

# Warren County R-III School District



**Staff Handbook**

**Updated: July 2019**

|  |           |
|--|-----------|
| <b>District Information-</b>   | <b>5</b>  |
| <b>Mission Statement Policy AD</b>                                     | <b>5</b>  |
| <b>General Board of Education Policies</b>                             | <b>5</b>  |
| <b>Accountability, Goals and Meetings. Policy AF, BA, BDA</b>          | <b>5</b>  |
| <b>Employment Opportunity Policy</b>                                   | <b>6</b>  |
| Job Vacancy Announcements  | 6         |
| Employment after Retirement  | 6         |
| Professional Staff Hiring Policy GCD-1                                 | 7         |
| Probation and Tenure Policy GCG  | 7         |
| Reassignments/Reduction in Workforce Policies GCI, GCPA, GDI           | 7         |
| Performance Evaluation Policies GCN, GCN-AP(1), GDN                    | 8         |
| Staff Development  | 8         |
| <b>Compensation and Benefits</b>                                       | <b>8</b>  |
| Salaries, Wages, and Stipends Policies GCBA, GDBA                      | 9         |
| Underpayment/Overpayment Status  | 9         |
| Overtime Compensation  | 10        |
| Payroll Deductions Policy DLB  | 10        |
| Travel Expense Reimbursement Policy DLC                                | 10        |
| Health, Life Insurance, and Long-Term Disability Policies GCBBA, GDBBA | 11        |
| Supplemental Insurance Benefits Policies GCBC, GDBC                    | 11        |
| Workers' Compensation Insurance Policy GBEA                            | 11        |
| Unemployment Compensation Insurance                                    | 12        |
| Retirement Policies GCPC, GDPC   | 12        |
| Vacations/Holidays Policies GCBDA, GDBDA                               | 12        |
| <b>Attendance/Leaves and Absences</b>                                  | <b>12</b> |
| Sick Leave Policies GCBDA, GDBDA                                       | 13        |
| Family and Medical Leave Policies GBBDA, GCBDA, GDBDA                  | 13        |
| Temporary Absences Policies GCBDA, GDBDA                               | 14        |
| Long Term Leaves Of Absence Policy GCBDB                               | 14        |
| Military Leaves Of Absence Policies GCBDB, GCBDA, GDBDA                | 14        |
| <b>Complaints and Grievances Policy GBM</b>                            | <b>15</b> |
| Grievance  | 15        |
| Grievance Process  | 15        |
| <b>Employee Conduct and Welfare</b>                                    | <b>17</b> |
| Staff Conduct Policy GBCB  | 17        |
| Ethics   | 19        |

|  |           |
|--|-----------|
| Staff Student Relations Policy GBH                       | 20        |
| Harassment Policies AC, GBH                              | 20        |
| Sexual Harassment/Employee-to-Employee                   | 21        |
| Sexual Harassment/Employee-to-Student                    | 21        |
| Reporting Suspected Child Abuse Policy JHG               | 22        |
| Professional Dress Code                                  | 22        |
| Associations and Political Activities                    | 22        |
| Tobacco Use Policy AH                                    | 23        |
| Alcohol and Drug Testing Policy GBEB A                   | 23        |
| Drug-Abuse Prevention/Drug-free Workplace Policy GBEB A  | 24        |
| <b>Staff Health and Safety Policy GBE</b>                | <b>24</b> |
| Pre-Employment Background Checks                         | 25        |
| Visitors in the Workplace                                | 25        |
| Computer Use and Data Management Policy EHB              | 25        |
| Student Records Policy JO-1                              | 26        |
| Disciplining Students with Disabilities Policy JGE       | 26        |
| Student Discipline Policy JG                             | 26        |
| Links to full Policy:                                    | 26        |
| <b>General Procedures</b>                                | <b>27</b> |
| Bad Weather Closing                                      | 27        |
| <b>Emergencies</b>                                       | <b>27</b> |
| Inventory  | 27        |
| Notification of Parents Regarding Qualifications         | 27        |
| Purchasing Procedures Policy DJF-1                       | 28        |
| Personnel Records Policy GBL                             | 28        |
| <b>Ending Employment</b>                                 | <b>29</b> |
| Dismissal and Suspension Policies GCPD, GCPE, GDPD, GDPE | 29        |
| Reports Concerning Court-Ordered Withholding             | 29        |
| Exit Procedures  | 30        |

**[Employee Handbook and Drug Free Workplace Receipt 2019-20](#)**

## **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 District policies and procedures are included; however, those that are have been summarized. Suggestions for additions and improvements to this handbook are welcomed and may be sent to the Assistant Superintendent of Personnel Services.

This handbook is neither a contract nor a substitute for the official District Policy Manual. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to and a brief explanation of District policies and procedures. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. A master copy of the District's School Board Policy Manual will be on file in the Superintendent's office. The policies may be viewed on-line at the following Web address: <http://www.warrencor3.org/>

**[Online Board Policy Manual](http://www.warrencor3.org/)**

## **District Information-**

**Board Policy may be updated throughout the school year. The update policy will supersede anything found in this Employee Handbook.**

### **Mission Statement Policy AD**

The mission of the Warren County R-III School District is to equip and empower each child to fully reach his or her potential as a lifelong learner, a responsible adult and a contributing member of a diverse society.

