

Support Staff Handbook 2018-2019



Sikeston R-6 School District

Providing a Comprehensive, Quality Education for All Students

www.sikestonr6.org
#WeAreSikeston

Board Of Education

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Shannon Holifield Assistant Superintendent/Secondary/Support Services/Human Resource
Lynn Crader Assistant Superintendent/Elementary/Special Services
Lori Boardman Director of Business Services

School Buildings

Building	Address	Phone #	Administrator	Start/End Times
Board of Education	1002 Virginia	(573) 472-2581	Tom Williams	8:00 – 5:00
Kindergarten/ECE	1310 E. Salcedo Rd	(573) 471-0653	Jennifer Hobeck	8:45 - 3:45
Lee Hunter Elem	300 Baker Lane	(573) 472-2200	Kimberly Pinkard	8:30 – 3:30
Matthews Elem	604 Elm St	(573) 471-0615	Crystal Hartzog	8:30 – 3:30
Southeast Elem	2300 Ables Rd	(573) 472-0707	Alecia Jordan	8:30 – 3:30
5 th & 6 th Grade Ctr	100 Twitty Dr	(573) 471-0792	Sheila Branch	7:50 – 2:50
7 th & 8 th Grade Ctr	510 Lindenwood Dr	(573) 471-1720	Frank Staple	8:10 – 3:10
High School	200 Pine St	(573) 472-8850	Steve Bays	7:50 – 2:50
Sikeston Career & Tech	Bulldog Dr	(573) 471-5442	Chad King	7:50 – 2:50
Alternative Center	835 W. Murray Ln	(573) 472-0414	Jeff Williams	7:45 – 2:30
PN Program	135 Plaza Dr Ste 201	(573) 472-8887	Candy Ellis	8:00 – 4:30

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Mission Statement

The mission of the Sikeston R-6 School District is to provide a comprehensive, quality education for all students.

Introduction

The purpose of this handbook is to provide information that will help answer questions and pave the way for a successful year. It is neither a contract nor a substitute for the official Board of Education policies. Board of Education policies and procedures may change throughout the year; these changes shall supersede any handbook provisions that are not compatible. Policies contained herein may be summarized due to length. All Board of Education policies are available via our district website www.sikestonr6.org. A master copy is on file at the Board of Education office. These policies contain the guidelines of the entire district. Staff members should familiarize themselves with all Board Policies.

Philosophy of Education

Sikeston R-6 Schools believe the purpose of education is to prepare students to be successful, life-long learners in an ever-changing society. All students will be provided the opportunity and motivation to develop academically, mentally, emotionally, socially, culturally and physically to their fullest extent. We further believe schools should foster honesty, citizenship, self-esteem, and respect for the rights of others.

Non-Discrimination and Anti-Harassment – Board Policy AC (Rev 8/12/14)

The Sikeston R-6 Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. Sikeston R-6 is an equal opportunity employer.

School Board Powers & Duties – Board Policy BBA (Rev 5/10/94)

The Board of Education is a representative body elected by the registered voters of the Sikeston R-6 school district of Scott and New Madrid County. It is the purpose and the role of the Board of Education to exercise general supervision over the schools of the district, and to ensure that the schools are maintained as provided by the state statutes, the rules and procedures of the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education, and the policies, rules and procedures of the school district. In addition, the Board is accountable to the electorate, and shall be responsive to the educational needs and the imposed financial constraints of the district.

The Board of Education shall control all aspects of the operations of the district within the limits of the law. However, the Board will make its members, the district professional and support staff, and the district patrons aware that the Board has authority to take official action only when it is acting as a whole. The Board shall be the final authority. No section of the policies, rules and procedures may be construed to limit the statutory powers of the Board to exercise its own prudent judgment.

Board Meetings – Board Policy BDA (Rev 6/10/14)

The Board of Education shall hold regular meetings throughout the year to transact such business as deemed necessary for the smooth operation of the school district. The Board will hold its regular meeting on the second Tuesday of each month at 4:30 p.m. in the Board of Education office, 1002 Virginia, Sikeston, Missouri, unless otherwise specified in the publicized notice of the meeting.

