



MONETT R-1 SCHOOL DISTRICT
2020-21
EMPLOYEE HANDBOOK

The Monett R-1 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.

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 Board policies and procedures are included.

This handbook is neither a contract nor a substitute for the official Board Policy manual and is not intended to alter the at-will status of employees in any way. It is a guide to help answer questions you may have. The Monett R-I School District board policies and procedures can change at any time. In the event of conflicting information language in the District Board Policy manual will supersede language in the employee handbook. District policies can be found on the district website at www.monettschools.org.

MISSION STATEMENT

Student Focused...Future Driven

MONETT R-I DISTRICT VISION

The purpose of the Monett R-I School District is to prepare students for their future

FOREWORD

The Monett R-1 School District has long enjoyed a reputation of being an excellent school system. This recognition has been achieved through continuous commitment from the entire School District to provide a quality program for its youth.

The R-1 Board of Education recognizes the contributions made by the entire staff toward meeting the overall objectives of the District. It goes without saying that the ultimate success of our district depends, to a large degree, upon the combined efforts and level of cooperation provided by the entire staff. It is hoped all employees will feel they are a vital part of the success of our school.

This brief handbook will provide general information as we continue to promote the spirit of cooperation that has been within this District over the years. In no way, however, can it answer all your questions, nor is it intended to replace the Board of Education policy handbook, but it may clarify many of those considered routine. Should you feel you need additional information of any type, feel free to ask your Supervisor, your building Principal, or contact the Central Office or you can access the Board policies and regulations on the Districts' website at: <https://monettschools.org>

BOARD OF EDUCATION

The Monett R-1 Board of Education is organized and operated by the authority and in compliance with the laws set forth by the State of Missouri. It is composed of seven members, each elected to three year terms by the registered voters of the R-1 District. Each April, an election is held to fill two positions on the Board of Education. The Board holds regular meetings the third Thursday of each month at 6:00 p.m. at the Central Office, 900 East Scott Street, Monett, MO. Special meetings of the Board of Education are held on an "as needed" basis, and are announced to the media and posted at the Central Office at least twenty-four hours in advance. The function of the Board of Education is to establish policy by which the School District operates. In order to assure the day-to-day operations are carried out, a Superintendent of Schools, as required by law, is employed to serve as chief executive officer of the Board of Education. As an employee of the Monett R-1 School District you are agreeing to follow the policies and regulations set forth by the Board of Education. District policies and regulations are available on the Districts' website (www.monettschools.org).

DISTRICT OFFICE ADMINISTRATION

Superintendent of Schools	Mr. Russ Moreland
Assistant Superintendent of Curriculum & Instruction	Dr. Mark Drake
Assistant Superintendent of Operations	Mr. Steve Garner
Administrative Assistant/Board Secretary	Lonna Norman
Bookkeeper	Missy Caldwell
HR/Payroll/Board Treasurer	Tracy Wimberley
PowerSchool Administrator/MOSIS	Concha Cecenas
Administrative Assistant	Leigh Lemaster
HR/Payroll Assistant	Kristin Umfleet

The Central Administration Office (Office of the Superintendent of Schools) is located at 900 East Scott in Monett. The annual school term begins, operates, and ends according to the calendar adopted by the Board of Education.

MONETT R-1 DISTRICT BOARD OF EDUCATION

Mr. A.J. Bahl	Board President
Mr. Brian Hunter	Vice-President
Dr. Darren Bass	Board Member
Dr. Jeff Carr	Board Member
Mrs. Yesy Perez	Board Member
Mr. Ken Gaspar	Board Member
Mr. Jack Williams	Board Member
Mrs. Lonna Norman	Board Secretary
Mrs. Tracy Wimberley	Board Treasurer

For Building Information visit the Monett R-1 School District [website](#)

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 are 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 extends to a wide variety of educational institutions and geographical areas.

Recruitment procedures do not overlook the talent and potential of individuals already employed by the school system. Job vacancies by position and locations are posted on the [District Website](#) on a regular basis to the extent possible.

Employment after Termination of Employment

Once a full-time employee has terminated employment (retired or resigned) with the School District, they may not be re-employed for a period of at least 26 consecutive weeks unless special approval is granted by the Superintendent or his/her designee.

After this waiting period, individuals receiving retirement benefits from the Missouri PSRS and the Missouri PEERS may be employed in certain positions or on a part-time basis. For those retiring on or after July 1, 2010, termination of employment means that members must end all employment with PSRS or PEERS-covered employers, not be under contract for employment with any PSRS or PEERS-covered employer, and not return to work for a PSRS or PEERS-covered employer until at least one month has lapsed since their effective retirement date. After retirement, the individual may serve as a temporary-substitute or on a part-time basis in any capacity for a school district for up to 550 hours in a school year and continue to receive 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.

Faculty & Staff Recruiting & Hiring

Because an effective educational program requires quality staff members, the Board and the administration of the Monett School District makes every effort to attract and retain the best-qualified personnel. The Board of Education employs personnel in accordance with law. The District's hiring procedures 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. **Policy** [GCD-1](#) [GDC-1](#)

Probation & Tenure

The superintendent and his/her designees, at the direction of the Board, shall recommend employment for the professional staff, maintain personnel records, administer leave, evaluate performance, issue or

terminate contracts within the provisions established by the Teacher Tenure Act of the State of Missouri.
Policy [GCCG](#)

Part-Time & Substitutes

At the beginning of each school year, the superintendent or his/her designee shall have prepared a list of properly qualified persons to serve as temporary substitute teachers. Part-time teachers and substitutes must meet background checks and screenings required of full-time teachers in the District. Substitute teachers must obtain a substitute certificate from the Missouri Department of Secondary and Elementary Education.

The Board considers part-time and substitute support employees as integral and essential to the school system. **Policy [GB-1](#)**

Reassignments/Reduction in Workforce

All personnel are subject to 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 programs changes, the superintendent has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time. Staff members should feel free to request transfers within the District. Staff members may need to be reassigned to another position in the District in order to meet the needs of the District.

