

Note: In the event of a discrepancy between any information contained in our Employee Handbook and Board Policies, Board Policy will govern.

Employee Handbook Receipt

Name (Print): _____ School/Department: _____

I hereby acknowledge receipt of our access of the Pierce City R-VI School District Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this booklet. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that no modifications to contractual relationships or alteration of at-will employment relationship are intended by this handbook. I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Superintendent's office, if I have questions or concerns or need further explanation.

Signature

Date

**** Signature form now available on Talent Ed for electronic signature**

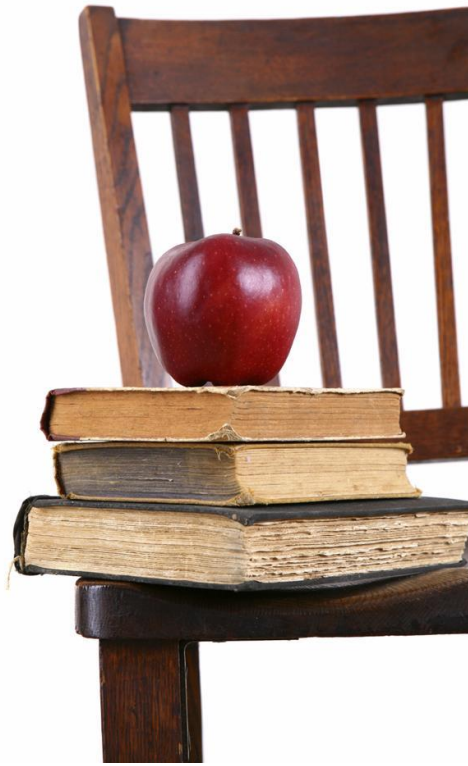
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INTRODUCTION

The purpose of this handbook is to provide information that will help answer questions and pave the way for a successful year. Not all of the Boards policies and procedures are included.

This handbook is neither a contract nor a substitute for the official Board Policy Manual. It is not intended to alter the at-will status of employees in any way. It is simply a guide to help answer any questions you may have. Pierce City R-VI School District board policies and procedures can change at any time. For more information, employees may refer to the Districts' Policy Manual that is posted on the Pierce City R-VI School District web site at www.pcschools.net



Mission Statement

Preparing Students for Future Success

Educational Philosophy

A philosophy of education is the foundation on which a school district is built and upon which the product of the school program is evaluated. We believe that education plays a vital role in a global community. The philosophy herein subscribed to by the Board of Education shall be a guide in determining the policies, rules, and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should – provide an opportunity for the maximum development of each individual within the limitations of his/or her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacities.

We believe that the role of the community in education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the education process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the school, by encouraging the student to give his or her best efforts to the daily school responsibilities, and by participating in school activities.

We believe that the student must have responsibilities in the educational program of the community. The most important of these are attitude and self-discipline. The student is obligated to come with an open mind, equipped with all the necessary materials, ready to fulfill his or her responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication, and mathematics.

It is therefore, the responsibility of the Pierce City R-VI School District to provide an educational environment for children of the district which will foster and accelerate their intellectual, physical, social and career development.

School District Legal Status

The State of Missouri must establish and maintain free public schools in accordance with the Missouri Constitution and state law. The State has delegated certain responsibilities to local school districts. This school district is governed by a seven director School Board. These Board members are elected or appointed in accordance with the law.

The official name of the district shall be Pierce City R-VI. In accordance with state law, the Board of Education shall keep a common seal with which to attest its official acts relative to district operations.

Board of Education

Missouri law grants the Board of Education the power to govern and oversee the management of the district's schools. The board is the policy-making body within the District and has overall responsibility for curriculum, school taxes, annual budget, employment of the Superintendent and other professional staff, facilities, and expansions.

The Board has complete and final control over school matters within limits established by state and federal law and regulations. The Board of Education is elected by the citizens of the district to represent the community's commitment to a strong educational program for the District's children. Board members are elected at large and serve without compensation, must be registered voters and must reside within the District.

The Board of Education usually meets the last Wednesday of each month with open session beginning at 6:30 and closed session starting after the open session in the board conference room. All meetings are open to the public. In certain circumstances, Missouri law permits the Board to go into a closed session. Circumstances that may be included are personnel issues, including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation, real estate property acquisition, etc.

BOARD OF EDUCATION
2016-2017

President	Mr. David Jones
Vice President	Mr. Carl Younker
Treasurer	Mr. Bryan Stellwagen
Secretary to the Board	Ms. Deborah Hogan
Member	Ms. Michelle Eck
Member	Mr. Michael Blinzler
Member	Mr. Greg Drollinger
Member	Mr. Larry Zebert

District Office Administration

Superintendent of Schools	Mr. Russ Moreland
Bookkeeper	Mrs. Debbie Hogan
Administrative Assistant	Mrs. Melissa Yonker
Director of Special Services	Ms. Jenifer Graves
Food Service Director	Mrs. Corine O'Hara
School Nurse	Mrs. Sarah Elbert

***Pierce City R-VI School District
Principals, Secretaries, and Counselors***

CENTERAL ELEMENTARY	OFFICE #	EXT.
Kristi Marion- Principal	476-2255	211
Mendi Drollinger- Secretary	476-2255	210
Jenifer Graves- Process Coordinator	476-2255	217
Sarah Elbert- Nurse	476-2255	214
Travis VanHorn- Counselor	476-2255	215
PIERCE CITY MIDDLE SCHOOL	OFFICE #	EXT.
Charity Rakoski- Principal	476-2842	311
Margaret Cahalan- Secretary	476-2842	310
Courtney Garner- Counselor	476-2842	315
PIERCE CITY HIGH SCHOOL	OFFICE #	EXT.
Steve Garner- Principal	476-2515	411
Kelsey Lawrence- Secretary	476-2515	410
Jackie Nelson- Counselor	476-2515	415
Matt Street- Athletic Director	476-2515	421

EMPLOYMENT

Equal Employment Opportunity

The Pierce City R-VI School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability, military status or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience and abilities.