Address Changes and Other Personal Information Changes

In the event an employee has a change in address, telephone number, or dependents, the employee shall immediately notify his/her building's administrative office and update information in SISFIN portal. The district, by law, is required to use the employee's name as it appears on their social security card. Name changes can only be made if the employee's social security card has been updated.

Alcohol & Drug Testing Employees – Board Policy GBEBB-2 (Rev 10/10/06) GBEBB-2-AP 1&2 (Rev 10/12/10)

Provisions Applicable to All Employees

Alcohol and Drug Prohibitions

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

Program Coordinator

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

Training

All staff who have supervisory duties over other staff members will be provided training on the effects of drug and alcohol use. The training will include physical, behavioral, speech and performance indicators of drug and alcohol use. Supervisors of employees who operate district transportation will be trained in accordance with federal law.

Testing Program

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

Refusal to Submit to Tests

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

Consequences

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

Treatment

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

District Records and Reports

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

Notification to Employees

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

Provisions Applicable to Drivers

In addition to the drug testing provisions applicable to all employees, the Sikeston R-6, which employs operators of commercial motor vehicles ("drivers"), is required to implement a drug and alcohol testing program that fulfills federal requirements. The district will use laboratories certified by the U.S. Department of Health and Human Services to conduct drug specimen analysis. This comprehensive program shall include conducting pre-employment drug testing and reasonable suspicion, random and post-accident testing for use of alcohol or drugs by drivers; notifying drivers of the requirements and consequences of the program; maintaining appropriate records; and complying with Missouri Department of Revenue's reporting requirements.

As required by law, no driver shall report for duty within four (4) hours of using alcohol. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident alcohol test, whichever comes first.

Records of drug and alcohol tests and other related records shall be made available to a subsequent employer only as expressly requested in writing by the employee.

Attendance – Board Policy GBCBC (Rev 6/9/15)

Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. When an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate and the students suffer. Employees may be discharged for excessive absences or tardiness. The district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

Background Checks – Board Policy GBEC (Rev 8/9/16)

Sikeston R -6 is committed to providing a safe environment for students to learn. As part of this effort, in accordance with state law, the district will conduct a criminal background check on all new employees. Any offer of employment is contingent upon the satisfactory outcome of the criminal background check, when required by the district. The district has the sole and absolute discretion to determine whether the outcome is satisfactory. The criminal background check will include a search of the Federal Bureau of Investigation's (FBI) criminal history files; the Missouri State Highway Patrol's (MSHP) criminal history database and sexual offender registry; the Family Care Safety Registry (FCSR) or the central registry of child abuse and neglect of the Children's Division (CD) of the Department of Social Services; MissouriCase.net; and other databases by law or by the district.

Child Abuse/Neglect Reporting And Investigating – Board Policy JHG (Rev 8/9/16)

Sikeston R-6 and its employees will take action to protect students and other children from harm including, but not limited to, abuse and neglect, and will respond immediately when discovering evidence of harm to a child. Employees must cooperate fully with investigations of child abuse and neglect. The district prohibits discrimination, negative job action or retaliation against any district employee who in good faith reports alleged child abuse or neglect, including alleged misconduct by another district employee.

Employees failing to follow the directives of this policy or state or federal law will be subject to discipline including, but not limited to, termination, and may be subject to criminal prosecution.

The superintendent or designee shall implement annual training necessary to assist staff members in identifying possible instances of child abuse and neglect, including annual updates regarding any changes in the law.

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 that would reasonably result in abuse or neglect, shall directly and immediately make a report to the CD, including any report of excessive absences that may indicate educational neglect. No internal investigation shall be initiated until such a report has been made, and even then the investigation may be limited if the report involves sexual misconduct by a school employee. Employees who make such reports to the CD must notify the school principal or designee that a report has been made. The principal or designee will notify the superintendent or designee and the district liaison(s) about the report.

The school principal or designee may also notify law enforcement or the juvenile office when appropriate. If an employee has reason to believe that a victim of such abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state, then, in addition to notifying the Missouri CD pursuant to this policy, he or she may also make a report to the child protection agency with the authority to receive such reports, pursuant to law, in the other state.