The district has a Board-approved Comprehensive School Improvement Plan (CSIP) guided by the mission statement and based on the district's fundamental beliefs about teaching and learning. This plan serves as the district's foundation for allocating resources, developing policies and procedures, and selecting and implementing instructional programs designed to raise student achievement.

The CSIP was developed through the combined efforts of Board members, staff, administrators, students, parents/guardians and community members and is ongoing. Goals, outcomes or objectives are provided in sufficient detail to direct the improvement efforts of the district for at least a five-year period. The CSIP is evaluated and updated as necessary.

A copy of the district's CSIP is available in the superintendent's office.

### **General Board of Education Policies**

#### **Accountability, Goals and Meetings. Policy AF, BA, BDA**

Links to full Policy:

[Accountability/ Commitment to Accomplishments AF](#)

[Board Operations and goals BA](#)

[Board Meetings BDA](#)

Missouri law grants the Board of Education the power to govern and oversee the management of the District's schools. The Board is the policy-making body within the District and has overall responsibility for curriculum, school taxes, annual budget, employment of the Superintendent and other professional staff, facilities, and expansions. The Board has complete and final control over school matters within limits established by state and federal law and regulations.

The Board of Education is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Board members are elected at large and serve without compensation, must be registered voters, and must reside in the District.

The Board of Education usually meets the second Thursday of each month at 7:00 p.m. in the Central Office Meeting Room. All meetings are open to the public. In certain circumstances, Missouri law permits the Board to go into a closed session. Closed session may occur for such things as discussing prospective gifts or donations, real property acquisition, personnel issues

including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

## **Employment Opportunity Policy**

Links to full Policy:

[Equal Employment Opportunity AC](#)

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

Employees with questions or concerns about discrimination should contact the Assistant Superintendent of Personnel Services.

### **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. The Human Resources Department and Principals locate suitable candidates to recommend to the Board for employment.

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

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system.

To the extent possible, announcements of job vacancies will be published to the District's website.

### **Employment after Retirement**

Individuals receiving retirement benefits from the Missouri Public School Retirement System (PSRS) or Missouri Public Educational Employees' Retirement System (PEERS) may be employed in certain positions or on a part-time basis. After retirement, employees may serve on a temporary-substitute or part-time basis in any capacity for a School district for up to 550 hours in a school year (July 1 through June 30) and continue to receive your retirement benefits. However, before beginning such service, returning retirees must allow six months to lapse from their retirement effective date. Employment in these classifications may earn up to 50% 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. Temporary-substitute employment is defined as employment in a position held either by a regularly employed person who is temporarily absent or in a position, which is temporarily vacant. Part-time employment is defined as employment, which is less than full-time.

### **Professional Staff Hiring Policy GCD-1**

Links to full Policy:

## **[Professional Staff Hiring GCD-1](#)**

Nominations for appointment as an employee of The Warren County R-III School District shall be made by the superintendent.

The employment of any certified staff member is not official until approved by the Board and a contract is signed by the President of the Board attested by the secretary of the Board and signed by the candidate.

## **Probation and Tenure Policy GCG**

Links to full Policy:

### **[Probation and Tenure GCG](#)**

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

## **Reassignments/Reduction in Workforce Policies GCI, GCPA, GDI**

Links to full Policy:

### **[Professional Staff Assignments and Transfers GCI](#)**

### **[Reduction of Professional Staff Work Force GCPA](#)**

### **[Support Staff Assignments and Transfers GDI](#)**

All personnel are subject to assignment and reassignment. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. When reassignments are due to enrollment shifts or program changes, the Superintendent has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time.

The transfer of staff members from one building to another can provide opportunities for professional growth, increased effectiveness of personnel, the challenge of a new position and stimulation through changed surroundings. For these reasons, staff members should feel free to request transfers within the School District.

From time to time, staff members may need to be reassigned to another position in the District in order to meet the needs of the School District. The most common needs occur when enrollment patterns change either by school attendance areas or by course 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 school district. If it becomes necessary to reduce the number of certificated, professional staff members in the district through unrequested leaves of absence, the following philosophy will govern the reduction:

*Because the school district exists for the students, and the main obligation of the Board of Education is to provide an education for the district's students, and not to provide employment, the Board will, through procedures carried out by the administration, determine which*

*employees can best serve the needs of the students.*

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.

### **Performance Evaluation Policies GCN, GCN-AP(1), GDN**

Links to full Policy:

[Evaluation of Professional Staff GCN](#)

[Evaluation of Professional Staff \(Teachers\) AP\(1\)](#)

[Evaluation of Support Staff GDN](#)

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

To assure high quality professional staff performance and to advance the instructional programs of The Warren County R- III School District Board will require a program of comprehensive, performance-based evaluations for each professional staff member it employs. The evaluation shall be ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability.

The development of a strong, competent support staff and the maintenance of high morale among the staff are major objectives of the Board of Education. All employees will be given an explanation of duties and responsibilities and will be provided guidance by their immediate supervisors in performing them satisfactorily. All supervisors and/or principals will complete a written evaluation on all support staff under their supervision.

