

Monroe City R-1 School District



2015-2016
Support Staff Handbook

The official Board of Education policies are available on our website (www.monroe.k12.mo.us) and at the Central Office

MONROE CITY R-1 SCHOOL DISTRICT

District Mission Statement

Working together for all students

Educational Philosophy

The foundation of the Monroe City R-1 School District's philosophy is to support high levels of learning for all students. Mastery of the skills of reading, written and oral communication, mathematics, and the sciences, an appreciation for the arts and heightened self-awareness are the hallmarks of a quality education and critical to student success.

Each student is recognized and respected as an individual. The school acknowledges the dignity of the individual and aspires to offer opportunities for students to develop according to their needs and interests.

The school, home, and community share the responsibility of developing educated citizens capable of coping and contributing in a global society. Students will be prepared to meet the academic and technological demands of the future. They will have the opportunity to learn and understand the requirements necessary to become productive, responsible and participating members of society.

The Monroe City R-1 School District is committed to providing an environment for students that will foster and support their intellectual, emotional, physical and social development. This environment will not only develop their academic knowledge, but cultivate the skills, values, attitudes and ideas that will open the door to opportunity. Students, must be knowledgeable of events around them, have respect for self and others, be self-disciplined and socially responsible, strive to be competent in all of their efforts, innovative in dealing with challenges and recognize the importance of life-long learning and its contribution to their continued success.

The Board of Education

There are seven elected members who serve as the Board of Education. These Board members, all prominent and responsible citizens in the community, establish the policies under which the District is operated.

Equal Opportunity Employment

It shall be a policy of the Board of Education of the Monroe City R1 School District to provide equal opportunities in employment practices and to assure that no inappropriate distinctions among applicants is made on the base of gender, race, color, religion, national origin, ethnic group, marital or parental status, age or physical or mental disability.

E-Verify

Monroe City R1 School District participates in the E-Verify Employment Verification program through the office of Special Counsel for Immigration-Related Unfair Employment Practices as required by law. This is used for all new hires at Monroe City R1 School District.

Nondiscrimination and Anti-Harassment

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer. Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

As part of this obligation, the Board is also prohibited from, and declares a policy against:

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

To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district wide:

High School Principal's Office
401 Highway 24 & 36 East
Monroe City, Missouri, 63456
Phone (573) 735- 4626 ext. 1116 Fax (573) 735-2413

Reporting and Complaints

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to: Superintendent's Office, 401 Highway 24 & 36 East, Monroe City, Missouri, 63456, Phone (573) 735- 4631, Fax (573) 735-2413, who will assume the coordinator's duties for the purpose of that complaint.

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

These as well as ALL Board of Education Policies & Procedures are accessible on the District website: www.monroe.k12.mo.us, under the Board of Education tab.

CONTACT INFORMATION

Central Office 401 Hwys 24 & 36 East Monroe City MO 63456 735-4631
735-2413 Fax

Superintendent	Dr. Jim Masters
Bookkeeper/Benefits Admin	Mrs. Tammy Tuley
Superintendent Secretary	Mrs. Linda Bichsel
Athletic/Transportation Secretary	Mrs. Machel Pfanner
Maintenance Director	Mr. Eric Rodgers
Food Service Director	Mrs. Billie Jo Whelan

Elementary 420 N Washington Monroe City MO 63456 735-4632
735-2413 Fax

Principal	Mrs. Kim Shinn
Counselor	Mrs. Judy Stone
Building Secretary	Mrs. Paige Kenison
Special Education/ Federal Programs Director	Mrs. Angela Peters

Middle School 430 N Washington Monroe City MO 63456 735-4742
735-2413 Fax

Principal	Mr. Josh Klusmeyer
Counselor	Mrs. Judy Stone
Building Secretary	Mrs. Ashley Osborn

High School 401 Hwys 24 & 36 East Monroe City MO 63456 735-4626
735-2413 Fax

Principal	Mr. Ryan Watson
Dean of Students	Mr. Cody Leonard
Counselor	Mrs. Penny Fulton
Building Secretary	Mrs. Kathy Lee

COMPENSATION AND BENEFITS

All district positions are classified as exempt or non-exempt according to federal laws. Professional employees are generally classified as exempt. They are not entitled to overtime compensation.