The most common needs occur when enrollment patterns change either by school attendance areas or by course offerings.

The Board of Education may place as many teachers on unrequested leave of absence as may be necessary due to a decrease in pupil enrollment, school district reorganization or the financial condition of the 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](#) [GCPA](#)

Drug-Free Workplace

Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education is committed to a drug-free workplace.

The Board of Education does not tolerate the manufacture, use, possession, sale, distribution or the influence of controlled substances, alcoholic beverages or unauthorized prescription medications by District employees on any District property; in any District-approved vehicle used to transport students to and from school or District activities; off District property at any District-sponsored or District-approved activity, event or function, such as a field trip or athletic event where students are under the supervision of the District; or during any period of time such employee is supervising students on behalf of the District or is otherwise engaged in District business.

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.

Staff members will be tested for alcohol and controlled substances if the District has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate District transportation must submit to alcohol and drug testing as required by law. All testing will be conducted in accordance with Board policy, administrative procedures and law.

Any employee who violates this policy is subject to disciplinary action which may include 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 notify the superintendent or his/her designee 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 or his/her designee in writing no later than five (5) calendar days after conviction. The superintendent or his/her designee will provide notice in writing of such violation to the United States Department of Education or other appropriate federal agency within ten (10) calendar days after the superintendent or his/her designee 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 (DESE).

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, the drug-free workplace policy, available counseling and rehabilitation, and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should seek professional assistance. Although the District will not assume financial responsibility, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

Upon the request of DESE or an agency of the United States, the District shall certify that it has adopted and implemented the drug prevention program described in this policy. The District shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and ensure that disciplinary sanctions are consistently enforced.

This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory. **Policy [GBEBA](#)**

Employee Alcohol & Drug Testing

The Monett School District, which also employs operators of commercial motor vehicles, is required to implement a drug and alcohol testing program for applicable employees that fulfills federal requirements. This comprehensive program shall include conducting pre-employment drug testing and reasonable suspicion, random and post-accident testing for use of alcohol or drugs by such operators, notifying employees of the requirements and consequences of the program, maintaining appropriate records and complying with Missouri Department of Revenue's reporting requirements.

Safety-Sensitive Function includes such responsibilities as time on duty waiting to be dispatched, driving time, assisting or supervising loading or unloading, repairing, obtaining assistance or remaining in attendance upon a disabled vehicle. All time spent providing drug and alcohol samples, including travel time to and from the collection or testing site as needed to comply with random, reasonable suspicion, post-accident or follow-up testing will also be considered as safety-sensitive functions. Policy **[GBEBB](#)**

Seat Belt Usage

The District recognizes seat belts are extremely effective in preventing injuries and loss of life in vehicular accidents. All employees of the Monett R-1 School District are required to wear seat belts when operating or riding in a District owned vehicle and when transporting students in their personal vehicle.

School Cars

Employees required to travel to out of town meetings may use the district own vehicles. Employees must complete the school insurance form in order to use the vehicle. Mileage will not be reimbursed to the employee if a school car was used for the trip. Employee will adhere to the check in and out procedures to be eligible for future use. Proof of driver's license is required.

Workload & Work Schedules

Policy [GDI](#)

Professional Employees (Exempt)

Professional and administrative employees are exempt from overtime pay and are employed on a 9, 9.5, 10, 11, or 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. Notice of work schedules, including required days of service and scheduled holidays, are designated on the Board adopted calendar.

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 schedule without prior approval from the supervisor.

In-Service Meetings

- All certified staff is required to attend scheduled in-service meetings.
- Support staff is required to attend periodic staff meetings for the purpose of providing training, etc. as directed by the building Principal.
- State/Federal mandates require all employees participate in training on certain topics. Employees must agree to participate through meetings and/or on-line training.

Parent-Teacher Conferences

The District requires certified staff to be in attendance at Parent-Teacher conferences.

Called Meetings

Periodically throughout the school year and summer, it is necessary to bring everyone together for a meeting. Attendance is required at these meetings. If circumstances prohibit attendance, prior notice must be given to and approval for absence given by the person who called the meeting.

Performance Evaluation

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

To assure high-quality professional and support staff performance and to advance the instructional programs of Monett School District, the Board requires a program of comprehensive, performance-based evaluations for each staff member. 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

The Board of Education is committed to providing systematic professional development for the District's educators. The Board of Education supports a Professional Development Committee (PDC) which assists with the planning and implementation of professional development. Further guidelines for professional development may be found on the [District Website](#)

Compensation & Benefits

Contracts and Compensation Plan

The Board recognizes attractive compensation plans include an adequate base salary, professional development incentives and employee benefits and all are necessary to recruit and retain highly-qualified staff. The Board has the final authority over the salary schedule and benefits for all employees.

Contracts, made by order of the Board, are in writing and shall be dated. All consideration and performance shall be provided after a contract is offered. In accordance with the law, individual contracts will be issued to all certified teachers and administrators.

Salaries, Wages, and Stipends

Employees are paid in accordance with the Board adopted guidelines and pay structures established for each position. All District positions are classified as exempt or nonexempt according to federal laws.

Professional employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation.

Contracted 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. Salary and wage inquiries should be directed to the Payroll Office. **Policy** [GCBA](#)

Paychecks

All employees are paid on a monthly basis. Payday is always on the 20th of each month unless it falls on a weekend or holiday. In the event a payday falls on a holiday or weekend, pay checks are issued on the last working day preceding. Paper paychecks and pay stubs are not issued. Payroll information may be viewed via the HR Portal. Deadlines to submit all paperwork to payroll each month is the 5th of each month unless otherwise notified by the Payroll Office.

Underpayment/Overpayment Status

It is the District's practice that all employees receive just compensation for work performed. If the District finds an employee has been paid in error, the District will make adjustments to ensure the employee is paid correctly. Also, if the District finds an employee has been overpaid, arrangements will be made with the employee to ensure repayment. The employee should notify the Payroll Office in a timely manner if an error is identified.