### **Staff Development**

Board of Education values professional development for its personnel and is committed to providing systematic professional development for the District's professional educators. The Board supports a Professional Learning Communities Committee (PLC), which will assist with the planning and implementation of professional development activities.

Training and development opportunities for non-instructional employees are essential to the efficient and economical operation of the schools. All non-instructional employees shall be encouraged to grow in job skills and to take additional training that will improve skills on the job.

### **Compensation and Benefits**

**Contracts and Compensation Plans** The Board recognizes that attractive compensation plans which include adequate base salary, professional development incentives and employee benefits are necessary to recruit and retain highly qualified staff to provide an effective instructional program. The Board shall have final authority in determining the salary schedule and benefits for all teachers in the district.

The contracts of qualified professional personnel shall be in writing, including the consideration and shall be dated when made. All consideration and performance shall be provided after the

contract is offered. In accordance with the law, individual contracts will be issued to all certificated teachers and administrators. Contracts shall be made by order of the Board, shall specify the number of months and/or days to be worked and wages per year and shall be signed by the employee and President of the Board and attested by the Secretary of the Board. Every contract and modification shall be in duplicate, the original to be filed with the district and a copy provided to the employee.

### **Salaries, Wages, and Stipends Policies GCBA, GDBA**

Link to the full policies:

[Professional Staff Compensation GCBA](#)

[Support Staff Compensation GDBA](#)

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The District's pay schedules are reviewed by the School Board and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on hourly wages or provided overtime pay for each overtime hour worked. Overtime must have prior approval from the employee's supervisor.

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board. Contract employees who perform extracurricular duties or supplemental duties may be paid a stipend in addition to their salary according to the District's extra-duty pay schedule.

Employees should contact the Human Resources office for more information about the District's pay schedules or their own pay.

**Paychecks.** All employees are paid monthly. Paychecks will be direct deposited on the 23rd of every month. If payday falls on a weekend, checks will be deposited on the preceding Friday. Pay Statements can be accessed by using the SisFin Portal. An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

**Automatic Payroll Deposit.** Employees have their pay electronically deposited into an account at the bank of their choice. With automatic deposit, an employee's paycheck is immediately available on the pay date. Contact the payroll department for more information about the automatic payroll deposit service.

### **Underpayment/Overpayment Status**

It is the district's practice that all employees receive just compensation for work performed. If the district finds that an employee has been paid in error, the district will make adjustments to ensure the employee is paid correctly. Also, if the district finds that an employee is being overpaid, arrangements with the employee will be made to ensure repayment. It is the employee's obligation to verify the correctness of compensation and to notify Payroll immediately if his/her salary is incorrect.

### **Overtime Compensation**

The District compensates overtime for nonexempt employees in accordance with Federal wage

and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees, LPN's, and some paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. Non-exempt employees must work more than 40 total hours in a week to earn overtime compensation. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday (except for Transportation and School Public Safety).

### **Payroll Deductions Policy DLB**

Links to full Policy:

[Payroll Deductions DLB](#)

Automatic payroll deductions for the Missouri Public School Retirement System (PSRS) or Public Education Employees Retirement System (PEERS)/Social Security Deductions and Federal income tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, and life insurance, flexible fringe benefit programs 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 payroll. Salary deductions are automatically made for unauthorized or unpaid leave.

### **Travel Expense Reimbursement Policy DLC**

Links to full Policy:

[Travel Expense Reimbursement DLC](#)

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the District. Employees must submit receipts to be reimbursed for expenses other than mileage. Forms are available in the building office or the business office.

## **Health, Life Insurance, and Long-Term Disability Policies GCBC, GDBC**

Links to full Policy:

[Professional Staff Health Insurance GCBC](#)

[Support Staff Health Insurance GDBC](#)

Group health insurance is available through the Warren County R-III Schools insurance program. The District's contribution to employee insurance premiums is determined annually by the Board of Education. Current employees can make changes in their insurance coverage during open enrollment each fall. A detailed description of each plan, premiums, and benefits offered are provided to each employee in a separate enrollment guide.

### **Supplemental Insurance Benefits Policies GCBC, GDBC**

At their own expense, employees can enroll in supplemental insurance programs. Premiums for these programs can be paid through payroll deduction.

**Cafeteria Plan Benefits (Section 125).** Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit annually. This plan enables eligible employees to pay certain insurance premiums on a pretax basis. Insurance programs include dependent health, accidental death and dismemberment, cancer and dread disease, dental, additional term life insurance, a medical reimbursement account, and a dependent care reimbursement account. A third-party administrator handles employee claims made on these accounts and employees should contact the Benefit's Office for more information.

**HIPPA.** On August 21, 1996, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) was signed into law. HIPAA's main goal is to protect the health coverage of people who switch from one job to another or leave a job without taking another one. To achieve this goal of making health coverage more "portable," the law limits the use of pre-existing conditions exclusions, waiting periods and eligibility restrictions based on health status. If you need additional information contact the District's Benefit's Department.

### **Workers' Compensation Insurance Policy GBEA**

Links to full Policy:

[Workers' Compensation Insurance GBEA](#)

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employees' supervisor and the Human Resources Office.

### **Unemployment Compensation Insurance**

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment

benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Human Resources Office.