Employees with questions or concerns about discrimination on the basis of race, color, religion, sex, national origin, age or military status should contact the Superintendent's office. Employees with questions or concerns about discrimination on the basis of a disability should also contact the Superintendent's office.

Job Vacancy Announcements

It is the responsibility of the Superintendent, with the assistance of the Administrative staff, to determine the Professional staff personnel needs of the school district and the individual schools. Principals and Supervisors locate suitable candidates to recommend to the Board for employment.

The district's hiring procedures comply with all federal and state hiring practices. All candidates will be considered on the basis of qualifications, training, experience and ability to fulfill the requirements of the position. The search for qualified teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system. Announcements of job vacancies by position and location are distributed on a regular basis and posted at the District's Office, the Building locations, and the website to the extent possible.

Employment after Retirement

Individuals receiving retirement benefits from the Missouri PSRS and the Missouri PEERS may be employed in certain positions or on a part-time basis. After retirement you may serve on a temporary-substitute or part-time basis in any capacity for a school district for up to 550 hours in a school year and continue to receive your retirement benefits. Through such employment, a retiree may earn up to 50 percent of the annual compensation payable under the employing district's salary schedule for the position or positions filled by the retiree, given such person's level of experience and education, without a discontinuance of the person's' retirement allowance. See section on retirement for further information on eligibility requirements. *Policy GCPC*

Faculty and Staff Recruiting and Hiring

Because an educational program requires quality staff members, the Board and the administration of the Pierce City R-VI School District will make every effort possible to attract and retain the best-qualified personnel. The Board of Education will employ personnel in accordance with law. The district's hiring procedures will comply with all federal and state laws, including laws prohibiting discrimination. The district is an equal opportunity employer. The district hires only citizens of the United States and persons who are legally authorized to work in the United States.

Probation and Tenure

The Superintendent and designees, at the direction of the Board, shall recommend employment for the professional staff, maintain personnel records, administer leaves, evaluate performance, issue or terminate contracts within the provisions established by the Teacher Tenure Act of the State of Missouri. *Policy GCG*

Part-Time and Substitutes

At the beginning of each school year, the Superintendent or designee shall have prepared a list of properly qualified persons to serve as temporary substitute teachers. Part-time teachers and substitutes are required to meet the background checks and screenings required of full time teachers in the district. Substitute teachers will be paid at a rate of \$85 for a full day of work. If a substitute teacher works in one position for one teacher for a period of 10 consecutive days the rate of pay after the 10 days will be \$105 per day.

The Board considers part-time and substitute support employees in the area of support services as an integral and essential part of the school system. These employees play a very important role in a continuous program of quality instruction. *Policy GCE*

Verification of Employment

All employment verifications are completed by the Superintendent's office using E-Verify. All new employees are required to complete an I-9 form along with supporting documents on or prior to their first day of work.

DRUG-FREE WORKPLACE

Student and employee safety is of paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students and to other employees. Therefore, the Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcoholic beverages on any school property or on any school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is

supervising students on behalf of the school district or is otherwise engaged in school district business. Any employee who violates this policy will be subject to disciplinary action, which may include employment suspension, termination, and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the superintendent of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent in writing no later than five calendar days after conviction. The superintendent will provide notice in writing of such violation to the United States Department of Education, or other appropriate federal agency within 10 calendar days after the superintendent receives such notification, if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education. The district will take appropriate disciplinary action within 30 days.

The district will institute a drug-free awareness program, to inform employees of the dangerous and harmful nature of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

When it is evident that a staff member has consumed alcoholic beverages or controlled substances off school property during and/or before a school activity, the staff member will not be allowed on school property, or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property. When it is evident that an employee has consumed alcoholic beverages or controlled substances off school property before or during a district activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on district property.

The Board of Education hereby commits itself to a continuing good-faith effort to maintain a drug-free workplace.

EMPLOYEE ALCOHOL AND DRUG TESTING
(District Contracts for Transportation Services)

Provisions Applicable to All Employees

Alcohol and Drug Prohibitions

No employee may manufacture, use, possess, sell, distribute or be under the influence of alcohol or drugs in violation of the district's Drug-Free Workplace policy. All employees may be tested for alcohol and drugs if the district has reasonable suspicion

that the employee has consumed alcohol or drugs in violation of Board policy.

Program Coordinator

The superintendent or designee will serve as the program coordinator to implement the alcohol and drug testing program of the district within the guidelines of this policy.

Training

All staff who have supervisory duties over other staff members will be provided training on the effects of drug and alcohol use. The training will include physical, behavioral, speech and performance indicators of drug and alcohol use.

Testing Program

The district will use testing facilities with appropriately trained personnel for alcohol and drug testing. The district's drug and alcohol testing program shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The specimen collection procedures and chain of custody shall ensure that specimen security, proper identification and integrity are not compromised.

Refusal to Submit to Tests

Drug or alcohol tests administered pursuant to this policy are mandatory. An employee refuses to submit when he or she fails to provide adequate breath or urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process.

Consequences

Employees who refuse to submit to a test, who test positive for prohibited substances or who take deliberate action with the intent to falsify test results will be subject to discipline, including termination, in accordance with Board policy and law.

Treatment

In addition to any disciplinary action taken, the district will provide employees a list containing the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs when employees have a positive drug or alcohol test, refuse to take a test or otherwise request information about substance abuse treatment.

