the teacher. Dues shall be deducted in 10 monthly installments commencing in September and will continue monthly thereafter until the total amount has been deducted, until the employee withdraws the authorization by notifying the payroll office in writing, or until the contract is terminated, whichever occurs first.

- Procurement of Supplies

All requisitions for books, instructional supplies or equipment shall be prepared and submitted in SUI and shall include full information including quantity, description of items, source of supply, date needed and price. The Administrator is responsible for notifying the originator of the requisitions of actions taken on the requisition by the Superintendent's office.

Staff may make approved purchases using a school issued credit card with prior approval by the staff's Administrator/Principal. The staff member must maintain and submit all receipts for any purchases made by credit card at the time the credit card is returned to the Administrator.

The purchase order system must be fully operative in order to serve as a means of budgetary control. Standardization of material and supplies, insofar as practicable, is indispensable to budgetary procedure.

- Activity Fund Purchase

Purchase for items to be paid from school activity funds shall be processed in accordance with accounting procedures established by the business office. It is the responsibility of the Principal to administer requisitions and purchase orders.

- Financial Accounting for Intra-School Funds

The business office shall serve as a depository for the banking of all school activity funds. Deposits are to be made by the Principal in accordance with the procedures of the business office.

All disbursements shall be by check drawn on the activity account of the respective school. The Principal and activity sponsor shall be responsible for initiating the request for disbursement of all monies from activity accounts. It shall be the responsibility of the

school Principal, or someone designated by him/her, to make all necessary reports required monthly by the business office.

PLEASE NOTE: BOARD POLICIES AND REGULATIONS WILL TAKE PRECEDENCE OVER THIS HANDBOOK.