### **Retirement Policies GCPC, GDPC**

Links to full Policy:

[Public School Retirement System \(PSRS\) GCBC](#)

[Public Education Employees Retirement System \(PEERS\) GDBC](#)

All staff members who qualify shall be participants in the Public School Retirement System (PSRS) or the Public Education Employees Retirement System (PEERS) of the State of Missouri.

Employees who plan to retire under PSRS/PEERS should notify their supervisor and Human Resources as soon as possible. Inquiries should be addressed to: Teacher (Non-Teacher) Retirement System of Missouri, P. O. Box 268, Jefferson City, Missouri 65102 or call 1 (800) 392-6848 or 1 (573) 634-5290. You may also e-mail [member\\_services@psrsmo.org](mailto:member_services@psrsmo.org).

### **Vacations/Holidays Policies GCBDA, GDBDA**

Links to full Policy:

[Vacations/Holidays Policies Professional Staff GCBDA](#)

[Vacations/Holidays Policies Support Staff GDBDA](#)

The Board of Education recognizes the need for time off from work for the purpose of rest, relaxation and renewal, and for occasional paid days of absence for the appropriate observance of holidays.

Substitute employees shall not be entitled to paid holidays.

The school system shall be closed on the following days: July 4th, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas Day, the workdays between Christmas Day and New Year's Day, New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, and Memorial Day. None of these days will be considered holidays if students or teaching staff are in session.

### **Attendance/Leaves and Absences**

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 leave of absences and military absences for employees in order to attract and retain faculty and staff who will continue to grow professionally, maintain their health and have a feeling of job security.

### **Sick Leave Policies GCBDA, GDBDA**

Links to full Policy:

[Professional Staff Short Term Leave GCBDA](#)

## [Support Staff Short Term Leave GDBDA](#)

The Board of Education has established a sick leave plan, which provides for salary continuation temporary and occasional absences for employees in order to attract and retain faculty and staff who will continue to grow professionally, maintain their health and have a feeling of job security.

### **Family and Medical Leave Policies GBBDA, GCBDA, GDBDA**

Links to full Policy:

#### [Family Medical Leave GBBDA](#)

Employees who have been employed by the District for at least 12 months, and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave during a 12-month period beginning on the first duty day of the school year for the following reasons:

1. Birth and first-year care of the employee's child.
2. Adoption or foster placement of a child with the employee.
3. Serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
4. Care of a spouse, child, parent or next of kin who is a covered service member (including some veterans) with a serious illness or injury (military caregiver leave).
5. A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester. Family and medical leave runs concurrently with accrued sick and personal leave. The district will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact their immediate supervisor and the Coordinator of Benefits, as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member.
- Periodic recertification of the need for leave.
- Periodic reports during the leave regarding the employee's status and intent to return to work.
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to perform the essential job functions. Employees requiring family

and medical leave should contact their immediate supervisor and the Payroll Office for details on eligibility, requirements, and limitations.

### **Temporary Absences Policies GCBDA, GDBDA**

Links to full Policy:

[Professional Staff Short Term Leave GCBDA](#)

[Support Staff Short Term Leave GDBDA](#)

Allowable temporary absences are as follows: Advanced Study; Death in the Employee's Immediate Family; Jury Duty or Subpoenaed Witness; Personal Business or Emergencies; Professional Meetings; and Teacher Group Representation.

### **Long Term Leaves Of Absence Policy GCBDB**

Links to full Policy:

[Professional Staff Long-Term Leaves and Absence GCBDB](#)

Allowable long-term leaves of absences are as follows: Medical; Family; Child Rearing; Education; and Personal. See the policy for definitions.

### **Military Leaves Of Absence Policies GCBDB, GCBDA, GDBDA**

Links to full Policy:

[Professional Staff Long-Term Leaves and Absence GCBDB](#)

[Professional Staff Temporary Absence GCBDA](#)

[Support Staff Short Term Leave GDBDA](#)

The Board of Education will grant military leave as required by law and as described in Board policy.

1. Pursuant to federal law, employment and re-employment rights shall be maintained for periods of service up to five years or more as required by statute.
2. Pursuant to state law, employees taking military leave are entitled to up to 120 hours of paid leave for military duty. Pay will only be available for hours of military leave that occur at a time when the employee would otherwise have been required to be at work. During times of national defense, the Board may approve additional paid leave.
3. Leaves for military service will not be counted as continuous full-time service when computing tenure but shall not impair tenure previously acquired nor affect any credit toward tenure previously earned.
4. After initial employment with the district, time spent on military leave shall be counted in determining placement on the salary schedule.

## **Complaints and Grievances Policy GBM**

Links to full Policy:

[Staff Grievance](#)

[Staff Grievance Form](#)

[Staff Grievance Finding Form](#)

The Warren County R-III School District is interested in employee concerns and ideas for improving the district. District employees are encouraged to discuss concerns with supervisors and the administrative staff so that issues may be addressed in a timely fashion.

### **Grievance**

Because violations of Board policies, regulations and collective bargaining agreements are particularly problematic, the Board has developed this formal process for addressing these grievances.

Grievance processing should be viewed as a positive and constructive effort to establish the facts upon which the grievance is based and to accurately implement Board policies, regulations or collective bargaining agreements. The Board strictly prohibits discrimination or retaliation against an employee for filing a grievance and directs all district employees to cooperate in the grievance process.