District Records and Reports

Alcohol and drug test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, an employee shall receive copies of any records pertaining to his or her use of alcohol or drugs, including any records pertaining to his or her tests. Test records shall be maintained with the separate medical files of each employee.

The district shall maintain records and reports of its alcohol and drug prevention program as required by law.

Notification to Employees

The program coordinator shall ensure that all employees receive written materials explaining the district's drug and alcohol misuse prevention program, including copies of or access to applicable policies, procedures or handbooks.

Employees shall sign statements certifying that they have received the materials.

Provisions Applicable to Drivers

In addition to the drug testing provisions applicable to all employees, the Pierce City R-VI School District, which contracts with an outside agency for the student transportation services of the district, will only contract with an agency that follows the guidelines of the Omnibus Transportation Employee Testing Act and complies with state reporting requirements. In meeting these guidelines the agency must provide a comprehensive program that includes conducting pre-employment drug testing and reasonable suspicion, random and post-accident testing for use of alcohol or drugs by operators of commercial motor vehicles; notifying such operators of the requirements and consequences of the program; maintaining appropriate records; and complying with Missouri Department of Revenue's reporting requirements. The contract between the agency and the district will specify this condition.

This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory. *Policy GBEBA, GBEBB*

REASSIGNMENTS/REDUCTION IN WORKFORCE

All personnel are subject to assignment and reassignment. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employee's contract. When reassignments are due to enrollment shifts or program changes, the Superintendent has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time. The transfer of staff members from one building to another can provide opportunities for professional growth, increase effectiveness of personnel, the challenge of a new position and stimulation through changed surroundings. For these reasons, staff members should feel free to request transfers within the School District. Staff members may need to be reassigned to another position in the District in order to meet the needs of the School District. The most common needs occur when enrollment patterns change either by school attendance areas or by course offering and there are excess staff members at a school needing to be reassigned elsewhere.

The Board of Education may place as many teachers on unrequested leave of absence as may be necessary due to decrease in pupil enrollment, school district reorganization or

the financial condition of the school district.

Whenever it becomes necessary because of lack of funds, lack of work or in the interest of economy, the Board of Education may reduce the number of non-instructional personnel. *Policy GCI GDI*

WORKLOAD AND WORK SCHEDULES

Professional Employees (Exempt)

Professional and administrative employees are exempt from overtime pay and are employed on a 9, 9.5, 10, 11, 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including required days of service and scheduled holidays will be distributed each school year.

Support Staff Employees (Non-Exempt)

Support employees are employed at-will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Support Staff employees are not exempt from overtime and are not authorized to work in excess of their assigned schedules without prior approval from the supervisor.

Policy GCPA, GCI, GCKA, GDI

PROFESSIONAL DRESS CODE

It is the responsibility of all employees to project a positive image. Every employee is expected to present a neat, well groomed appearance during working hours. Each school or department has established its own dress code guidelines. Teachers will dress in a manner appropriate to the teaching assignment. They should wear no apparel that distracts students from the learning process or that creates disruption in the classroom. Some employees are required to wear uniforms or safety equipment. If an employee is required to wear a uniform or safety equipment, the supervisor will advise the employee as to where they may be obtained.

PERFORMANCE EVALUATION

Evaluation of an employee's job performance is a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria.

To assure high quality professional and support staff performance and to advance the instructional programs of Pierce City R-VI School District, the board will require a program of comprehensive, performance-based evaluations for each staff member it employs. The evaluation shall be ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability. *Policy GCN*

STAFF DEVELOPMENT

Professional Development is a high value of the Board of Education for its personnel and is committed to providing systematic professional development for the district's professional educators. The Board of Education supports a Professional Development Committee (PDC) which will assist with the planning and implementation of professional development activities. Training and development opportunities for non-instructional employees are essential to the efficient and economical operation of the schools. Non-instructional employees are encouraged to grow in job skills and to take additional training that will improve skills on the job. *Policy GCL, GCLB, GDL*

COMPENSATION AND BENEFITS

Contracts and Compensation Plan

The Board recognizes that attractive compensation plans which include adequate base salary, professional development incentives and employee benefits are necessary to recruit and retain highly qualified staff to provide a high level of education to our students. The Board will have the final authority over the salary schedule and benefits for all teachers in the district.

Contracts of qualified professional personnel shall be in writing, including the consideration and shall be dated when made. All consideration and performance shall be provided after contract is offered. In accordance with the law, individual contracts will be issued to all certified teachers and administrators. Contracts shall be made by order of the Board. All contracts will be made in duplicate, the original to be filed with the district and a copy provided to the employee.

Salaries, Wages, and Stipends

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The District's pay schedules are reviewed by the School Board and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal laws. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation.

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board. Contract employees who perform extracurricular duties or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule. If there are any questions regarding salaries and wages please direct them to the district bookkeeper. *Policy GCBA, GCBA-R*

Pay Checks

All monthly employees will be paid on a monthly basis. Pay day is always on the 20th of each month unless it falls on a weekend or holiday. In the event of payday falling on a holiday or weekend, paychecks will be issued on the last working day preceding that event. All employees are required to do automatic direct deposit of payroll checks.

**Employees who are paid out of federal dollars may receive checks for July and August before the end of the fiscal year of June 30th in order to meet federal accounting guidelines.

Underpayment/Overpayment Status

It is the District's practice that all employees receive just compensation for work performed. If the District finds that an employee has been paid in error, the district will make adjustments to ensure the employee is paid correctly. Also, if the district finds that an employee has been overpaid; arrangements with the employee will be made to ensure repayment. It is the responsibility of the employee to look over their check and notify the district bookkeeper as soon as an error is located.