PROFESSIONAL STAFF SALARY SCHEDULES

An adequate salary schedule is necessary to secure new teachers who are personally competent and professionally well prepared, to encourage the professional growth of teachers while in service and to retain the most competent teachers while in the school system. The Board of Education shall annually adopt a salary schedule.

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board. If there are any questions regarding salaries and wages please direct them to your supervisor or to the central office.

SUPPORT STAFF SALARY SCHEDULES

An adequate salary schedule is necessary to secure new support staff who are competent, experienced and well prepared and also to retain the most competent support staff while in service with the school system. The Board of Education will review the support staff salary schedule annually.

NON-EXEMPT EMPLOYEE SUPPLEMENTARY PAY PLANS

The Board of Education recognizes that it may occasionally be necessary for non-certificated persons to work more than forty (40) hours during a given work week. Whenever such overtime situations occur, the following provisions will be applicable to non-certificated persons employed in non-supervisory positions.

Definitions

1. **Hours Worked:** For purposes of this policy, hours worked means all hours during which the individual is required to be on duty – generally from the required starting time to normal quitting time – and all hours an employee is permitted to work. Meal periods and break periods of 20 minutes or longer do not count as hours worked unless the individual performs work during the meal period.
2. **Nonexempt Employees:** This includes 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. The Board directs the superintendent to ensure that employees are made aware of these classifications. Employees in doubt about their status should contact their immediate supervisor.
3. **Exempt Employees:** Those employees whose duties and compensation meet the requirements to be an exempt executive, administrative, professional or computer employee as defined in federal law.

TIME KEEPING

All employees in FLSA non-exempt positions **must complete a daily time-clock record in the SISTime program for all time worked each day.** Failure to maintain or falsification of such records may be grounds for disciplinary action.

- Overtime is based on hours above 40 physically worked.
 - Pay period: Period of one month commencing on the 11th day of each month and ending on the 10th day of the next month, for non certified personnel with payroll generated for documented work time during that period.
 - Work day: the 24 hour period commencing at 12:01am and ending at 12 midnight.
 - Work week: Period beginning on 12:01am Sunday and ending 12:00pm Saturday. Seven consecutive 24 hour periods.
 - A nonexempt employee shall not work overtime without the expressed approval of his or her supervisor. Nonexempt employees who begin work earlier or work later than their assigned hours without prior authorization from their immediate supervisor(s) are subject to discipline including termination.
1. Nonexempt employees are required to use the time clock in recording hours worked.
 2. Nonexempt employees are not to start or stop work and record their time more than a combined total of five (5) minutes before the start or finish of their shift unless granted prior approval from their supervisor.
 3. Employees are not to record another employee's time in or out. If an employee willfully records time for another employee, he/she is subject to immediate termination. If an employee intentionally alters information already recorded in the district time clock software without prior approval from the central office, he/she is subject to immediate termination.
 4. It is the employee's responsibility to clock in and out properly. If for some reason the employee is not able to clock in, the employee should notify/email the district bookkeeper immediately. The district cannot guarantee a proper payroll check if the employee does not clock in and out. Any time clock discrepancies left uncorrected by the employee and not reaching the central office by the 12th day of the month will be corrected on the next payroll.

Paid Hours Worked

A Non-Certified employee will be paid monthly for hours worked based on their recorded time clock entries into the SISTime program. In the event that there are additional hours above and beyond the normal scheduled hours, prior approval must be obtained from the Supervisor/Administrator. Comments as to the purpose of the extra time worked and who approved it must be entered into the SISTime program.

Overtime

The following provisions apply to non-exempt staff who works more than 40 hours during any work week:

1. The Board discourages overtime work by nonexempt employees. A non-exempt employee shall not work overtime without the express approval of his or her supervisor. The employee must enter the reason for additional work and who approved the extra hours into the comment section of SISTime.
2. The employee will be paid one and one-half (1 ½) times his or her regular rate of pay for each hour over a 40 hour work week.
3. Non-exempt 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.

PAYROLL

Pay Date

All employees shall be paid monthly on the 20th by automatic direct deposit. If this date falls on a holiday or a weekend, payday will be the closest regular business date just prior to the regular pay date.