If more than one (1) district grievance process might apply to a particular concern, the superintendent or designee will decide which process will govern. If any part of a grievance includes allegations of illegal discrimination or harassment, or if the grievance is factually similar to a complaint filed by the same employee regarding illegal discrimination or harassment, the entire grievance will be resolved in accordance with policy AC.

**Definitions Days** – Calendar days, whether occurring during the regular school year or during the summer, but excluding: weekends; district-designated holidays (whether on the original school calendar or designated thereafter); winter and spring breaks and other Board-designated breaks; and closings due to inclement weather, illness, natural disaster, or other emergencies. **Grievance** – An allegation by an individual employee that a collective bargaining agreement or a specific, written, Board- adopted policy or regulation has been violated or misinterpreted. A grievance does not include concerns regarding performance evaluations or remedial documents, nonrenewal of contracts, employee discipline, and reduction in force or termination. This policy does not apply if another Board policy, regulation, state, or federal law provides due process, a hearing or a different method for addressing the issue. **Grievant** – A district employee who has filed a grievance. **Performance Evaluations or Remedial Documents** – Any assessment of employee performance including, but not limited to, notice of deficiencies, job targets, professional development plans and professional improvement plans.

### **Grievance Process**

1. Grievances must be filed within ten (10) days of the occurrence that is the basis of the grievance.
2. The grievance must be in writing, on the forms provided by the district, and include a copy of the provision of the collective bargaining agreement, policy or regulation alleged

to be violated or misinterpreted, as well as a statement of the relief requested.

3. Grievances will be processed according to the step-by-step process outlined below, with the following exceptions.
4. If a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step. If a grievance is directly based on official Board action, the grievance shall be directed to the Board secretary. The grievance may be heard by the Board of Education at the sole discretion of the Board.
5. No new information may be added and no new claims may be made after Step 1. Each subsequent appeal will address only the facts and issues presented at Step 1.
6. The deadlines established under this policy may be extended upon the written request of the grievant or the supervisor, but the final decision regarding any extension shall be made by the superintendent at his or her sole discretion. Investigation and reporting deadlines will be extended when more time is necessary to adequately conduct an investigation and to render a decision. The grievant will be notified when deadlines are extended.
7. Failure of the grievant to appeal within the timelines given will be considered acceptance of the findings and remedial action taken. The district will not consider late appeals.
8. Once a decision is rendered under this grievance process, the decision is final. Grievance decisions cannot be the subject of a new grievance.
9. Because the point of a grievance is to provide resolution outside the court system, an employee is not entitled to bring an attorney to grievance proceedings. Once an attorney becomes involved in the process, the superintendent or designee will refer the matter to the district's private attorney and the grievance process will end.

#### **Immediate Supervisor (Step 1)**

1. Employees are encouraged to informally notify their immediate supervisor of a grievance. If the issue is not resolved, the employee should submit a written grievance, on forms provided by the district, to the immediate supervisor. The written grievance must clearly indicate that it is a grievance and specify which provision(s) of policy, regulation or collective bargaining agreement were allegedly violated.
2. Within ten (10) days of receiving the written grievance, the immediate supervisor will investigate the matter and render a decision in writing. A copy of the decision will be provided to the grievant.

#### **Principal or Designee (Step 2)**

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

1. Within five (5) days after receiving the decision at Step 1, the grievant may appeal the decision in writing, using forms provided by the district, to the principal or designee. The appeal must clearly state why the previous decision is erroneous.
2. The principal or designee will, within ten (10) days of receipt of the appeal, review the investigation and render a decision in writing to the grievant and their immediate supervisor.

#### **Superintendent or Designee (Step 3)**

1. Within five (5) days after receiving the decision at Step 2, the grievant may appeal the

decision in writing, using forms provided by the district, to the superintendent or designee. The appeal must clearly state why the previous decision is erroneous.

2. The superintendent or designee will, within ten (10) days of receipt of the appeal, review the investigation and render a decision in writing to the grievant, the principal or designee and the grievant immediate supervisor.

#### **School Board or Board Committee (Step 4)**

Within five (5) days after receiving the decision at Step 3, the grievant may appeal the decision in writing, using forms provided by the district, to the Board of Education. The Board of Education, at its sole discretion, may decide to hear the grievance.

#### **Documentation**

A grievant will receive a written response or report regarding his or her grievance, but the grievant and persons investigated in the course of the grievance are not entitled to view or receive copies of the investigation file or notes taken during the investigation, unless required by law. If an employee is disciplined as a result of the grievance, the discipline may be recorded in the employee's personnel file and discussed with the employee. Information recorded in an employee's personnel file will not be shared except as provided in Board policy or required by law.

### **Employee Conduct and Welfare**

#### **Staff Conduct Policy GBCB**

Links to full Policy:

[Staff Conduct GBCB](#)

It is the desire of the Board of Education that each working environment be safe and pleasant to enhance the educational experience for the students in the school district. Realization of this goal is dependent upon appropriate behavior of professional and support staff personnel.

The examples listed below illustrate conduct, which is inappropriate, and behavior, which is prohibited in a public school environment. While the list is not all-inclusive, it represents examples of conduct, which will subject a school district employee to discipline, up to and including discharge.