Nonexempt Employee Supplementary Pay Plans

Nonexempt employees include all district employees not specifically identified as exempt under federal law. This generally includes noncertificated staff; however, in some circumstances noncertificated staff members may qualify for exempt status. Hours worked means all hours during which the individual is required to be on duty-generally from the required starting time to normal quitting time- all hours an employee is permitted to work. *Policy GDBB*

Time Recording and Overtime rules

Non-Exempt: All employees in FLSA non-exempt positions must record all hours worked on each day using the electronic time and attendance system.

Overtime is based on hours above 40 physically worked. Since the district does not use compensatory time, employees will be paid one and one-half (1/2) times their regular rate of pay for each hour of overtime. The Board discourages overtime work by nonexempt employees. A nonexempt employee shall not work overtime without the express approval of his or her supervisor. Nonexempt employees who begin work earlier or work later than their assigned hours without prior authorization from their immediate supervisor(s) are subject to discipline including termination.

Trips, gate keepers, scorekeepers, etc. should continue to turn in pay sheets and these are considered "occasional and sporadic employment" if seasonal and performing in a different capacity than regular employment. These will not be a part of the time record keeping. **DOL 29 CFR 553.30 – Occasional or sporadic employment – section 7 (p) (2).** *Policy GDBB*

Payroll Deductions

Automatic payroll deductions for the Missouri Public School Retirement System (PSRS) or Public Educational Employee Retirement System (PEERS)/Social Security Deductions and Federal income tax are required for all full-time employees.

Other payroll deductions employees may elect include deductions from the employee's share of premiums for health, dental and life insurances, flexible fringe benefit programs and tax deferred savings plan. Employees may also request payroll deduction for payment of membership dues to professional organizations. For other payroll deduction possibilities, contact our district bookkeeper. Salary deductions are automatically made for unauthorized or unpaid leave. *Policy DLB, GDBC, GCBC*

Travel Expense Reimbursement

The district shall attempt to reimburse employees and officials for travel and related expense incurred in connection with District business. The employee will not suffer, nor gain financially as a result of such travel or expense. Meetings and out-of-town conventions and meetings for the purpose of conducting school business shall be approved in advance by the appropriate department or school administrator.

The travel and expense reimbursement form is available in each building or district office. The form must be completed fully explaining purpose of the travel, destination, departure, and returning dates. Mileage should not be turned in when using a district vehicle.

Employees must possess a valid driver's license in order to drive a district vehicle or utilize a personal vehicle for school business travel. Employees using their personal vehicle for business will be required to maintain liability insurance consistent with state law. Employees transporting students must seek approval from their building office. Mileage will be paid in accordance with the mileage listed on the District mileage table. If the travel destination is not listed, mileage will be based on the most direct and safest route using a recognized mapping service.

Meals

Reimbursement is allowed for meal expenses, not to exceed \$30.00 per day for three meals, including tips. Reimbursement for any one meal should not exceed \$15.00, including tips, except as noted below. Tips should not exceed 20% of the meal. Only meals that are not included in workshop/conference are eligible for reimbursement. ***Detailed receipts are required for all meal or other expense reimbursements.*** Full reimbursement in excess of maximum per meal is allowed under special circumstances with advance permission from district office due to location of the event.

Meals are reimbursable under the guidelines only when they are a part of a meeting or activity where District business is discussed and individuals from outside the District are present. If the meal is a part of a group meal or organized banquet where each participant

pays individually, the meal is reimbursable under the above guidelines as long as employee submits a detailed receipt, time and place, and the business purpose for each meal as well as the business relationship for outsiders present.

INSURANCE EXPLANATIONS

In order to be eligible for employee benefits, employees must be employed in a position that is eligible to receive benefits. This includes but is not limited to full time certified staff, secretaries, custodians, and nurses. Employees must also work a minimum of 20 hours per week in order to qualify. Voluntary plans are at the discretion of the employee and it will be up to providers to contact employees. Our policy allows that no new vendor will be added unless there are a minimum of 10 enrolled on the plan. For further information or questions, please contact Debbie Hogan in the superintendent's office at 476-2555. For Health Insurance information you may contact A.J. Gallagher at (417) 882-0886.

STAFF PROTECTION

Liability Insurance

All employees will be provided liability insurance that will cover, subject to the provisions thereof, claims arising from acts performed within the scope of their employment.

Workers' Compensation

All school employees are covered by worker's compensation insurance and are eligible for compensation for an injury incurred in the performance of their job. Any accident resulting in injury, no matter how minor, must be reported to the immediate supervisor and the building nurse, who will report this claim and notify the Superintendent's office. Following treatment, proper forms must be completed and submitted to the Superintendent's office. See section on worker's compensation for further information. All Workers' Compensation Accidents will follow Drug Testing procedures outlined in the Drug-Free Section of this policy handbook. *Policy GBEA*

Unemployment Compensation Insurance

All eligible school employees are covered by unemployment compensation, and are subject to the provisions thereof.

ATTENDANCE, LEAVE AND ABSENCES

Attendance

It is the goal of the Board of Education to promote excellent attendance. Absences have a serious impact on the educational mission of the district. Absences also cause inconvenience to coworkers and incur additional costs. It is the employee's responsibility to maintain an acceptable attendance record.

The Board has provided for temporary absences, long term leaves of absences and military absences for employees in order to attract and retain faculty and staff who will continue to grow professionally, maintain their health and have a feeling of job security. *Policy GCBDA, GDBDA*

Leave – Professional Staff

Leave will be calculated based on length of employment for your assignment. Full-time professional staff employees earn one (1) day of sick leave for each full month worked. Extended contract terms for less than one (1) full month are not counted for purposes of accruing sick leave. Therefore, professional staff employees whose assignments call for 12 months of full-time employment will be entitled to 12 days of sick leave, those with 11 months of full-time employment will be entitled to 11 days of sick leave, and those whose assignments call for 10 months of full-time employment will be entitled to ten (10) days of sick leave. Professional staff employees whose assignments call for full-time employment only during the regular school term will be entitled to nine (9) days of sick leave. Sick leave days are provided to use when the employee or an employee's family member is sick, injured or requires medical attention. Sick leave days are not to be used as personal days. Staff members who miss work for non-sick leave days and are out of personal days will be docked according to their salary. Days missed due to inclement weather are not to be used as sick days. These days will be counted as a personal day. Unused sick leave will be cumulated to 60 sick leave days. An absence of over one (1) through four (4) hours shall be counted as half-day of sick leave.