Nonexempt Employee Supplementary Pay Plans

Nonexempt employees include all District employees not specifically identified as exempt under federal law. This generally includes non-certificated staff; however, in some circumstances, non-certificated 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 scheduled starting time to scheduled end time — and all hours an employee is permitted to work. Meal periods of 30 minutes or longer and break periods of 20 minutes or longer do not count as hours worked as long as the employee is relieved of all duties and is free to leave his or her duty post. Breaks for nursing mothers to express breast milk are also not considered as hours worked. **Policy** [GBA](#)

Time Recording & 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.

All hours are reported in fractions to the closest quarter-hour. Time should be recorded in decimal fractions of hours – not in hours or minutes. As an example, if the employee clocks in at 8:05 a.m., the count time begins at 8 a.m. If the employee clocks in at 8:08 a.m., the count time begins at 8:15 a.m.

1. Personnel with two jobs have a calculated blended rate for hours over 40 hours. Employees with two or more regular jobs must utilize the electronic time system for each job. These will be used only to calculate any hours over 40 worked each week and paid at a half time calculated blended rate.

2. 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 are subject to discipline, including termination.

A nonexempt employee will be paid one and one-half times his or her regular rate of pay for each hour of overtime. **Policy** [GBA](#)

Time records will only be used for record keeping purposes required by law pursuant to Section 778.415. Wages are paid on an annualized basis unless the employee is strictly an hourly employee.

Trips, gate keepers, score keepers, etc. 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)*.

Supervisors should review and approve time records. This is pursuant to section 778.415 **Policy** [GBA](#)

Payroll Deductions

There are mandatory payroll deductions for the following:

- Missouri Public School Retirement System (PSRS) for certified employees hired to work 17 or more hours per week
- Public Education Employee Retirement System (PEERS) for classified staff hired to work 20 or more hours per week
- Social Security and Medicare
- Federal and state taxes unless filing “exempt”

Other payroll deductions employees may elect include deductions for the employee’s share of premiums for health, dental, vision, short term disability, life insurance, flexible fringe benefit programs, supplemental plans and tax deferred savings plans. Employees may also request payroll deduction for payment of membership dues to professional organizations. For other payroll deductions possibilities, contact the Payroll Office. Salary deductions are automatically made for unauthorized or unpaid leave. Employees can view their deductions on the HR Portal. See other sections for more detailed descriptions.

Policy [DLB](#), [GDBC](#), [GCBC](#)

Direct Deposit

All employees are required to have direct deposit. You may not elect to discontinue direct deposit. Direct deposit task is included in Talent Ed, contact the payroll office for access to the Talent Ed deposit task. **DO NOT CLOSE ACCOUNTS BEFORE INFORMING THE PAYROLL OFFICE.** Please make sure the information you provide is accurate. Providing incorrect information may delay your payment.

Summary of Benefits

Benefit information may be found on the district website by accessing [Employee Insurance Information](#). Benefits are available to Full Time-Employees (those working at least an average of 30 hours per week over a 12 month look-back period):

Health Insurance

The Board of Education offers health insurance for all full-time employees.. Please refer to the plan summaries available on the District website [hyperlink](#) for specific information regarding coverage details and costs. Employees may purchase coverage for dependents.

Life Insurance

The Board of Education provides, at no cost to the employee, a group life benefit through UnumLife Insurance Co. of \$10,000. Please refer to the plan summary for specific information regarding coverage details. Eligible employees have the option to purchase a supplementary plan.

Dental Insurance

The District offers voluntary group dental insurance on an employee-paid basis.

Vision Insurance

The District offers voluntary group vision insurance on an employee-paid basis.

Section 125 Flexible Benefits Plan

The District offers a Section 125 plan for employees to pay certain expenses with pretax dollars. Options under the plan include medical costs not covered by insurance and dependent care costs. We use a third party to administer the plan and they will provide information to employees.

403b/457b Voluntary Retirement Savings Plans

The District offers the opportunity for employees to defer a portion of their salary pretax into a 403b or 457b retirement savings plan of the employee's choice. Certain guidelines and restrictions must be met and are covered in the respective plan documents. A third party administers the plan and they will provide information to employees. Salary reduction agreements may be started, changed or stopped with any payroll.

Open Enrollment

Open enrollment is the only time each year the employee is provided an opportunity to make any changes to benefits or to participants on the plan unless there is a qualifying event. The plan year begins on July 1 each year. Employees will be notified each year regarding open enrollment dates/times.

The employee is responsible for contacting the representative to purchase supplementary or voluntary plans.

Retirement

All staff members who qualify shall be participants in the PSRS or PEERS of the State of Missouri. PEERS membership is required, regardless of position, for non-certificated employees employed to work at least 20 hours per week on a regular basis by an employer within the Retirement System in a position that normally requires the employee to work at least 600 hours during the school term. PSRS membership is required, regardless of position, for certificated employees employed to work by an employer within the Retirement System in a position that normally requires the employee to work the full school day, or at least the same number of hours per week as required for such a position, and also normally requires the employee to work at least 600 hours during the school term. Certificated employees/teachers employed less than full-time for at least 17 hours per week on a regular basis in a position that requires the employee to work at least 600 hours during the school term may elect membership in the Public Education Employee Retirement System (PEERS) within the first 90 days of their initial part-time employment. Some certified employees (those in positions that DESE does not require a certificate for), may be required to hold PSRS membership at 2/3 rate and have Social Security withheld at the full rate.

Termination of Employment

Retirement

Employees who plan to retire under PSRS/PEERS should notify their supervisor as soon as possible. Inquiries should be addressed to Teacher Retirement System of Missouri, P.O. Box 268, Jefferson City, MO 65102 or call (800) 392-6848 or (573) 634-5290. <http://www.psr-peers.org/>

Professional 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 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. Earlier resignations must be approved by the Board. Letters of resignation must be submitted to the Human Resources Office.