- Improper physical contact with a student; having a physical or mental condition unfitting the employee to instruct or associate with children, or engaging in conduct which demonstrates that the employee should not instructor associate with children;
- Incompetence or inefficiency in the line of duty;
- Insubordination;
- Willful or persistent violation of, or failure to obey, the school laws of the state or the published regulations of the Board of Education, including, but not limited to, these Rules of Conduct, The Conflict of Interest policy (Policy GBCA) and the Staff Ethics policy (Policy GBC);
- Excessive or unreasonable absence from performance of duties;
- Conviction of a felony or crime involving moral turpitude;
- Theft, or attempted theft of school district property or property belonging to others;

- Use of threatening, intimidating, coercive, racial, discriminatory or abusive language toward any student, parent, supervisor or fellow employee at any time;
- Possession, use or distribution of intoxicating liquor or alcoholic beverages on or in school district property, in any vehicle used to transport students to or from school or school activities, or off school property at any school- sponsored or school approved activity, event or function. Reporting to a school assignment after having consumed intoxicating liquor or alcoholic beverages;
- Possession, use, distribution or manufacture of a controlled substance, controlled substance analogue, anabolic steroid or drug paraphernalia on or in school district property, in any vehicle used to transport students to and from school or school activities, or off school property at any school sponsored, or school-approved activity, event or function. Reporting to a school assignment after having consumed any of the substances listed in this paragraph. An employee who is charged with a crime involving the possession, use, distribution or manufacture of any of the substances listed in this paragraph, or any similar substances, shall be suspended from employment with the school district or removed from association with children. The employee will remain suspended until a court of competent jurisdiction renders a final decision on the employee's guilt or innocence, or the District has sufficient information from which the need for disciplinary action can be determined.
- Falsification of any timekeeping record or other record maintained by the school district with the intent to deceive the District.
- Fighting or threatening physical confrontation on school district property, in any vehicle used to transport students to and from school or school activities, or off school property at any school-sponsored or school-approved activity, event or function;
- Failure to report an absence promptly to the proper person;
  - Absence beyond the expected date of return from a leave of absence, excused time off, vacation or holiday without permission;
  - Failure to begin work at the scheduled time or quitting work before the scheduled time, including during breaks and meal periods;
- Commission of any crime or illegal activity on school district-property; in any vehicle used to transport students to and from school or school activities, or off school property at any school-sponsored or school-approved activity, event or function, or while performing assigned duties for the school district.
- Possession or use of a firearm or other weapons, unless approved in advance by the Board of Education, on or in school district property in any vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event or function or where the weapon is possessed or used unlawfully, or displayed or flourished in a threatening manner.
- Failure to obey safety rules, including rules regarding the school district's legal responsibility for the safety and welfare of students.
- Failure to obey Employee Internet Usage Guidelines
- An employee who is charged with a criminal offense may be suspended from employment with the school district or removed from association with children until a final decision on the charges is made by a court of competent jurisdiction, or the District

has sufficient information from which the need for disciplinary action can be determined.

## **Ethics**

An effective educational program requires the services of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, all employees of the Warren County R-III School District are expected to maintain high standards in their school relationships. These standards include the following:

- The maintenance of just and courteous professional relationships with pupils, parents, staff members and others.
- The maintenance of their own efficiency and knowledge of the development in their fields of work.
- The transaction of all official business with the properly designated authorities of the school system.
- The establishment of friendly and intelligent cooperation between the community and the school system.
- The representation of the school system on all occasions that the contributions of the school system to the community are recognized.
- The placement of the welfare of children as the first concern of the school system, thus appointments to positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.
- Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views or nonprofessional self-serving interests of any kind.
- Directing constructive criticism of other staff members or of any department of the school system solely toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the Superintendent, if necessary.
- The proper use and protection of all school properties, equipment and materials.
- A staff member shall recognize basic dignity of all individuals with whom the employee interacts in the performance of professional duties.
- A staff member in the performance of professional duties shall accurately represent his/her professional qualifications.
- A staff member in the performance of professional duties shall be responsible to present any subject matter in a fair and accurate manner.
- A staff member in the performance of professional duties shall extend to students the opportunity for individual action in pursuit of learning and shall take steps to insure that students shall have access to varying points of view unless there is just cause to act otherwise.
- A staff member in the performance of professional duties shall keep in confidence such information as the employee may secure unless disclosure serves professional purposes or is required by law.
- In the best interest of the total education program, a staff member who intends to terminate or resign, should (privately, if desired) notify the Human Resource Coordinator of this intention at the earliest possible time. By doing so, the employee helps to assure

that the most qualified replacement can be found.

- A staff member should always take care not to imply through his/her individual actions an endorsement from the District.

## **FERPA**

The Family Educational Rights and Privacy Act provides privacy protection for “personally identifiable information” regarding present and former students. These protections require the District and its employees to keep personally identifiable information confidential. This information includes any personal data about a present or former student that would allow anyone to identify the student, including, but not limited to the student’s name, photograph, parents’ names, address, physical attributes, nicknames, date of birth, telephone number, etc.