Unused sick leave days will accumulate from fiscal year to fiscal year up to 60 days. If at the end of a fiscal year a certificated employee has accumulated more than 60 days, the district will pay the employee for the sick leave days exceeding 60 days at a rate of \$50.00 per day, provided the certificated employee is not terminated or the employee does not resign or request to be released from his or her contract after April 1. When a certificated employee leaves the district via resignation or retirement, he or she shall be paid a rate of \$50.00 for each day of accumulated sick leave remaining at the end of the last fiscal year worked, provided the certificated employee does not resign or submit a request to be released from his or her contract after April 1. Employees who are terminated will not receive payment for any unused sick leave.

A maximum of two (2) days will be available per school year for personal leave. Unused personal leave days will be rolled over into sick leave days effective July 1, 2015. *Policy GCBDA*

Leave – Support Staff

Full-time support staff employees earn one (1) day of sick leave for each full month worked. Extended contract terms for less than one (1) full month are not counted for purposes of accruing sick leave. Therefore, professional staff employees whose

assignments call for 12 months of full-time employment will be entitled to 12 days of sick leave, those with 11 months of full-time employment will be entitled to 11 days of sick leave, and those whose assignments call for 10 months of full-time employment will be entitled to ten (10) days of sick leave. Professional staff employees whose assignments call for full-time employment only during the regular school term will be entitled to nine (9) days of sick leave. Sick leave days are provided to use when the employee or an employee's family member is sick injured or requires medical attention. Sick leave days are not to be used as personal days. Staff members who miss work for non-sick leave days and are out of personal days will be docked according to their salary. Days missed due to inclement weather are not to be used as sick days. These days will be counted as personal days or vacation days. Unused sick leave will be cumulated to 60 sick leave days. An absence of over one (1) through four (4) hours shall be counted as half-day of sick leave.

Unused sick leave days will accumulate from fiscal year to fiscal year up to 60 days. If at the end of a fiscal year a noncertificated employee has accumulated more than 60 days, the district will pay the employee for the sick leave days exceeding 60 days at a rate of \$25.00 per day, provided the employee is not terminated.

When a noncertificated employee leaves the district via resignation or retirement, he or she shall be paid at a rate of \$25.00 for each day of accumulated sick leave remaining at the end of the last complete fiscal year worked, provided the employee gives at least two (2) weeks notice. Employees who are terminated will not receive payment for any unused sick leave.

A maximum of two (2) days of personal leave will be available per school year. Unused personal leave days will be rolled over into sick leave days effective July 1, 2015. *Policy GDBDA*

Vacation Days – Support Staff

Following their first year of employment with the district, all support staff employed on a 12-month basis will receive two (2) weeks of vacation per year (three (3) weeks for employees with 10 or more years of service in the district). An employee must submit a written request for vacation to his or her supervisor and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the supervisor has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

A district employee may not use vacation days during the period the employee receives Worker's Compensation for time lost to work-related incidents. *Policy GDBDA*

Sick Leave Pool

The purpose of the sick leave pool is to furnish a continuing income for a district employee or a member of his or her immediate family who is faced with a major illness

or accident and have utilized all of their sick days. This pool is not designated for brief absences after sick leave or personal leave is exhausted. Participation in the sick leave pool is voluntary and the employees are limited to ten (10) work days per each request for days and may use a maximum of 60 work days per school year upon written approval.

Policy GBBDA

Family and Medical Leave

Leave that qualifies for Family and Medical Leave Act (FMLA) protection will be administered in accordance with federal law. To be eligible for FMLA leave benefits, the employee must have been employed in the district for at least 12 months and have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave, be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite, and provide the district at least a 30-day notice of any expected absence for foreseeable circumstances, if practical. For a more detailed description refer to the following policies: *Policy GBBDA*

Professional Staff – Long Term Leaves of Absences

The Board of Education recognizes that the personal welfare and the professional growth of its employees may require occasional extended absences from duty. Therefore, the Board may grant the following long-term leaves of absence under specified conditions: Sabbatical Leaves of Absences, Military Leaves of Absence, and One-Year General Leaves of Absences. Please see policy for further explanation. *Policy GCBDB*

Bereavement Leave

The board recognizes the need to be absent from his/her assignment due to a death of a member of the employee's immediate family. "Immediate family" is defined as employee's husband, wife, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent, grandchild, stepparent, stepchild, stepbrother, stepsister, aunt, uncle, niece, nephew, or any person for which the employee is legally responsible. A total of five (5) days may be taken per incident a year with no deduction from leave. *Policy GCBDA, GDBA*

STAFF COMPLAINTS AND GRIEVANCES

It is the intent of the Board of Education to address staff complaints and grievances at the earliest possible time and at the lowest level of supervision. Therefore the Board directs the superintendent or designee to create a procedure detailing how employees may bring complaints and receive response to their complaints.

If a complaint has been made to the employee's immediate supervisor, building-level supervisor, and the superintendent or their designee and the employee has received responses from these persons, the employee, may appeal to the Board of Education. The employee must submit a written request from an appeal within five (5) workdays after

receiving a decision from the superintendent. The decision of the Board will be final.

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.