The Board considers 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. **Policy** [GCPB](#)

Sick Leave Buy-Back

At the conclusion of each school year, any employee who has accumulated 90 leave days shall receive one-third of the current substitute pay rate for all additional sick leave days that were acquired during the current contract year and were not used. When an employee leaves the district for reasons other than termination, he or she will be paid one-third of the current substitute pay rate for all accumulated leave days. **Policy** [GCBDA](#)

Support Staff Resignations

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 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 support staff resignation need not be approved by the Board. **Policy [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](#)**

Termination of Benefits at Retirement or Resignation

For employees leaving the Monett School District, discontinuation of District-provided health, dental and life insurance benefits are as follows:

1. If employees who are covered by the group health insurance, resign, or are not re-employed by the District after fulfilling their contractual obligation or agreement, shall have their health benefits extended and paid by the District until the end of August. Exceptions to this are employees whose start date is July 1 and retirees whose benefits end on June 30 in conjunction with their retirement date. Employees whose start date is August 1 and benefits start in August, will end on July 31.
2. For non-certified staff or employees who do not fulfill their contractual obligation or agreement or are dismissed/resign prior to fulfilling their commitment/end of school year, benefits will discontinue at the end of the month that the resignation or termination become effective.
3. An employee who retires from the District has one year to elect health, dental or vision insurance coverage. All elections, changes, or terminations must be processed at open enrollment or with a qualifying event

Upon resignation or termination, employees are eligible for continuation of health and dental insurance under the provisions of COBRA. Examine the section on COBRA for a more complete explanation of COBRA.

Reports Concerning Court-Ordered Withholdings

The District is required to report the termination of employees who 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, the employee's last known address, name and address of the employee's new employer, if known.

General Notification of COBRA Rights & Responsibilities

This notice is intended to summarize your rights and obligations under the group health continuation coverage provision of COBRA. Should you qualify for COBRA coverage in the future, the COBRA Administrator will send you the appropriate notification.

Federal law requires Monett School District to offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end.

To Qualify for Cobra Coverage

Employees — As an employee of Monett School District covered by medical and/or dental insurance, you have the right to elect this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part).

Retirees — As a retiree, spouse of a retiree, or dependent child of a retiree of Monett School District covered by a group medical/dental plan, you have the right to elect this continuation coverage if you lose your group health coverage because Monett School District declares Chapter 11 bankruptcy and you lose your group health care coverage within one year before or after the bankruptcy proceedings.

Spouses — As the spouse of an employee covered by a group medical/dental plan, you have the right to choose continuation coverage for yourself if you lose group health coverage for any of the following reasons:

- The death of your spouse who was an employee of Monett School District
- A termination of your spouse's employment (for reasons other than gross misconduct)
- A reduction in your spouse's hours of employment
- Divorce or legal separation from your spouse
- Your spouse becomes entitled to Medicare

Dependent Children — In the case of a dependent child of an employee covered by the district health plan, he or she has the right to continuation coverage if group health coverage is lost for any of the following reasons:

- The death of a parent who was an employee of Monett School District
- The termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with Monett School District
- Parents' divorce or legal separation
- A parent who was an employee of Monett School District becomes entitled to Medicare
- The dependent ceases to be a "dependent child" under the district health plan.

Keep Your Plan Informed of Address Changes - In order to protect your and your family's rights, you should keep the Plan Administrator informed of any changes in your address and the addresses of family

members. You should also keep a copy for your records, of any notices you send to the Plan Administrator.

Staff Protection

Insurance coverage for the Monett School District staff will be as follows:

Liability Insurance — All employees are provided liability insurance that covers, subject to the provisions thereof, claims arising from acts performed within the scope of their employment.

Workers' Compensation Insurance — All school employees are covered by workers' 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 the claim and notify the Human Resources Office. Following treatment, proper forms must be completed and submitted to Human Resources. See section on worker's compensation for further information. **Policy [GBEA](#)**

Unemployment Compensation Insurance — All eligible school employees are covered by unemployment compensation, and are subject to the provisions thereof. Based on an analysis of District data, the Board will annually determine if the District shall pay on the basis of reimbursement, or purchase unemployment compensation insurance.

Workers' Compensation

The Monett School District provides Worker's Compensation statutory coverage for all employees of the District for injuries occurring out of and in the course of the employee's employment with the District.

In order to process a claim, the employee must comply with the following:

1. Any work related injury must be reported to the supervisor and building nurse within 24 hours or as soon as possible thereafter. If the building nurse and/or supervisor is not available, contact the Human Resource Office.
2. If it is an emergency, report to Cox Urgent Care or Emergency Room.

An Employee Accident/Injury Report form must be completed and signed at the time the incident is reported. Any work related injury must be treated by: **Cox Health Systems Occupational Medicine, Cox Monett Urgent Care or Emergency Room**

Referrals can be made by any School Nurse or Human Resources employee. In case of a true emergency, the referral requirement is waived. The employee is referred to Cox Monett Urgent Care. If an injury occurs after hours, and it is a true emergency, the employee can be treated at Cox Urgent Care (102 E Cleveland, Monett, MO) or the Cox Hospital Emergency Room (801 North Lincoln Monett, MO). Limit all visits to the Urgent Care and Emergency Room to injuries that cannot possibly wait until regular business hours.

Failure to follow these requirements may invalidate any present or future compensation claims that arise as a result of an injury. Eligibility for medical expense and/or disability income reimbursement has relatively strict guidelines and it is important not to jeopardize the claim.

Policy coverage provisions include a stipulated death benefit, blanket medical expense coverage, and weekly disability income reimbursement should the employee, upon doctor's orders, be determined unable to work. There are also statutory provisions for lump sum payment for injuries that result in permanent or partial disabilities that might occur.

The District will provide Modified Duty when possible if prescribed by the physician. Modified Duty allows the employee to receive full wages while recovering rather than reduced Workers' Compensation disability reimbursements.