Payroll Questions or Errors

1. If there is an error or an adjustment is required, this matter is to be brought to the attention of the district bookkeeper in the central office.
2. If the error has been made by the district and is in the amount of \$100.00 or more, the district will process a manual check at the request of the employee.
3. All other adjustments will be made on the check of the following pay period.

Payroll Deadlines

Pay period will end on the 10th of each month. Absence requests must be entered into the SISFin HR Portal in a timely manner, extra duty pay paperwork and any other information that effects the pay period must be turned in to the central office by the 10th of each month. If the needed paperwork is not turned in to the central office by the 10th of each month, it will be corrected on the next payroll.

Direct Deposit

All new employees are required to receive pay by automatic direct deposit. You may not elect to discontinue direct deposit as it is mandatory. You do have the option to utilize multiple bank accounts but you must specify an amount if you deposit to more than one. Forms are available upon request from the district bookkeeper in the central office. Please attach a voided check from the account in which your paycheck is to be directly deposited. A deposit slip is not acceptable. **Do not close accounts without notifying the payroll department of any change, keep in mind that if you are wanting to change your deposit account, it needs to be done prior to June 10th or after September 1st .**

Taxes

Taxes are based on withholding forms completed by the employee for Federal, State, and Earned Income Credit. Employees may make changes to these as needed. If a W-4 form is not completed for Federal or State taxes, by law they must be withheld as if single with zero exemptions. By completing a W-5 form each January, qualifying employees may receive the Earned Income Credit throughout the year instead of waiting until filing their taxes.

Taxes are withheld from federal taxable gross (gross wages less PSRS, PEER, 403 (b) and Flexible Benefit Plan contributions.) If you desire to make a change in your tax withholdings, please contact the district bookkeeper in the central office for the appropriate form at ext. 1111.

Payroll Deductions

All other payroll deductions require a minimum of three (3) participants.

CAFETERIA PLANS

A tax-advantage cafeteria plan allows employees to use pre-tax dollars to pay for certain benefit costs, thus reducing taxable income. The simplest type of Section 125 plan is a premium only plan (POP). While it creates no new benefits, it provides tax relief for all concerned. Our plan year is July 1 – June 30th . .

Here's how a POP works:

- These are voluntary deductions and are on a yearly schedule and plan options have limitations on when changes can be made other than at open enrollment each year.
- Employees' premium contributions are deducted from your salary before taking out taxes.
- Your taxable income is reduced by the amount deducted, so less tax is paid and you have more discretionary income.

FLEXIBLE SPENDING PLANS

Your pre-tax dollars can also be used to help pay for daycare costs for dependents and/or medical expenses that are not covered by their medical insurance. By participating in a Flexible Spending Account, employees' salaries are redirected to provide reimbursement for these types of expenses.

Here is how a FSA works

- Estimate how much money you want to set aside at the beginning of each plan year; you then deduct this amount evenly throughout the year.
- There are limits on medical expense deductions. The IRS sets the limit for dependent daycare costs.
- You may request reimbursement for qualifying expenses. Any contributions which you have not requested to be reimbursed at the end of the plan year are forfeited.

Open enrollment for FSA contributions is August for any additions or changes with an effective date of September 1st

INSURANCE

Health and Life

Group health insurance is available for eligible employees through the Monroe City R1 School District. The district's contribution toward employee insurance premiums is determined by the Board. Coverage for new employees begins on the first of the month following date of employment. Current employees can make changes in their insurance coverage if they have a qualifying event or during open enrollment period each year. Our plan year begins on July 1st and ends on June 30th each year.

The Board of Education provides a group life benefit to employees at no cost to the employee. Please refer to the plan summary for specific information regarding coverage details.

A detailed description of each plan, premiums and benefits offered are available to each employee in a separate employment packet or upon request from the district bookkeeper. Please contact the district bookkeeper with any questions.

Flexible Spending Plan - Also known as Section 125 or Cafeteria Plan, this plan allows an enrolling employee to tax exempt payroll deducted health, dental, life and cancer insurance premiums. Out of pocket medical expenses and/or dependent care can be tax exempted under the plan as well.