I. Definition

Complaint and/or Grievance – An employee’s assertion that he or she is adversely affected by a violation, misinterpretation or misapplication of a published district policy, procedure or regulation, or of an employee handbook, employee contract or existing law. Complaints relating to discrimination or harassment will be resolved in accordance with policy AC.

II. Exclusions

This regulation shall not apply to complaints for which state laws establish a procedure for obtaining a Board hearing. In addition, complaints about non-renewal of a probationary teacher’s contract, or about any other official Board action, shall be directed to the Board; and a hearing on the same, unless required by state law, shall be discretionary with the Board. Complaints concerning evaluations, except those which led to a loss of pay, will be excluded. *Policy GBM*

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

Policy AC

General Rule

The Pierce City R-VI School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Pierce City R-VI School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person’s association with a person protected from discrimination or harassment due to one (1) or more of the above stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Consequences

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

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

Definitions

Discrimination – Conferring, refusing or denying benefits or providing different treatment to a person or class of persons in violation of law based on race, color, religion, sex, natural origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is

sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

Grievance – A verbal or written report (also know as a complaint) of discrimination or harassment made to the compliance officer.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Superintendent
300 Myrtle
Pierce City, MO 65723
Phone: 417-476-2555/Fax: 417-476-5213

The compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in the Pierce City R-VI School District.
3. Serve as the district's designated Title IX, Section 504 and American with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances, monitor the status of grievances, and recommend consequences.
5. Seek legal advice when necessary to enforce this policy.
6. Report to the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
7. Make recommendations regarding the implementation of this policy.
8. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.

In the event the compliance office is unavailable or is the subject of a report what would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Director of Special Services
300 Myrtle
Pierce City, MO 65723
Phone: 417-476-2255/Fax: 417-476-5213

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting illegal discrimination and harassment and disseminate information on how to report discrimination and harassment. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material will include a statement that the Pierce City R-VI School District does not discriminate in its programs, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations. Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline

policy. The administrator will report all incidents of harassment and discrimination to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or designated investigator may utilize an attorney or other professionals to conduct the investigation. In determining whether alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

Grievance Process

1. Level I – A grievance is filed within the district’s compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate. (Forms AF1, AF2, AF3, AF4, AF5, AF6) Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working

- days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusion on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.
2. Level II- Within five (5) working days after receiving the Level I decisions, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate. Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.
 3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's' decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

Confidentiality and Records

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

RECOMMENDATION FOR DISCIPLINE

Discipline of Students

Where a recommendation has been made at any level to suspend a student greater than 10 days or to expel a student, Board Policies **JG-R** (Student Discipline) and **JGD** (Student Suspension or Expulsion) will govern the appropriate discipline and discipline procedures instead of the formal grievance procedures.

Discipline of Support Staff

Where a recommendation has been made at any level to suspend or terminate a support staff member, Board policy **GDPD** (Nonrenewal, Suspension and Termination of Support Staff Members) will govern instead of the formal grievance procedures.

Discipline of Tenured Teachers, Certified Employees that are not eligible for Tenure and Probationary Teacher for conduct other than incompetence.

Where a recommendation has been made at any level to suspend or terminate a tenured teacher, certified employee that is not eligible for tenure, or a probationary teacher for conduct other than incompetence, Board policy **GCPD** (Nonrenewal, Suspension and Termination of Professional Staff Members) will govern instead of the formal grievance procedures.

EMPLOYEE CONDUCT AND WELFARE

Staff Conduct/Ethics

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations which include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulation, administrative procedures, and other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.

6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
9. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules, including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
13. Refrain from using profanity.
14. Dress professionally and in a manner that will not interfere with the educational environment.
15. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination.
16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote a disruptive behavior.
18. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
19. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
20. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

Policy **GBCB, GBCA**

STAFF/STUDENT RELATIONS

Definitions

Staff Member – For the purposes of this policy, a staff member is a district employee or volunteer.

Student – For the purposes of this policy, the term "student" only applies to a student currently attending school in the Pierce City R-VI School District.

Educational Purpose – An activity reasonably considered to be part of the staff member's duties in the district including, but not limited to, counseling and the treatment of a student's physical injury, depending on the employee's job description.

General

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries will be maintained regardless of the student's age, the perceived consensual nature of the relationship, the location of the activity or whether the staff member directly supervises the student.

Staff members will maintain these physical and emotional boundaries unless there is an educational purpose justifying deviation from these standards. When such justification exists, the staff member must be prepared to articulate the appropriate educational purpose of the deviation and must demonstrate that appropriate precautions were taken. When possible, the staff member should consult his or her supervisor prior to engaging in behaviors or activities that might violate professional boundaries. Such notification is not required when a behavior is part of the employee's duties. For example, a nurse does not need to notify a supervisor each time he or she must be alone with a student to provide nursing care.

Violations

Unless an educational purpose exists, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off on district property, in district transportation or any time the employee is serving in his or her capacity as an employee.
2. Caressing, fondling or kissing students.
3. Dating a student or discussing or planning a future romantic or sexual relationship with a student.
4. Making advances toward a student or engaging in a sexual relationship with a

- student.
5. Meeting students in non-work settings without the parent/guardian being present, even if the parent/guardian grants permission.
 6. Associating with students in any setting that involves the use of alcohol, tobacco or drugs.
 7. Discussing sexual topics with students verbally or by any form of written, pictorial or electronic communication.
 8. Discussing the staff member's personal problems with students.
 9. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
 - 10 Telling sexual jokes or engaging in conversation that includes sexual innuendos verbally or by any form of written, pictorial or electronic communication.
 11. Being present when students are fully or partially nude.
 12. Sending students on personal errands.
 13. Allowing the student to drive the staff member's vehicle.
 14. Providing students with private cell phone numbers or e-mail addresses without the prior approval of a supervisor.
 15. Allowing any student to engage in behavior that would not be tolerated if done by other students.
 16. Giving gifts to individual students.
 17. Frequently pulling a student from another class or activity to be with the staff member.