Workmen's Compensation forms are located in each building nurse's office.

Safety

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

Every attempt will be made to meet safety and health standards established by state and federal laws and regulations.

Safe practices are a scheduled part of instruction in the District's facilities. Proper supervision of students and other citizens using the school facilities is required. Hazardous conditions indicated by inspectors should be reported to the Board. Each building administrator develops and implements a safety program, reports hazardous conditions to the superintendent and holds employees and students responsible for all safety rules and procedures.

The District fully utilizes 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. The superintendent has designated a school safety coordinator who has a thorough knowledge of such programs.

Policy [EB](#), [GBE](#)

The safety of employees is of utmost importance. The safety guidelines listed below are established to provide basic guidance and direction.

General Safe Work Practices

The objective of a safety program is to prevent injuries and to allow staff to do their jobs efficiently and safely. It takes an effort on everyone's part to support a safe working environment.

Practices to Follow

1. If you are unsure about the safe way to complete a task, ask for training to be conducted.
2. Anyone under the influence of drugs or alcohol, which impairs the employee's ability to safely perform assigned duties, should not be allowed on the job while in that condition. If you are taking medications prescribed by a physician or taking over-the-counter medication, be sure to tell your supervisor before you begin work. Some medications may impair your ability to work or operate equipment safely and a modified duty job will need to be found, if possible.
3. Machine guards and other protective devices must be in their proper place before machinery and equipment is used and employees must report any deficiencies or hazards to the supervisor when they are found.
4. If injured on the job, report the injury immediately. Report any injury, even if medical attention is not necessary. If treatment is required, it will be provided.
5. When lifting, use the power of your legs and not your back and wear proper footwear and attire.
6. Keep your workspace clean and free of hazards.
7. Wear personal protective equipment as necessary and follow the instructions provided on the chemical label when handling chemicals or hazardous substances. Wash your hands and skin after handling chemicals and hazardous materials.
8. Any damage to scaffolds, false work, or supporting structures shall be immediately reported to your supervisor and repaired before use.
9. All tools should be in appropriate working condition and any imperfections reported to your supervisor. Tools should also be used only for their safe and intended purposes.
10. Watch out for moving vehicles and equipment. It is your responsibility to look out for this equipment in addition to the operator.

Attendance, Leaves & 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 absence and military absences for employees in order to attract and retain faculty and staff who will continue to grow professionally and maintain their health. **Policy [GCBDA](#), [GDBDA](#)**

Personal Days– Professional Staff

A maximum of three days of personal leave will be available per school year. Personal leave will not be deducted from excused leave days. Unused personal leave days accumulate as sick leave. The first two days are paid leave and the third day used is unpaid. After the fifth year of employment, the third day of personal leave will be paid from sick leave, if available. **Policy [GCBDA](#)**

Vacation Days-Professional Staff

All professional staff employed on a 12-month basis will receive 3 weeks of vacation per year. An employee must submit a written request for vacation to the superintendent or designee and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

Sick Leave-Professional Staff

Professional staff employees whose assignments call for 12 months of full-time employment will receive 10 days of sick leave. Professional staff employees whose assignments call for full-time employment only during the regular school term will receive 10 days of sick leave. Unused sick leave will be cumulative to 90 sick leave days. An absence of over one through four hours shall be counted as a half-day of sick leave.

Sick Leave – Support Staff

Any support staff employees whose assignments call for 12 months of full-time employment will receive 10 days of sick leave. Support staff employees whose assignments call for full-time employment only during the regular school term will receive 10 days of sick leave. Unused sick leave will be cumulative to 90 sick leave days. An absence of over one through four hours shall be counted as a half-day of sick leave. **Policy [GDBDA](#), [GBA](#)**

Vacation Days-Support Staff

Following their first year of employment with the district, all support staff employed on a 12-month basis will receive 2 weeks of vacation per year up to and including their tenth full year of service with the district. Beginning with their eleventh year of service, all support staff employed on a 12-month basis will receive 3 weeks of vacation per year. 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. **Policy [GDBDA](#)**

Professional Staff – Long-Term Leaves Of Absence

The Board of Education recognizes that the personal welfare and the professional growth of its employees may require occasional extended absences; therefore, the Board may grant the following long-term leaves of absence under specified conditions: Sabbatical Leave of Absence, Military Leave of Absence, and a One-Year General Leave of Absence. Please see District policy for further explanation. **Policy [GCBDB](#)**

Bereavement Leave

When a death occurs in an employee's immediate family, the employee may take up to five days off with pay to attend the funeral or make funeral arrangements. The district may require verification of the need for the leave. The board recognizes the need for leave due to the death of an employee's immediate family. "Immediate family" is defined as an employee's spouse, or the employee's parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member

residing with the employee. Bereavement leave is deducted as sick leave. One day of sick leave may be used to attend the funeral of any person who is not a member of the employee's immediate family. **Policy** [GCBDA](#), [GDBDA](#)

Paid Holidays

Labor Day, Thanksgiving, Christmas, New Year's Day, and July 4th (when holidays fall on working days) or as directed by the superintendent

The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.

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 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, if practical. For a more detailed description, refer to the following policies: **Policy** [GBBDA](#)

Staff Absences and Tardiness

Consistent contact with students and coworkers is necessary for an optimal learning environment and an effective working environment. Therefore, attendance is an essential duty of any employee. While some absences are unavoidable, when an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and District operations are negatively impacted. Employees may be disciplined and/or terminated for excessive absences or tardiness, which includes situations where employees come to work late, leave early or abandon their duties without permission. Unless authorized by the Board or the superintendent or otherwise authorized by law, an employee's absence or tardiness will be considered excessive or unreasonable in any of the following circumstances:

1. The absence is for a reason not granted as paid or protected leave under Board policy or law.
2. The absence results in the employee exceeding the amount of leave granted by the Board.
3. The employee has not otherwise exhausted applicable leave days, but the absence exceeds 15 days per school year or is otherwise disruptive to District operations, as determined by the District.
4. The employee fails to appropriately notify the District of an absence as soon as possible after the employee knows he or she will be absent (commonly called No-Call, No-Show).
5. The employee does not provide the District complete and accurate information about the absence, does not respond to requests for information, or does not provide documentation related to the absence as requested or required.