As employees of a public entity, faculty and staff of the District should be aware of their responsibility to maintain a professional image, which is conducive to the performance of their job duties and is consistent with the mission of Warren County R-III Schools. Employees should be cautious to ensure that pictures, comments, and stories about themselves posted on publicly accessible websites are appropriate for viewing by the public and do not hinder the employee’s ability to maintain a professional image.

## **Staff Student Relations Policy GBH**

Link to full policy:

[Staff Student Relations GBH](#)

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

## **Harassment Policies AC, GBH**

Links to full Policy:

[Prohibitions Against Discrimination, Harassment and Retaliation AC](#)

[GBH Staff and Student Relations](#)

Harassment of a coworker or student motivated by race, color, religion, national origin, disability, or age is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual’s race, color, religion, national origin, disability, or age

that creates an intimidating, hostile, or offensive educational or work environment.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the Building Principal or supervisor. If the Building Principal or supervisor is the subject of a complaint, the employee shall report the complaint directly to the Assistant Superintendent of Personnel Services. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor.

Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The district will not retaliate against an employee who in good faith reports perceived harassment.

### **Sexual Harassment/Employee-to-Employee**

Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been sexually harassed by another employee are encouraged to come forward with complaints. The District will promptly investigate all allegations of sexual harassment and will take prompt appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees.

### **Sexual Harassment/Employee-to-Student**

Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between District employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification.
- Telephoning students at home or elsewhere and engaging in inappropriate social relationships.
- Engaging in physical contact that would reasonably be construed as sexual in nature.
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits. In most instances, sexual abuse of a student by an employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the Building Principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse will also be reported to the appropriate authorities, as required by law.

### **Reporting Suspected Child Abuse Policy JHG**

Links to full Policy:

[Reporting and Investigating Child Abuse and Neglect JHG](#)

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operation, licensing, certifying, or registering a facility). Reports to Child Protective Services can be made to a local office or to the Missouri Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the Building Principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

### **Professional Dress Code**

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

### **Associations and Political Activities**

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

## **Tobacco Use Policy AH**

Link to full policy

### **[Use of Tobacco Products AH](#)**

In accordance with law and to promote the health and safety of all students and staff, the district prohibits all employees, students and patrons from smoking or using tobacco or tobacco products. The definition of tobacco products includes electronic cigarettes and associated paraphernalia, electronic vaping devices, personal vaporizers or any electronic nicotine delivery system in all district facilities, buildings and district transportation. Students are also prohibited from such use at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine healthcare, daycare or early childhood development services to children, as well as facilities in which services are not provided to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services.

Smoking is permitted outside district facilities, buildings, and district transportation in designated areas. The superintendent or designee is authorized to make necessary rules or procedures to clarify and enact this policy.

The only allowable places for the use of tobacco, by nonstudents, are in the bus garage, and outside of buildings and the field house (open air areas) during extracurricular activities. In addition, the football field bleachers are a tobacco-free area.

Students and employees who violate this policy will be disciplined in accordance with applicable Board policies and may be offered referrals to smoking cessation programs. Employees may be terminated for repeated violations. Visitors who violate this policy may be asked to leave or may face other consequences in accordance with district policies and procedures.

## **Alcohol and Drug Testing Policy GBEB**

Links to full Policy:

### **[Alcohol and Drug Testing GBEB](#)**

It is the intent of the Board of Education and Administration of the Warren County R-III Schools that employees comply with all federal and state laws pertaining to a drug-free workplace and a drug-free school environment. Accordingly, the Board has prepared and adopted policies that define the expectations and obligations of employees in a drug-free workplace and environment. The policy specifically bans the use, possession, consumption or sale of illegal drugs, alcohol and other substances that create a risk to employees and students. Employees must comply with these policies as a condition of employment. Employees of the District must recognize their responsibilities as role models for the students; therefore, employees who violate these policies will be subject to disciplinary action, which may include suspension, termination and/or referral for prosecution.

**Reasonable Suspicion Drug Testing.** The District reserves the right to require testing of any employee for alcohol and/or drug intoxication or use while on any District premises, facilities, or worksites, or while conducting District business or attending any school-related function or

activity, on or off school property. Failure to submit to such testing will be considered as testing positive and will result in appropriate disciplinary action.

**Employees required to have a Commercial Driver's License.** Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing.

### **Drug-Abuse Prevention/Drug-free Workplace Policy GBEBA**

Links to full Policy:

[Drug-Abuse Prevention/Drug-free Workplace GBEBA](#)

Warren County R-III Schools is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs during working hours may be dismissed. The District's policy on drug abuse and drug-free schools follows:

**Alcohol and Drugs.** Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered under the influence of a controlled substance.

**Exception:** An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

**Violations:** Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment.

### **Staff Health and Safety Policy GBE**

Links to full Policy:

[Staff Health and Safety GBE](#)

[Accommodations Information Form to Physician](#)

The District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve District equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.

- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

The health and safety of all school staff personnel is of vital importance to the school district. The Board will seek to provide safe working conditions for all staff members and will give prompt consideration to those conditions which may present a threat to the health and safety of staff members.

Health Examinations School bus drivers are required to take an annual physical, in accordance with DESE requirements, within ninety (90) days of the beginning of a new school year.

### **Pre-Employment Background Checks**

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

### **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.

### **Computer Use and Data Management Policy EHB**

Links to full Policy:

[Technology Usage EHB](#)

The district's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the District's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Director of Technology.