Additionally, staff members may not:

1. Knowingly allow students access to the staff member's personal social networking website or webpage that discusses or portrays sex, nudity, alcohol or drug use or other behaviors associated with the staff member's private life that would be inappropriate to discuss with a student at school.
2. Knowingly grant students access to any portion of the member's personal social networking website or webpage that is not accessible to the general public.
3. Post information about identifiable students on a personal website or webpage on a social networking site without the permission of a supervisor.

Staff members who engage in any of the above behaviors or in any other conduct that intrudes on a student's physical or emotional boundaries without a valid educational or health purpose will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education.

Reporting

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

Policy GBH

Tobacco Use

The Pierce City R-6 School District is smoke-free in/on all school district property. All persons are expected to refrain from the use of tobacco in any form while in and/or on school property. This includes all school and non-school events held on school property.

Policy AH

Communicable Diseases

The School Board recognizes its responsibility to protect the health of students and employees from the risks posed by infectious diseases. The Board also has the responsibility to uphold the rights of affected individuals to privacy and confidentiality, to continue their employment, and to be treated in a nondiscriminatory manner. The district requires all staff to routinely observe universal precautions to prevent exposure to disease-causing organisms, and the district should provide necessary equipment/supplies to implement universal precautions. *Policy GBE*

Reporting Suspected Child Abuse

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the building principal or his or her designee, including any report of excessive absences that may indicate educational neglect. The principal or designee will then become responsible for making a report via the Child Abuse Hotline to CD as required by law. This policy does not preclude any employee from directly reporting abuse or neglect to CD. However, the school official or employee must notify the building principal or designee immediately after making a report. *Policy JHG*

Association and Political Activities

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization,

or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning any type of grievance.

No employee shall use school system facilities, equipment, or supplies in connection with campaigning, nor will employee use any time during work day for campaigning purposes.
Policy GBCB

Safety

The Board recognizes the necessity for a planned safety program to create a safe environment for the students attending, and for the professional and support staff employed by the school district. The maintenance of healthful and safe conditions throughout the school district is a responsibility shared by the Board, superintendent and all professional and support staff.

Every attempt will be made to meet safety and health standards established by state and federal laws and regulations. The cooperation of school, home and community in providing a safe and healthful environment is encouraged by the Board.

Safe practices will be a schooled part of instruction in the classrooms, laboratories and schools shops. Proper supervision of students and other citizens using the school facilities will be required. Hazardous conditions indicated by inspectors will be reported to the Board and corrected. Each building administrator will develop and implement a safety program, report hazardous conditions to the superintendent and hold employees and students responsible for the observance of all safety rules and procedures.

The district will fully utilize federal, state and local violence prevention programs and resources available to students, teachers or staff that the district determines are necessary and cost effective for the school district. By July 1, 2001, the superintendent will designate a school safety coordinator who will have a thorough knowledge of such programs. *Policy EB, GBE*

Fingerprints/Criminal Background Check

The district may obtain the criminal background check for each applicant for employment who, in the opinion of the District, is a serious candidate and may be offered a position. The district will obtain criminal background check information that relates to all persons employed by the district. Fingerprinting is also required by law.

Visitors in the Workplace

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive direction or be

escorted to their destination. Employees who observe an unauthorized individual on the District's premises should immediately direct him or her to the building office or contact the administrator in charge. Regular visits by family and friends during working hours are not appropriate.

Computer Use and Data Management

The Pierce City R-VI School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills students need.

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board and increased engagement of the student's families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of student's personal responsibility is itself an expected benefit of the district technology program.

Technology Administration

The Board directs the superintendent or designee to create rules and procedures governing technology usage in the district to support the district's policy, as needed.

Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations and procedures.

User Identification and Network Security

The district technology resources may be used by authorized students, employees, school Board members and other persons such as consultants, legal counsel and independent contractors.

Use of the district's technology resources is a privilege, not a right. No student, employee or other potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

Users must adhere to district policies, regulations, procedures and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

User Agreement

Unless authorized by the superintendent or designee, all users must have an appropriately signed *User Agreement* on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures. In addition, all users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the district's technology. A user ID with e-mail access, if granted, is provided to users of this district's network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received or stored using district technology in his or her *User Agreement*.

Privacy

A user does not have a legal expectation of privacy in the user's electronic mail or other activities involving the district's technology resources.

Violations of Technology Usage Policies and Procedures

User of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning the use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations and procedures. *Policy EHB*

GENERAL PROCEDURES

Bad Weather Closing

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District Facilities. When it becomes necessary to open late or to release students early, radio and television stations will be notified by school officials and the district calling tree will be implemented as well as social media resources.

Emergencies

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures.

Personal Records

It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all district employees.

The file of an individual employee will be considered confidential information and a

closed record, to the extent allowed by the law, and will only be available to authorized administrative personnel and to the employee. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment are closed records under the Missouri Sunshine Law to the extent allowed by law. Pursuant to state law, the names, positions, salaries and lengths of service of all employees are public information and must be released upon request. In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

Files containing immigration records and files containing medical information regarding an employee will be kept separate from other personnel files.

Upon request to and in the presence of the appropriate administrative official, any employee may inspect his or her own personnel file during regular working hours, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

Policy GBL

PURCHASING PROCEDURES

The Board recognizes the importance of a sound fiscal management program and expects district staff to maximize the resources available for the district's educational program. The superintendent or designee will supervise district purchasing and may authorize purchases on behalf of the district that conform to the Board-adopted budget. Such transactions are not to exceed budget limitations, unless the budget is modified by the Board. No contract will be entered into or bill paid without the proper documentation and without an affirmative vote from a majority of the whole Board.