6. The employee does not first obtain permission to be absent from the appropriate supervisor when required to do so.
7. The absence is for any reason other than the one provided to the supervisor.

Even if the absence or tardiness is authorized by the Board or the superintendent, if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked. Violation of this policy constitutes misconduct and may result in the loss of unemployment benefits if a claim is filed. Employees will not be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA), the Uniformed Services Employment and employment Rights Act (USERRA) or other applicable law.

Failure to Contact the District

If an employee without an employment contract is absent from work, does not contact his or her supervisor, and does not respond to attempts by the District to contact the employee and the employee's emergency contact, the District will assume the employee has resigned his or her employment with the District and will consider the position vacant.

If an employee with an employment contract is absent from work, does not contact his or her supervisor, and does not respond to attempts by the District to contact the employee and the employee's emergency contact, the District will send a letter and any other appropriate communication to the employee stating that if the employee does not contact the District, the District will assume that the employee has voluntarily resigned from his or her position with the District. If the employee still does not contact the District, the District will assume that the employee has resigned and will consider the position vacant.

The District may share with potential employers seeking information about a former employee the fact that the employee failed to contact the District or officially resign. **Policy [GBCBC](#)**

Staff Complaints & 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 his/her designee to create a procedure detailing how employees may bring complaints and receive responses to their complaints. If a complaint has been made to the employee's immediate supervisor, building-level supervisor, and the superintendent or his/her 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 for an appeal within five 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 taken against an employee because of a filed complaint.

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 law establishes 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 lead to a loss of pay, will be excluded. **Policy [GBM](#)**

Prohibition against Illegal Discrimination & Harassment-Notice of Nondiscrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Monett School District (“District”) are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the District’s compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District’s efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The District’s Compliance Coordinator will provide information regarding those procedures upon request. Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone (816) 268-0550.

Compliance Officer: Director of Special Services, 800 E. Scott St., Monett, MO 65708 Phone: (417) 235-4246 Fax: (417) 235-5470 **Policy [AC](#)**

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

Assistant Superintendent, 900 East Scott, Monett, MO 65708 Phone: 417-235-7422/Fax: 573-235-1415

SEXUAL HARASSMENT

It is the policy of the Monett Public Schools to provide a positive learning and working atmosphere for students, employees and visitors free from sexual harassment. Any administrator, teacher or other employee, or any student who engages in or condones sexual harassment is in violation of this policy. Any employee or student who believes he or she has been subjected to sexual harassment has the right to file a complaint with the Superintendent of Schools who shall initiate an investigation of the complaint.

Policy AC

Commitment to Compliance under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Monett School District (“District”) does not discriminate on the basis of disability against qualified individuals with a disability with respect to the District’s services, programs, or activities.

Employment: The District does not discriminate on the basis of disability in its hiring or employment practices. The District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

Effective Communication: The District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

Modifications to Policies and Procedures: The District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the District’s Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the

ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

Compliance Coordinator

Director of Special Services

800 Scott Street, Monett, MO 65721 Phone: (417) 235-4246 Fax: (417) 235-5470

Individuals with Disabilities Education Act

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly-mobile children, such as migrant and homeless children, children who are wards of the state and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Monett School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Monett School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Monett School District assures that personally-identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Monett School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the District Office located at 302 N. 4th Avenue between the hours of 8 a.m. - 4 p.m.

Any inquiries concerning the District's compliance may be directed to:

Director of Special Services

800 East Scott Street , Monett, MO 65721

Phone: (417) 235-4246 Fax: (417) 235-5470

Or contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114.

This notice will be provided in native languages as appropriate.

Bullying

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: Physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The District has jurisdiction over cyberbullying that uses the District's technology resources or that originates on District property, at a District activity or on District transportation. Even when cyberbullying does not involve District property, activities or technology resources, the District may impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the District is otherwise allowed by law to address the behavior.

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or his/her designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident. Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or his/her designee. If the bullying incident involves students from more than one District building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident. **Policy [JFCF](#)**

Discipline of Support Staff

When 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, Certificated Employees who are not Eligible for Tenure & Probationary Teachers for Conduct Other Than Incompetence

When a recommendation has been made at any level to suspend or terminate a tenured teacher, certificated employee who 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.

Student Discipline

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law. See **Policy [JG-R1](#)** for list of codes.

It is the goal of the Monett School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime. **Policy [JGE](#)**

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 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, regulations, administrative procedures, 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 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.
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 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 or stop working before the scheduled time 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 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](#)

Tobacco Use

The Monett School District is smoke-free in/on all 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, shall directly and immediately make a report to the Children's Division (CD), including any report of excessive absences that may indicate educational neglect. No internal investigation shall be initiated until such a report has been made, and even then the investigation may be limited if the report involves sexual misconduct by a school employee. Employees who make such reports to the CD must notify the school principal or designee that a report has been made. The principal or designee will notify the superintendent or designee and the District liaison(s) about the report. The reporting requirements are individual, and no supervisor or administrator may impede or inhibit any reporting under this section. No employee making a report in accordance with law shall be subject to any sanction, including any adverse employment action, for making such a report. Further, the superintendent and other District administrators shall ensure that any employee mandated by law to make a report shall have immediate and unrestricted access to the communication technology necessary to make an immediate report. Employees shall also be temporarily relieved of other work duties for such time as is required to make any mandated report. Child Abuse Hotline 800-392-3738. **Policy [JHG](#)**

Confidentiality of Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to District personnel who need the records to effectively serve District students. **Policy [JO](#)**

Confidentiality - As public educators, we are entrusted with private matters and other "Personally Identifiable Information" of students, their parents, and our staff. Monett R-1 has in place, board adopted assurances that state we WILL uphold the right to privacy. Bus drivers, cooks, secretaries, as well as teachers, paras, and administrators all share the responsibility to protect information that is personally identifiable. You will all have the opportunity to SEE, HEAR, and READ information that is protected. Please be discrete and selective of information you share with others, information you allow others to see, or what you might witness while dealing with our students. You do have the right and responsibility to share information with other employees of the district on a "need to know" basis. The Family Educational Rights and Privacy Act (FERPA) of 1974 is the federal mandate that establishes rules that assist schools in maintaining confidentiality of student records. This applies to all records with confidential

information—not just special education. For further reading about FERPA, you will find specific information outlined in the Procedural Safeguards for Children and Parents, district policies manual, and also on the internet. Please contact an administrator or supervisor to help you obtain a copy of these records should you want to learn more.