Group Term Life - The District offers a group policy through Anthem. The District pays the premium

Health – Anthem Blue Cross and Blue Shield is our provider. The Board of Education annually determines an amount per month towards the monthly premium.

Supplementary Insurance - The district offers voluntary dental, vision, life, and other supplementary Health insurance options to eligible employees with the employee responsible for the entire monthly premium.

Tax Sheltered Annuities - Upon proper notification, the Monroe City R1 School District will make payroll deduction to enable employees to participate in an approved tax sheltered annuity program as provided under the provisions of the Internal Revenue Code.

Cobra Continuation Health Coverage - COBRA continuation of health care benefits after losing coverage through the District is available under certain conditions.

RETIREMENT

All are required to participate in the Public Education Employees Retirement System (PEERS). Employee contributions are matched by the District. For the 2015-16 school year, support staff retirement withholdings are calculated at 6.86% of the employee's salary and board paid benefits.

Notice of Eligibility

Dear Employee:

Section 403(b) of the Internal Revenue Code provides public school employees with an opportunity to save for retirement on a tax-favored basis by making pre-tax salary reduction contribution into a 403(b) account. Amounts contributed into this 403(b) account are not subject to federal income taxes (and most state income taxes) until the time of distribution. The earnings in the account also grow on a tax-deferred basis until you make withdrawals from the account.

You are receiving this Notice of Eligibility as part of the Monroe City R1 School District's initiative to notify every employee of his or her eligibility to participate in the employer's 403(b) program. Please consider this as official notice from the district that you are eligible to participate in the district's 403(b) program.

While your participation is optional, we encourage you to consider participating in this benefit program. For more information on the program, you should contact the following:

For information on enrolling in the 403(b) program:

Tammy Tuley
District Bookkeeper (ext 1111)
ttuley@monroe.k12.mo.us

For information on the 403(b) program:

Ed Tritschler
Registered Investment Advisor
Forrest T. Jones & Co.
(816) 756-1060
etritschler@ftj.com

LEAVE BENEFITS **(Enter into the SISFin HR Portal)**

Sick Leave – All full-time support staff employees will be entitled to sick leave hours based on combination of their scheduled hours per day and months of service (plus one).

A 12 month, 8 hour/day employee is entitled to 104 sick hours, an 11 month, 8 hour/day employee is entitled to 96 sick hours, 10 month, 8 hour/day employee is entitled to 88 sick hours, a 9 month, 6.75 hour/day employee is entitled to 67.50 sick hours and a 9 month, 6 hour/day employee is entitled to 60 sick hours.

Unused sick leave days max out at a cumulative 800 hours for support staff and certified staff. Any hours over 800 at the end of the year will be converted back to days and paid to employee at a rate of \$75 per day.

A full-time employee who needs more sick leave time than is allowed may request up to the ten (10) additional days, which will be converted into hours based on their scheduled daily hours. The employee's regular pay will be reduced by \$30.00 a day for a substitute regardless whether or not a substitute is hired. Time lost before actually beginning the work of any given year shall not be allowed for a new employee. A first year employee would be eligible for sick leave **after** actually beginning work.

Absences may be charged against **sick leave in hour increments** for the following reasons:

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a physician's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. The FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include spouse, parent, grandparent, child, sibling, daughter or son-in-law, grandchild or non-family member residing within the staff member's home. (Note: "Family" for FMLA purposes is more limited.)
- c. Illness, injury or disability of other relatives, with permission granted by the superintendent.

A district employee may not use sick leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

ALL OTHER LEAVE TYPES ARE CALCULATED IN DAY INCREMENTS:

Personal Leave - A maximum of two (2) days of personal leave will be available per school year. Unused personal leave days do not accumulate, but do rollover to the sick leave cumulative.

Absences may be charged against personal leave for the following reasons:

- a. Tax investigation.
- b. Court appearances, unless applicable law required no leave be charged to the employee
- c. Wedding, graduation or funeral.
- d. Observance of a religious holiday.
- e. Conducting personal business of such a nature that it cannot be performed on Saturday, Sunday or before or after school hours, including parent-teacher conferences.
- f. Leave under the FMLA.
- g. Leave connected with duty as a volunteer firefighter, member of Missouri-Disaster Medical Assistance Team, Missouri Task Force One, or Urban Search and Rescue Team.
- h. Leave for other purposes as approved by the building principal and superintendent.

Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of time leave is requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request. A district employee may not use personal leave days during the period the employee receives Workers' Compensation for time lost to work-related incidences.

Vacation - All support staff employees employed on a twelve (12) month basis will be entitled to ten (10) days of vacation with pay after a full year of employment (year starting July 1). After 15 years of consecutive years of service all full-time support staff employees shall be entitled to 15 days of vacation. Employees with less than one-year service will be granted .833 vacation days for each full month they have been employed by the district. Partial months will not be considered for vacation and vacation will be granted only in full days. The superintendent must approve all vacations.

A district employee may not use vacation days during the period the employee receives Workers' Compensation for the time lost to work-related incidents.

Holidays - Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Years Day and Memorial Day.

Professional Leave – Employees may be granted professional leave upon the approval of their immediate supervisor. Professional leave must be arranged well in advance and is not considered personal leave.

Military Leave - The Board shall grant military leave as required by law.

Election Leave - Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven (7) days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.

Leave to Vote - Employees who do not have three (3) successive hours free from work while the polls are open will be granted a leave period of three (3) hours for the purpose of voting. Requests for such leave must be made prior to Election Day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.

Jury Duty Leave - An employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.

Pregnancy, Childbirth and Adoption Leave - A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform duties is not impaired, based on medical opinion.

The employee may use accrued sick leave, personal leave or vacation leave during periods of pregnancy-related disability and, if necessary, an unpaid leave of absence to begin at the time recommended by her physician. The employee shall return to duty when she is physically able, based on medical opinion, except that this paragraph creates no rights extending beyond the contracted period of employment.

Pregnant employees shall be treated the same as other employees who are similar in their ability or inability to work for all purposes under this policy.

An employee who is the primary caretaker of an adopted child will be provided the same leave opportunities afforded employees for pregnancy-related leave for the purpose of arranging for the child's placement or caring for the child after placement.

An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible.

These rules are subject to preemption by the FMLA as necessary FMLA-eligible employees.

Family/Medical Leave (FMLA)

Leave that qualifies for Family and Medical Leave Act protection will be administered in accordance with federal law.

Eligibility - To be eligible for FMLA leave benefits, the employee must:

1. Have been employed in the district for at least 12 months (but not necessarily consecutively), and
2. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave (full-time teachers are deemed to meet this requirement), and
3. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite, and
4. Provide the district at least a 30-day notice of an expected absence for foreseeable circumstances, if practical.

An absence may qualify for FMLA protection if it is for one (1) of 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 or the employee's spouse, child or parent.

Leave Protections

Eligible employees who are absent for an FMLA-qualifying reason generally may return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave, in accordance with law. Eligible employees are entitled to continued participation in the district's health plan as long as they are entitled to FMLA leave protection. However, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

Leave Application

For all FMLA purposes, the district adopts a 12-month leave year beginning on July 1 and ending the following June 30. All eligible employees are entitled to leave for a period not to exceed 12 work weeks per leave year. When an employee has an absence (taken as paid or unpaid leave) AND the absence meets the criteria to be an FMLA-qualified absence, the district may designate such absence as part of the employee's total annual FMLA entitlement. If any employee is on a Workers' Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence may also be designated as FMLA-qualifying and charged against the employee's FMLA-protected time entitlement.

The district shall apply paid leave, including sick leave, personal leave and vacation time, to an FMLA absence to the extent allowed by law, giving proper notice to the employee. If an employee's accrued paid leave is exhausted but an FMLA-qualifying reason for absence persists, or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until the aggregate of 12 workweeks of designated FMLA leave has been reached, but such absences will be unpaid.

FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced-schedule leave in hourly increments. If intermittent leave or leave taken on a reduced schedule equals more than 20 percent of instructional time, the district may require instructional employees who take such leave due to medical reasons to take block leave or to find an alternative placement for the period of planned medical treatment. When an instructional employee on FMLA leave is scheduled to return close to the end of a school term, the district may elect to use a special

rule to prolong the employee's leave until the beginning of the next school term, thus extending the leave beyond the period where an FMLA-qualifying reason exists. In such an instance, the prolonged leave time is unpaid and is not charged against the employee's annual FMLA entitlement. In cases where the special rules for instructional employees apply, the superintendent may apply those special rules or the general FMLA rules as best serves the interest of the district.

The district reserves the right to require certification of the serious health condition of the employee or employee's family member. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work.

Notice

Information concerning the employee's rights under this act will be posted in accordance with law and will be provided in any employee handbooks that are distributed.

For any employee who is not eligible for the FMLA leave, including any employee who has exhausted available FMLA-protected leave, requests for leave and the use of benefits time shall proceed according to the district's established policies, and the procedural requirements of the FMLA shall not apply where they are not mandated by law.

TOBACCO-FREE DISTRICT

To promote the health and safety of all students and staff and to promote the cleanliness of school grounds, the district prohibits all employees, students and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings, school transportation, other district transportation and on all school grounds at all times, including athletic events and meetings. This prohibition extends to all facilities the district owns or contracts for or leases to provide educational services, routine health care, daycare or early childhood development services 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.

STAFF CONDUCT

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

1. Become familiar with, enforce and follow all Board policies, regulations, and 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 any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as direct by law, Board policy, district procedures and the employee's supervisor.
9. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation and/or protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.

11. Obey all safety rules, including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
13. Dress professionally and in a manner that will not interfere with the educational environment.
14. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees who are late to work stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination.
15. 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.
16. 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.
17. 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 which employs such teacher.
18. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
19. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

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 commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances, alcoholic beverages or unauthorized prescription medications by district employees on any district property; on 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 school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business.

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 otherwise required by law. All testing will be conducted in accordance with Board policy, administrative procedures and law.

Any employee who violates this policy will be 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 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 designee in writing no later than five (5) calendar days after conviction. The superintendent or 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 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, of this policy of maintaining a drug-free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to 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 the disciplinary sanctions are consistently enforced. This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory.

STAFF HEALTH AND SAFETY

The health and safety of all district 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 that may present a threat to the health and safety of staff members. The district will respond to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA). All employees will receive annual training on universal precautions and the district's communicable disease policy.

The district will only make medical inquiries, require physical exams or keep medical information on an employee in accordance with law.

Individuals employed by the district or through a contracted service to drive district transportation must annually file a statement from a medical examiner with the district that indicates that they are physically qualified to operate district transportation for the purpose of transporting students. A new driver must file this statement prior to his or her initial operation of district transportation.

Medical records must be maintained on separate forms in separate medical files and shall be kept confidential.

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.

Employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Employees infected with chronic communicable diseases that do *not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

Reproduction of Copyrighted Materials

Copyrighted materials, whether they are print or non-print, will not be duplicated, reproduced, distributed or displayed for district-sponsored activities or by using district equipment except in accordance with law.

The Board does not sanction or condone illegal duplication, reproduction or distribution in any form. It is the responsibility of all district staff to notify the superintendent or designee of all potential violation of law or policy. Employees who violate this policy may be disciplined or terminated.

NETWORK/INTERNET ACCEPTABLE USE POLICY

Technology Usage

The Monroe City R1 School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

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

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

Definitions

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

- *User*-any person who is permitted by the district to utilize any portion of the district's technology resources including but not limited to students, employees, School Board members, and agents of the school district.
- *User Identification (ID)*-any identifier that allows a user access to the district's technology resources, or to any program including but not limited to, e-mail and Internet access.
- *Password*-a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Technology Administration

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

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 or accessible through district technology resources. Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources in accordance with the *Public School District Retention Manual* published by the Missouri Secretary of State. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations and procedures.

User Identification & Network Security

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

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

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

User Agreement & Privacy

Unless authorized by the superintendent or designee, all users must have an appropriately signed *user agreement* on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures.

In addition, all users must recognize that they do not have a legal expectation of privacy in any electronic communication or other activities involving the district's technology. A user ID with e-mail access, if granted, is provided to users of the district's network and technology resources only on condition that the user consents to in his or her *User Agreement* to interception of or access to all communications accessed, sent, received or stored using district technology.