The superintendent or designee shall develop procedures to implement this policy in a manner that will meet the district's needs while protecting the district's resources. Cooperative purchasing should be utilized when it is determined to be to the financial advantage of the district. *Policy DJF*

Cash in School Buildings

All money collected within the district's schools shall be handled in a proper fiscal manner and prudently safeguarded.

Money collected for any purpose will be submitted to the school principal or designee, who will provide for its proper deposit. Money should **never** be left in a desk or classroom. When a teacher or other school employee collects money from pupils for any purpose, that employee shall be held responsible for that money until the employee turns it over to a person responsible for receiving and depositing money.

TERMINATION OF EMPLOYMENT

Resignations

Tenured teachers must notify the district of their resignation no later than June 1. Resignations submitted by tenured teachers after the statutory deadline or by probationary teachers or administrative employees after their contracts are signed and returned must be approved by the Board.

In most cases, resignations become effective at the end of the school year in which they are submitted. To become effective earlier, resignations must be approved by the Board. Letters of resignations will be submitted to the Superintendent's office.

The Board will consider each resignation on an individual basis. Generally, teachers and administrative employees will not be released from a contract unless a suitable replacement is available. However, the Board will give appropriate consideration to situations involving serious illness, transfer of spouse and military service.

Any support staff member who desires to resign must submit a written letter of resignation to his or her immediate supervisor. The letter should specify when the resignation is to be effective and should be submitted at least two (2) weeks prior to the effective date. A resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The resignation need not be approved by the Board. *Policy GCPB, GDPB*

Dismissal and Suspension

The Board delegates to the superintendent the authority to suspend any staff member for violation of Board policies, for violation of state law, for any other good cause or to investigate allegations of misconduct in accordance with this policy and law. Action shall be taken when, in the judgment of the superintendent, the best interests of the school will be served by immediate suspension. *Policy GCPD, GDPD*

Reports Concerning Court-Ordered Withholdings

The District is required to report the termination of employees that are under court order or writ (summons) of withholding for child support or spousal maintenance to the court. Notice of the following must be sent to the court: Termination of employment, Employee's last known address, Name and address of the employee's new employer if known.

TECHNOLOGY USAGE

The Pierce City R-VI School District's technology exists for the purpose of enhancing the educational

opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

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

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

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

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

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

Authorized Users

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

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the

superintendent or designee.

User Privacy

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

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

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

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

Content Filtering and Monitoring

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

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

Online Safety, Security and Confidentiality

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

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

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

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are

designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State.

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

Prohibited Uses of Technology

1. Use that violates federal or state law or use that violates the MORENET Acceptable Use Policy or any part of the district technology usage policy.
2. Use that interferes with the proper functioning of the technology services or that interferes with the ability of others to make use of the technology services.
3. Use that attempts to gain or gains unauthorized access to a computer system or data of another.
4. Use that infringes upon the intellectual property rights of others.
5. Use to conduct commercial or for-profit business, except as permitted under the mission or policies of the district.

Violations of Technology Usage Policies and Procedures

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

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

Damages

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

No Warranty/No Endorsement

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

The district is not responsible for loss of data, delays, non deliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 05/31/2007

Revised: 03/27/2008; 05/25/2011; 03/28/2012; 06/27/2012

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation

GBCC, Staff Cell Phone Use

GBH, Staff/Student Relations

IGDB, Student Publications

IGDBA, Distribution of Noncurricular Student Publications

JFCF, Hazing and Bullying

JG-R, Student Discipline

JO, Student Records

KB, Public Information Program

MSIP Refs: 6.4, 6.8

Legal Refs: §§ 170.051, 182.827, 431.055, 537.525, 542.402, 569.095 - .099, 610.010 - .028, RSMo.

Chapter 109, RSMo.

Chapter 573, RSMo.

Electronic Communications Privacy Act, 18 U.S.C. §§ 2510 - 2520

Stored Communications Act, 18 U.S.C. §§ 2701 - 2711

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941

Children's Internet Protection Act, 47 U.S.C. § 254(h)

47 C.F.R. § 54.520

Federal Rule of Civil Procedure 34

City of Ontario v. Quon, 130 S. Ct. 2619 (2010)

Reno v. ACLU, 521 U.S. 844 (1997)

Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)

Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)

Sony Corp. of America v. Universal City Studios, Inc., 464 U.S. 417 (1984)

FCC v. Pacifica Foundation, 438 U.S. 726 (1978)

Ginsberg v. New York, 390 U.S. 629 (1968)

Biby v. Bd. of Regents of the Univ. of Nebraska, 419 F.3d 845 (8th Cir. 2005)

Henerey v. City of St. Charles Sch. Dist., 200 F.3d 1128 (8th Cir. 1999)

Bystrom v. Fridley High Sch. Ind. Sch. Dist., 822 F.2d 747 (8th Cir. 1987)

Beussink v. Woodland R-IV Sch. Dist., 30 F. Supp. 2d 1175 (E.D. Mo 1998)

School District of Pierce City R-VI, Pierce City, Missouri

FILE: EHB-AF3
Critical

TECHNOLOGY USAGE
(Employee Technology Agreement)

I have read the Pierce City R-VI Technology Usage policy and procedure and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and termination of my employment with the district.

I understand that my use of the district's technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and

all data I store on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I understand I am responsible for any unauthorized costs arising from my use of the district's technology resources. I understand that I am responsible for any damages to district technology due to my negligent or intentional misuse of the district's technology resources. I understand that this form will be effective for the duration of my employment with the district unless changed or revoked by the district or me.

Employee Name (please print)

Signature of Employee

Date

Name of School: _____

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Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.