Association & 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 [DCB](#)**

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 required by law **Policy [GBEBC](#)**

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 directions or be escorted to their destination. Employees who observe an unauthorized individual on the District 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. **Policy [KK](#)**

Staff Use of Communication Devices

The Monett School District encourages District employees to use technology, including communication devices, to improve efficiency and safety. The District expects all employees to use communication devices in a responsible manner that does not interfere with the employee's duties. Employees who violate District policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the District's policy on student-staff relations. **Policy [GBCC](#)**

1. **Communication with Students** – Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of

whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication. The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m unless an emergency situation occurs. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose. Employee personal communication with students, in all forms is to be appropriate and consistent with Board policy. Personal communication will be deemed inappropriate if it is sexual in nature; sexually suggestive; suggests romantic activity with student(s); or is inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal. (**Policy [GBH](#)**)

Wellness

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the District will provide developmentally-appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based. **Policy [ADF](#)**

Nutrition Guidelines: The nutrition guidelines outlined in this section do not apply to food or beverages brought from home by students for consumption solely by the student or food or beverages created or used by students as part of the district's instructional program.

It is the policy of the Monett School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, established district standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from midnight before to 30 minutes after the official school day. [Wellness Guidelines](#)

Computer Use & Data Management

The Monett 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.

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, email 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 email 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.

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.

Please see **Policy EHB** for a complete listing of Monett School District's technology usage policy.

Acceptable Usage Policy Agreement for Staff/Student/Parent/Guardian **Monett School District Technology Resources**

Philosophy

It is the policy of the Monett School District to maintain an environment that enhances the educational opportunities and achievement of District students. The District recognizes the educational and professional value of instructional technology, both as a means of access to enriching information and as a tool to develop skills that students need. Use of the Monett School District Wide Area Network (MSDWAN), the internet, or campus technology is a privilege, increasingly essential to learning that offers new freedoms and demands new responsibilities. Use of instructional technology will be for or in support of education, research, and enrichment of class assignments.

Students and staff will follow good digital citizenship by utilizing instructional technology resources in a positive, appropriate, and legal manner that supports the District's mission and vision. The District expects a consistently high level of personal responsibility of all users granted access to the District's technology resources.

- Due to the ever-changing nature of technology, the District reserves the right to amend the Technology Usage Policy at any time to address the changing nature of the digital environment.

- The Monett School District Technology Department is responsible for maintaining the District's technology resources and establishing requirements and procedures for the issuance of user accounts.
- The use of instructional technology is an integral part of daily instruction. Because students will consistently be exposed to and operate technology, they will be expected to demonstrate good digital citizenship.
- The District will take appropriate disciplinary action against any user who willfully and knowingly violates the *Acceptable Usage Policy*.
- The Monett School District, in compliance with the Children's Internet Protection Act (CIPA), will utilize measures to block and filter internet access to visual depictions and other materials deemed to be obscene, child pornography, illegal or harmful to minors.
- No filtering system is completely effective or efficient. Students should report any inappropriate content to their teachers, and teachers need to report inappropriate behavior or sites to their administration and the Monett School District Technology Department.
- Students are encouraged to be safe, active members of the digital world. When students use electronic communication for instructional purposes or make digital content as part of the educational process, they need to utilize their school-issued account.
- Students are encouraged to utilize instructional technology. Users should expect only limited privacy in the contents of personal files on the Monett School District's system.
- Parents have the ability at any time to investigate or review the contents of their child's files and browsing history. Parents have the right to request the termination of their child's network use at any time.
- All damages incurred by the District due to the misuse of the District's technology resources, including the 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.

Acceptable Use

Acceptable use of the Monett School District Wide Area Network includes, but is not limited to, using the internet or campus technology for:

- Accessing only accounts and files for which students or staff have permission.
- Using appropriate language and being considerate of others when using digital tools and communication.
- Striving to be good digital citizens and following all copyright laws, including refraining from the illegal installation of copyrighted software and copying the work of others without permission.
- Use in a legal manner.
- Providing positive, truthful information and reporting any bullying or discriminatory language to the appropriate authorities.
- Being diligent in protecting the personal information of another person, including name, address, phone number, email address, social security number, account numbers, passwords, and other items used for identification.
- Being meticulous in actions to ensure normal network usage and service are not interrupted by avoiding the following: propagation of electronic viruses, distribution of chain letters or broadcast

messages to multiple lists or individuals, violation of personal privacy, or unauthorized access to protected and private network resources.

- Using the Monett District's network in support of education, research, public service, economic development or government purposes.
- Staying on task and refraining from extensive private or personal use.

Restrictions for Students

- Any faculty or staff member may moderate restrictions on student use including the amount of time spent online.
- There are areas on the internet that contain sites not appropriate for student use. Any student accessing these sites will be subject to student discipline in accordance to Monett School Board **Policy JG** and **JG-R**.
- Students are not to reveal their personal home addresses or phone numbers.
- Students must notify parent(s)/guardian(s) and instructor immediately if any individual is trying to make personal contact for illicit or suspicious activities.
- Giving out personal information about another person is strictly prohibited.
- Students who accidentally access unacceptable material shall immediately notify the appropriate school personnel. This disclosure may serve as a defense against allegations that the user has intentionally violated this policy.