The reporting requirements are individual, and no supervisor or administrator may impede or inhibit any reporting under this section. No employee making a report in accordance with law shall be subject to any sanction, including any adverse employment action, for making such a report. Further, the superintendent and other district administrators shall ensure that any employee mandated by law to make a report shall have immediate and unrestricted access to the communication technology necessary to make an immediate report. Employees shall also be temporarily relieved of other work duties for such time as is required to make any mandated report.

Reporting Allegations of Sexual Misconduct by a School Employee

The district takes all allegations of sexual misconduct seriously, regardless of the source. However, an allegation of sexual misconduct by a school employee is particularly serious. In accordance with law, if a student reports alleged sexual misconduct on the part of a school district employee to an employee of this district, the employee who receives the report and the superintendent shall immediately report the allegation to the CD as set forth in law, regardless of whether the employee or superintendent has reasonable cause to suspect abuse. For the purposes of this policy, the term "sexual misconduct" is defined as engaging in any conduct with a student, on or off district property, that constitutes 1) the crime of sexual misconduct;

2) illegal sexual harassment as defined in policy AC, as determined by the district; or 3) child abuse involving sexual behavior, as determined by the CD.

The CD will investigate all allegations of sexual misconduct involving district employees. The district may investigate the allegations for the purpose of making employment decisions.

Investigating Child Abuse/Neglect

In general, the CD investigates reports of child abuse and neglect. However, state statute requires the district to initially investigate allegations of child abuse by district employees in situations other than sexual misconduct to ensure that the allegations are not made for the purpose of harassing district staff.

When the CD receives a child abuse report alleging that an employee of the district has abused a student in situations other than those involving sexual misconduct, the report shall be immediately referred to the superintendent (or the president of the School Board in situations concerning the superintendent), who will conduct an initial investigation. If the initial investigation determines that the report relates to a spanking by a certificated district employee or the use of reasonable physical force against a student for the protection of persons or property by any district personnel administered pursuant to district policy, or if it is determined that the sole purpose of the report is to harass a district employee, the report will be investigated as detailed below in accordance with law. All other reports of any nature will be immediately returned to the CD for investigation.

Drug-Free Workplace – Board Policy GBEB (Rev 10/10/06)

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.

Employees will be tested for alcohol and controlled substances if the district has reasonable suspicion that the employee has violated this policy. In addition, employees 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.

Emergency and Evacuation

All employees should be familiar with the crisis management plan flip chart and 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.

Review tornado, fire, earthquake, and other safety procedures with students. Employees must make sure they know their role in the event of an emergency. Emergency drills including earthquake, fire, intruder and tornado drills will be conducted a minimum of two times per year.

Employee Benefits

Coterminous with separation from employment, any and all fringe benefits will cease unless the employee's contract was fulfilled prior to separation, wherein fringe benefits will coincide with the employee's original contract terms.

Employee Conduct

Sikeston R-6 supports the use of a process called "progressive discipline" to address conduct issues such as poor work performance or misconduct and to encourage employees to become more productive workers and conform their behavior to standards and expectations.

There are two types of warnings: verbal and written. A verbal warning is when a supervisor verbally counsels an employee about an issue of concern. A written record of discussion noting the date, event, and recommended action is usually placed in the employee's file for future reference.

Written warnings are used for behavior or violations which a supervisor considers serious or where a verbal warning has not helped to change unacceptable behavior. An employee should recognize the grave nature of the written warning.

Sikeston R-6 reserves the right to administer appropriate disciplinary action for all forms of disruptive and/or inappropriate behavior. Each situation will be dealt with on an individual basis.

Sikeston R-6 has established general guidelines to govern the conduct of its employees. No list of rules can include all instances of conduct which can result in discipline and the examples below do not replace sound judgment or common sense behavior. Sikeston R-6 reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including but not limited to written warning, final warning, disciplinary suspension, and discharge.

The general guideline for progressive discipline is a verbal warning, a written warning, a final written warning and/or disciplinary suspension, and discharge. Sikeston R-6 reserves the right to determine the appropriate level of discipline which may include skipping one or more steps in the progressive discipline guideline.