Content Filtering & Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

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

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

The district's web page will provide information about the school district, but will not be used as an open forum. The district's web page may include the district's address, telephone number, and an e-mail address where members of the public may easily communicate concerns to the administration and the Board.

All expressive activities involving district technology resources that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons.

All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

TECHNOLOGY USAGE AND SAFETY

Employee Users

No employee will be given access to the district's technology resources before the district has a signed *User Agreement* on file. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies, regulations or procedures, hinder the use of the district's technology for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology is considered unreasonable. Any use that interferes with the effective and professional performance of the employee's job is considered unreasonable.

Because computers are shared resources, it is not appropriate for an employee to access, view, display, and store, print or disseminates information via district resources, including e-mail, or Internet access, that students or other users could not access, view, display, store, print or disseminate without authorization by the district.

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.

All district technology resources are considered school property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

Violations of Technology Usage Policies and Procedures

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policy, regulations and procedures. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's policies, regulations and procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Damages

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

General Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the district's technology resources.

- a. Applying for a user ID under false pretenses is prohibited.
- b. Using another person's user ID and/or password is prohibited.

- c. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- d. Deleting, examining, copying or modification of files and/or data belonging to other users without their prior consent is prohibited.
- e. Mass consumption of technology resources is prohibited.
- f. Unless authorized by the district, non-educational Internet usage is prohibited.
- g. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- h. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- i. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- j. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- k. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-relation purposes.
- l. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presets a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
- m. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
- n. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- o. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license, and approved by the district.
- p. At no time will district technology or software be removed from the district premises, unless authorized by the district.
- q. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
- r. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary

Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.

No person will be given access to district technology if he/she is considered a security risk by the superintendent or designee.

- a. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- b. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
- c. The unauthorized copying of system files is prohibited.
- d. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
- e. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- f. The introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks are prohibited.

Online Safety, Disclosure, Use and Dissemination of Personal Information

- a. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- b. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the District.
- c. Student users shall not agree to meet with someone they have met online without parental approval.
- d. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- e. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
- f. All district employees will abide by state and federal law. Board policies and district rules including, but not limited to, policy JO and regulation JO-R when communicating information about personally identifiable students.
- g. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
- h. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address or any student without permission.

Electronic Mail – E-MAIL

A user is responsible for all electronic mail ("e-mail") originating from the user's ID or password.

- a. Forgery or attempted forgery of e-mail messages is prohibited.
- b. Unauthorized attempts to read, delete, copy or modify e-mail or other users are prohibited.
- c. Users are prohibited from sending unsolicited electronic mail to more than 25 addresses per message, per day, unless the communication is a necessary, employment-related function or an authorized publication.
- d. All users must adhere to the same standards for communicating online that are expected in the classroom, and consistent with district policies, regulations and procedures.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use which potentially violates the law, district policy, regulations or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver

Any user who believes he/she has a legitimate reason for using the district's technology in a manner which may violate any of the district's adopted policies, regulations and procedures may request a waiver from the superintendent or designee. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet, or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

STUDENT DISCIPLINE

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 Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

The discipline policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. All district staff is required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All staff is required to review the comprehensive discipline policy of the district which is composed of but not limited to the following:

Corporal Punishment

Missouri courts have consistently upheld the school district's use of corporal punishment. While Monroe City R1 School currently has a policy on corporal punishment (JGA), our practice will be to find other means of dealing with disciplinary problems. A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

Discipline Reporting & Records

Any teacher who is aware of an incident in which a person is believed to have committed an act that if committed by an adult would be first, second or third degree assault, sexual assault or deviate sexual assault against a student or school employee, while on school property, buses or at school activities shall immediately report such incident to the principal. The teacher shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

Confidentiality

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the schools.

Reporting Child Abuse/Neglect

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 which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal, or his or her designee, including any report of excessive absences that may indicate educational neglect. The principal or designee will then become responsible for making a report via the Child Abuse Hotline to CD, as required by law. This policy does not preclude any employee from directly reporting abuse or neglect to CD. However, the school official or employee must notify the building principal or designee immediately after making a report.