Access

All staff and students will be provided a username and password to gain access to computer applications, email, and the internet. The system will prompt each user to change his/her device login credentials occasionally to provide security to each account. Staff and student Google accounts will not prompt for a password change, and students should not change their password unless directed to do so by an administrator. It is important that users keep usernames and passwords confidential and should never share their passwords with anyone. You will also never be asked to share your password with the tech department.

Equipment Use

Members of the technology staff will maintain all District equipment, and users are expected to exercise care in the use of this equipment. Misuse of equipment will result in a staff member's or student's denial of access to equipment.

Security

In addition to regularly changing passwords and keeping usernames and passwords confidential, additional security measures should be taken. Once logged in, a user should not leave the computer unattended without locking the computer.

Software Licensing

It is illegal to install software without licenses; therefore, all software installed on District computers must have appropriate licenses. To standardize software across the District, all software purchases must go through the Monett School District Technology Department. When purchasing new software, a record of

all software licenses will be kept in the Monett School District Technology Department and should also be kept at the building level.

General Procedures

Bad Weather Closing

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent makes 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 are notified by school officials. An attempt will be made to contact all staff and parents through an automated phone calling system. District patrons may sign up for email alerts on the District website.

www.monettschools.org

Emergencies

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills are conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all District buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

Personnel 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 is considered confidential information and a closed record, to the extent allowed by the law, and is only 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 are kept separate from other personnel files.

Upon request 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](#)

Change of Personal Information

It is important that personal information such as address and phone number are kept current. Information may be updated via the [SISFIN PORTAL](#). Name changes, however, must go through the Human Resources Department. The name on the Social Security Card must match the name in the District's records.

Employee Use of Facilities

Employees may use school equipment after school hours at their own risk. Employees may bring family members to use equipment after school hours at their own risk. However, the employee must be present and supervising them the entire time the family members use the equipment. At no time should any non-employee be given access to the school building without an employee present. This includes family members of all ages. **DO NOT GIVE KEYS TO CHILDREN OR ANYONE ELSE AND SEND THEM TO SCHOOL TO WORK OUT OR GIVE**

LESSONS. Non-employees should be asked why they are in the building and who is supervising them, no matter the age. If they do not have an employee supervising them, they should leave the building.

Exceptions to the rule above would be a group who follows school policy to rent a facility. The District has an agreement with the city police to enter and use the facilities overnight.

Business Office Procedures

Purchasing Procedures

The Board recognizes the importance of a sound fiscal management program and expects the District to maintain an efficient and consistent procedure for purchasing materials and services for the School District. No contract will be made and no bill will be paid without the proper documentation and without an affirmative vote from a majority of the whole Board.

All purchases, charges, or commitments to purchase goods or services **must be made with a District purchase order for proper authorization.** Please see the following guidelines for procedures to be followed in making purchases and initiating purchase orders for approval. If you have any questions, please contact Accounts Payable. **Policy [DJF](#)**

It is necessary to enter a purchase order for everything purchased, including P-Card purchases – prior to making the actual purchase. The vendor must be set up in our system and have a W-9 on file with the Business Office.

Meals: You must list the purpose or reason for the purchase, the date and all individuals involved. The only exception to listing all names would be in the case of the entire staff (staff meeting) or the entire athletic team, etc.

Please be sure to fill in all pertinent information. We must have **original receipts/invoices.** If tickets are lost, you must contact the company to get a copy of the receipt or invoice.

For any unauthorized purchases or p-card charges, the District may withhold from the employee's paycheck an amount equal to the charge.

Vendor Payments and Reimbursements

Payments and reimbursements will only be paid once a month. All paperwork (purchase orders, invoices and reimbursement requests) have to be in the business office by Monday of the week prior to the Board meeting in order for the vendor or reimbursement to be paid.

Travel Expense Reimbursement

The District shall reimburse employees and officials for travel and related expenses 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 on the District website and should be completed, signed and returned immediately upon return. The form must be completed fully explaining the purpose of the travel including the destination and travel dates. Mileage should be calculated from the District site in which the employee works to their destination. Mileage should not be calculated from the employee's home or any other destination with the exception of homebound instruction services being provided on the weekends or holidays. 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 the building administrator. Mileage will be paid in accordance with the mileage chart found on the district [website](#). If travel destination is not listed, mileage will be based on the most direct and safest route using a recognized mapping service.

Meal Reimbursement

Reimbursement is allowed for meal expenses at workshops, conferences and/or meetings, not to exceed \$15 for breakfast, \$15 for lunch and \$25 for dinner (excluding any alcoholic beverages). ****Meal allowances do not accumulate, allowances are per meal only. Tips should not exceed 20% of the meal. *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 the District office due to the location of the event.

Meals are reimbursable 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 an employee submits a detailed receipt, time and place, and the business purpose for each meal as well as the business relationship for outsiders present.

Cash in School Buildings

All monies 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 or a common access areas of an office. When a teacher or other school employee collects money from pupils for any purpose, that employee shall be responsible for that money until the employee turns it over to a person responsible for receiving and depositing money. There should not be any "petty cash" in the buildings. Startup funds are issued to the athletic/activity department for sporting events and school sponsored events. All funds collected by District personnel should be deposited in the District's bank account. Money should **NOT** be held back from deposits for expenditures of the event. All expenditures of the event should run through the District's purchasing procedures.

General Rules for Purchasing Card Usage

District staff authorized by the superintendent or his/her designee may make purchases with the District's purchasing cards.

All purchases made with a District card must follow all appropriate purchasing procedures and must conform to the Board adopted budget.

Loss or theft of the card must be reported to the Central Office immediately.

Changes to Policies & Procedures

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 alterations of at-will employment relationships 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 Human Resource Office, if I have questions or concerns or need further explanation.

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