Below are examples of breaches of good conduct:

- Abusing lunch or break periods.
- Being dishonest, including but not limited to deception, fraud, lying, cheating or theft.
- Creating conflict with co-workers, supervisors, students, visitors, or staff.
- Contributing to unsanitary or unsafe conditions. Destruction or defacement of school property.
- Disclosing student or other confidential information to unauthorized persons either verbally or in writing.
- Engaging in vulgar or abusive language or conduct toward others.
- Excessive absenteeism and/or unreported absences.
- Excessive tardiness in reporting to work or failure to start work on time.
- Failure to obey safety rules or failure to use safety equipment.
- Failure to report injuries, or damage to, or an accident involving company equipment.
- Failure to treat student and parents with appropriate courtesy, consideration and respect.
- Falsification of employment application or medical history.
- Fighting with another employee, supervisor, student or parent.
- Forging, altering, or deliberately falsifying official documents, authorizations, or records.
- Gambling on school property.
- Horseplay.
- Leaving the assigned work area or facility without the supervisor's permission.
- Manufacture, use, possession, sale, distribution, or being under the influence of controlled substances or alcoholic beverages on any school property; any school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function; during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business. (GBEBA states may include suspension, termination, or referral to rehab)
- Neglect of duty that jeopardizes the health or safety of students, parents or employees.
- Sleeping while on duty.
- Spreading malicious rumors.
- Time card violations, such as, failure to punch in/out, carrying timecard without authorization, and/or tampering you're your or another employee's timecard.
- Unauthorized possession of dangerous weapon on school premises.
- Unauthorized tampering with posting or removal of official school bulletin board notices.

- Unauthorized use of school telephone and/or school computer.
- Smoking or having lighted materials in unauthorized areas.

Any other offenses that reason, morals, or common sense indicate to be a consequence to the schools, students, staff or visitors. When assessing the disciplinary action, the seriousness of the offenses will be considered along with work record and length of service.

If an employee feels he/she has been disciplined unfairly, he/she may appeal through the problem solving procedure. Written board policies are not subject to the problem solving procedure. An employee must be actively at work and working for a period of twelve (12) months after the date of discipline in order for a minor infraction to become inactive for the purposes of disciplinary progression. Serious or major infractions will remain active in the employee's file for the duration of employment of the district.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Please see a student handbook for further information.

Family and Medical Leave – Board Policy GBBDA (Rev 10/7/15)

Family and Medical Leave Act cases will be administered in accordance with federal law. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before the leave is to begin, if foreseeable. If 30 days' notice is not practicable, the employee must give as much notice as possible.

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 family/medical leave for a period not to exceed 60 work days (12 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 work weeks of designated FMLA leave has been reached, but such absences will be unpaid.

Employees who take leave without pay under the provisions of this section shall be entitled to continued participation in the district's health plan. 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.

The employee is eligible to take FMLA Leave if:

- Been employed in the district for at least 12 months which do not have to be consecutive as long as the employee is maintained on the payroll for any part of a week including any periods of unpaid or paid leave during which other benefits or compensation is provided by the employer, the week counts as a week of employment,
- Been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave, and
- The employee is employed at a worksite that has 50 or more employees within a 75-mile radius.

In order to qualify as FMLA Leave, the employee must be taking leave for one of the reasons listed below:

- The birth of a child or the placement of a child for adoption or foster care.
- The need for the employee to care for a family member (child, spouse, parent) with a serious health condition.
- A serious health condition that renders the employee unable to perform his or her job.

Additional Provisions

Spouses employed by the same employer are jointly entitled to a combined total of 12 work-weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition. Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

The district reserves the right to require the Health Care Provider certify that the leave is for a 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. 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.

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 time, 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.

Health and Safety – Board Policy GBE (Rev 8/8/06)

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.

Inclement Weather

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 District Facilities. When it becomes necessary to close, open late or release students early, district officials will notify the public by sending out automated phone calls as well as posting notifications on the district website, Facebook and Twitter. Personal leave will not be used for inclement weather when school is in session.

Loss of Personal Property

The District will not assume responsibility for loss of, or damage to, personal property stored, installed, or used on the school premises.