## **Student Records Policy JO-1**

Links to full Policy:

[Student Records JO-1](#)

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.

## **Disciplining Students with Disabilities Policy JGE**

Links to full Policy:

[Discipline of Students with Disabilities JGE](#)

It is the goal of the Warren County R-III 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 the highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to 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.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

## **Student Discipline Policy JG**

Links to full Policy:

[Student Discipline JGR](#)

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy includes, but is not limited to the following policies, procedures and regulations: JG-R1, JGA, JGB, JGD, JGE and JGF.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court

of general jurisdiction for commission of a felony may be suspended in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

Teachers have the authority and responsibility to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

## **General Procedures**

### **Bad Weather Closing**

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late or, to release students early, radio and television stations will be notified by school officials:

Warren County R-III Schools will issue a School Reach Call to all employees, parents, and local officials if schools are closed. The information will also be posted on the district's website and Facebook page.

### **Emergencies**

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

### **Inventory**

Employees are required to assist with an annual inventory of facilities, supplies and equipment. It is important that this inventory be timely and accurate for insurance purposes in case of fire, theft or other disasters. Personal items should not be included on the school inventory. Each teacher should keep his or her own list in a safe place.

### **Notification of Parents Regarding Qualifications**

In schools receiving Title I funds, the district is also required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualification of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Employees who have questions about their certification status can call Human Resources (636-456-6901 ex 1115).

## **Purchasing Procedures Policy DJF-1**

Links to full Policy:

[Purchasing Policy DJF-1](#)

No purchases, charges, or commitments to buy goods or services for the District can be made without a District requisition form for proper authorization. The District will not reimburse employees or assume responsibility for purchases made without authorization. Contact your immediate supervisor for additional information on purchasing procedures.

## **Public Gifts to Schools Policy KH**

Links to full Policy:

[Public Gifts to Schools Policy KH](#)

[Public Gifts/Crowd Funding Form](#)

The Board of Education encourages the community to direct all gifts, donations or bequests to foundations created to support the district. All gifts accepted by the district will become the property of the district, to be expended or used at the discretion of the Board of Education and in accordance with the Board policies and law for the benefit of the district as a whole. In general, the superintendent or designee is authorized to accept gifts to the school district, but the Board must take action to accept all contributions that require ongoing annual service, a maintenance fee, and significant personnel time, initial or continuing financial commitments from the district or gifts of real property. For the purpose of this policy, crowdfunding is the process of requesting a specific gift or donation to fund a specific purchase or project, typically through websites or social media designated for this purpose. All donations or gifts that are requested using the district's name, referencing the employee's position with the district even if the district is not named, or requested on behalf of students specifically or in general are considered district property. The superintendent or designee will be informed if donations or gifts are received using crowdfunding so that the gift may be appropriately acknowledged by the district, and the donation may be deposited into the appropriate district account or the gift may be inventoried.

## **Personnel Records Policy GBL**

Links to full Policy:

[Personnel Records GBL](#)

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. There shall be one official personnel file for the district maintained in the Human Resources Department.

## **Ending Employment**

Resignation Policies GCPB, GDPB-1

Links to full Policy:

[Resignation GCPB Professional Staff](#)

[Resignation of Support Staff](#)

The district encourages employees to notify the superintendent as soon as they decide not to return or not to accept another contract with the district. Resignations become effective at the end of the school year in which they are submitted unless the district is notified otherwise.

A tenured teacher has a binding contract with the district for the next school year if the teacher does not notify the district of his or her resignation in writing by June 1. A probationary teacher has a binding contract with the district once the teacher and the Board have executed a contract.

Any support staff member who desires to resign should submit a letter of resignation at least two weeks prior to the effective date of resignation.

## **Dismissal and Suspension Policies GCPD, GCPE, GDPD, GDPE**

Links to full Policy:

[Suspension of Professional Staff GCPD](#)

[Termination of Professional Staff GCPE](#)

[Suspension of Support Staff GDPD](#)

[Nonrenewable and Termination of Support Staff GDPE](#)

The superintendent has the authority to suspend any professional staff member for a serious violation of the policies and regulations of the Board of Education, or for violation of state law. Action shall be taken when, in the judgment of the superintendent, the best interests of the school will be served by immediate suspension.

The superintendent may terminate or suspend without pay support staff members who are not under contract.

Support staff members under contract may be suspended by the superintendent with pay after being notified of the basis for the suspension and given an opportunity to discuss or rebut the charges. Support staff members under contract may be terminated or suspended without pay during the term of such contract for good cause.

## **Reports Concerning Court-Ordered Withholding**

The District is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court. Notice of the following must be sent to the court.

- Termination of employment
- Employee's last known address
- Name and address of the employee's new employer, if known

## **Exit Procedures**

Separating employees will be asked to provide the District with a forwarding address and phone number. All District keys, books, property, and equipment must be returned upon separation from employment. Failure to do so may result in delay or forfeiture of an employee's final check.

**Click the link below to show acknowledge that you have received and read the Employee Handbook and understand the Drug Free Workplace Policy.**

**[Employee Handbook and Drug Free Workplace Receipt](#)**  
**[2019-20](#)**