Leaves – Board Policy GDBDA (Rev 7/8/15)

Sick Leave

Any support staff employee whose assignment calls for 12 months of full-time employment shall accrue up to a maximum of nine (9) days of sick leave annually. Unused sick leave will be cumulative up to 45 sick leave days. Support staff employees whose assignments call for full-time employment only during the regular school term shall accrue up to a maximum to seven (7) days of sick leave annually. Unused sick leave will be cumulative up to 35 sick leave days.

Absences will be counted in hourly increments of sick leave. An absence of less than one (1) hour will be counted as one (1) hour of sick leave. An absence within the framework of the following provisions may be assigned to sick leave time:

- Illness, injury or disability of the employee or family member (spouse, child, parent, grandparent, grandchild, sibling, or any other person who is wholly dependent upon the employee). The Board reserves the right to require a physician's certification attesting to the illness or disability of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying events even if such absences are paid sick leave.
- Death of a family member (spouse, child, parent, grandparent, grandchild, sibling, or any other person who is wholly dependent upon the employee). Employees may be excused under sick leave to attend funerals of others when such is felt to be a personal responsibility.

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

Should the accumulation of such leave time at some future date exceed 45 (35) days, and upon retirement of the said employee, the Board of Education may reimburse said employee \$15 a day for those days accumulated (effective July 1, 1968).

Example: Employee "X" has worked in the district 14 years and has, upon retirement, accumulated (14 years x 7(5) days per year = 98(70) total accumulated days). Employee "X" has used 53(35) days of such leave for authorized reasons. Subtract 53(35) days of authorized leave from accumulated 98(70) days leaving 45(35) accumulated days. Upon retirement, employee "X" would be reimbursed 45(35) x \$15 per day or \$675 (\$525) final accumulated stipend.

Upon termination of employment (other than retirement), an employee *will not be* paid for unused sick leave.

Any employee who is a member of a retirement system shall remain a member during any period of leave under sick leave provisions of the district or under Workers' Compensation. The employee shall also receive creditable service credit for such leave time, if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

Personal Leave

A leave of absence of not more than two (2) days per year will be granted without loss of pay to each employee annually for unusual reasons that cannot be taken care of except during working hours. Unused personal leave days do not accumulate and are deducted from the employee's accrued sick leave. Personal leave will not be used for inclement weather when school is in session.

Written requests for personal leave are to be made to the employee's supervisor/building administrator using the appropriate form. The supervisor/building administrator does have the authority to deny the request if, in his or her opinion, it would interfere with the operation of the school building and/or too many individuals have been previously granted personal leave.

If a court subpoena is directly related to his or her school duties, the employee will be released for court appearance without loss of personal leave. Other court appearances will be deducted from personal leave.

Absences will be counted in hourly increments of personal leave. An absence of less than one (1) hour will be counted as one (1) hour of personal leave.

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

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

Employees will be paid regular pay when required to serve as a juror.

Vacations

Employees on a permanent continuous (eleven (11) to twelve (12) month) basis shall earn paid vacation time as follows:

- Following first year of continuous employment, five (5) working days.
- Following second year and each year thereafter of continuous employment, the employee will be entitled to ten (10) working days of paid vacation each year.

Employees who terminate employment prior to working twelve consecutive months, or who are hired on a temporary basis will not earn vacation pay. After one year of continuous employment, employees who terminate will receive payment for earned vacation days.

Vacation is a benefit for the employees, but all employees shall schedule its use to interfere least with the work load of the employee's department. All vacations must be approved by the employee's immediate supervisor. The business office will review all vacation requests to determine that the accumulated time is available as requested.

Vacation time earned by ten (10) and eleven (11) month employees must be taken within the prescribed work period.

Holidays

The school calendar, as adopted by the Board, establishes the school recess periods and holidays for support staff members employed on a school-year basis. Non-certificated personnel employed for the academic school term (August through May) shall be eligible for only those paid holidays falling within the designated term of employment. Provided the employee works his or her entire scheduled workday immediately preceding and following the holiday, the employee will be paid for the respective holiday.

If an employee is eligible to receive workers compensation benefits, the employee receives such benefits and is not paid for the respective holiday.

When an employee terminates or retires, they are not paid for holidays that remain in the calendar year.

Nonrenewal, Suspension & Termination of Support Staff Members – Board Policy GDPD (Rev 8/8/17) & GDPE (Rev 6/13/17)

The superintendent may suspend, with or without pay, or terminate support staff members who are not under contract. The superintendent shall report any such suspension or termination to the Board of Education. The superintendent's decision will stand approved unless reversed by the Board.

Although support staff employees not employed under contract have no contractual right to continued employment from one academic term or year to the next, such employees may reasonably expect continued employment until notified otherwise by the superintendent or designee.

Pursuant to state law, any employee who strip searches a student in violation of law will be immediately suspended without pay and may be terminated.

Overtime

Overtime is not permitted unless approved by employee's supervisor. Otherwise employee may be subject to discipline, up to and including dismissal.

Pay Period

All hourly employees are paid bi-weekly (every two weeks) on the Friday following the end of the bi-weekly pay period. Pay periods begin on Saturday and end on Friday.

August 2017 example: The bi-weekly pay period begins on Saturday, August 5th, and ends on Friday, August 18th. The employees are paid the following Friday, August 25th.

Performance Evaluations – Board Policy GDN (Rev 6/12/12)

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. The selection of qualified employees to fill vacancies, the determination of assignments and equitable work-loads, the establishment of wage and salary schedules which encourage employees to put forth their best efforts and the evaluation of employee achievements are some of the major responsibilities of the Board and administrative staff. A program of continuous evaluation is necessary in fulfilling these responsibilities. All supervisors and/or principals who serve as immediate supervisors will complete a written evaluation on all support staff under their supervision.

All support staff employees will be evaluated at least once during their first year of employment and then at least once every year thereafter.

Personnel Records – Board Policy GBL (Rev 6/13/17)

It is the intent of the Board of Education to maintain complete and current personnel files for all district employees. Personnel records will include, but are not limited to: documentation of necessary certifications and licenses; compensation records; documentation of benefits received or offered and overtime or compensatory time earned; performance evaluations; records of disciplinary actions; and other records the district determines are necessary to effectively manage the employment relationship and verify compliance with relevant state and federal laws. Personnel records will be retained in accordance with the Missouri Secretary of State's applicable retention manuals. All certificated employees must have, on file in the superintendent's office, a complete transcript of all college courses taken.

The district creates and maintains personnel records for district purposes, and in general personnel records will only be available to district employees or independent contractors who are authorized by the district to access the information. In accordance with law, individually identifiable personnel records, performance ratings and records pertaining to employees, former employees or applicants for employment are closed and not accessible to the public. However, the names, positions, salaries and lengths of service of employees must be available to the public upon request. In addition, the district will provide access to personnel records to the district's legal counsel, to state and federal agencies with appropriate authority, and in situations where the record is used to defend the district in a legal or administrative action.

Personnel records shall be maintained in the office of the superintendent and will be stored in accordance with good data management practices and in such a manner that only authorized personnel who need to know the information as part of their duties with the district have access to the records. Files containing immigration records and medical information regarding an employee will be kept separate from other personnel files.

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

Professional Dress

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 building may establish its own dress guidelines. Teachers will dress in a manner appropriate to the teaching assignment. They should not wear apparel that distracts students from the learning process or that creates disruption in the classroom. Some employees are required to wear uniforms or safety equipment. If an employee is required to wear a uniform or safety equipment, the supervisor will advise the employee as to where they may be obtained.

Qualifying Period

The qualifying period is the first ninety (90) days of employment. For employees that are not required to work 12 months per year, the qualifying period will continue when the employee returns to work for the next school year. During this time, the employee has an opportunity to evaluate the school as an employer, and the school has the opportunity to evaluate the employee's service and conduct. During this qualifying period, the school reserves the right to terminate an employee's service without notice and the employee may terminate without the suggested two-week notice.

Resignation of Support Staff Members – Board Policy GDPB-1 (Rev 7/8/03)

Any support staff member who desires to resign must submit a written letter of resignation to his or her immediate supervisor. The letter should specify when the resignation is to be effective and should be submitted at least two (2) weeks prior to the effective date. A resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The resignation need not be approved by the Board. Employees who fail to report to work for three consecutive days without properly communicating to their supervisor the reasons for their absence may be viewed as voluntarily resign their employment as of the 3rd day.

Safety

All employees are responsible for observing safety rules and regulations and conducting themselves in a manner which promotes safe and healthy conditions and practices. Any and all safety hazards should be reported immediately in accordance with established policies and procedures. **If an employee is involved in an incident, or witnesses an incident resulting in injury, illness, or in damage to property, regardless of severity, he or she must report it immediately to their supervisor.**

Section 504

The Sikeston R-6 School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Sikeston R-6 School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Sikeston R-6 School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at your child's school counselor's office during operational hours or at the Board of Education Office.

This notice will be provided in native languages as appropriate.

Staff Conduct – Board Policy GBCB (Rev 2/13/07)

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 that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.

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

Staff/Student Relations – Board Policy GBH (Rev 2/14/12)

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.

Support Staff Grievances – Board Policy GBM-2 (Rev 3/13/12)

The Sikeston R-6 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 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, reduction in force or termination. This policy does not apply if another Board policy or regulation or state or federal law provides due process, a hearing or a different method for addressing the issue.

Grievant – A district employee who has filed a grievance.

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

Grievance Process

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

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

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

Immediate Supervisor (Step 1)

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

Principal or Designee (Step 2)

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

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

Division Director (Step 3)

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

School Board or Board Committee (Step 4)

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

Documentation

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

with the employee. Information recorded in an employee's personnel file will not be shared except as provided in Board policy or required by law.

Technology Usage – Board Policy EHB (Rev 1/9/18)

Sikeston R-6's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

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

Terms of Employment

All support staff employees either full-time or part-time are considered at-will employees. A full-time employee is expected to work eight (8) hours per day, five (5) days per week, and twelve (12) months per year.

Employees who work eleven (11) months per year are expected to work up to eight (8) hours per day, up to five (5) days per week, up to forty-eight (48) weeks per year. Term begins up to twenty (20) workdays prior to opening day of school and ends up to twenty (20) workdays after closing day of school. All accumulated vacation days must be taken within the stated forty-eight (48) week period.

Employees who work ten (10) months per year are expected to work up to eight (8) hours per day, up to five (5) days per week, up to forty-three (43) weeks per year. Term begins up to ten (10) work days prior to opening day of school and ends ten (10) workdays after closing day of school.

Maintenance/Secretarial/Counselor Clerks/Library Media Center Aides/Nurse Assistant/Central Supply - Employees are hired to work either ten (10), eleven (11), or twelve (12) months per year.

Teacher Aides/Assistants - Employees are hired to work a minimum of 180 school days. Teacher Assistants and Title I employees may report to work one (1) day prior to opening day of school for preparation. Teacher Aides and IDEA employees may report to work for one (1) day of orientation for preparation.

Transportation - Employees are hired to work a minimum of 180 school days. Scheduled hours per day vary and are assigned by the Director of Transportation. In addition, employees may be eligible to work during Summer School.

Employees working on a part-time basis, less than 30 hours per week, are not eligible for benefits.

Transportation

Purpose

It shall be the primary purpose of the Transportation Department of the District to provide transportation to and from school for students of the district as authorized by the laws of the state of Missouri and policies adopted by the Board of Education. Provisions shall also be made for miscellaneous transportation projects other than home-school trips as time and resources permit.

Policy

Drivers shall:

- Conduct themselves in a manner that will reflect favorably upon the district;
- Be neat and clean;
- Abstain from the use of tobacco in the bus
- Refrain from driving under the influence of intoxicants, narcotics or drugs;
- Display appropriate conduct.
- Report for their buses at a time before the run starts as specified by the Transportation Director;
- Operate the vehicle in a safe manner with emphasis on defensive driving;
- Be punctual in reporting to work and at bus stops;
- Conduct daily pre-trip inspections of their vehicles and report promptly and, in writing, all defects that may affect the safety of the vehicle's operation or result in mechanical breakdown;
- Establish a rapport with the passengers by getting to know student names and where they live;
- Maintain order in the bus at all times;
- Meet applicable state and federal laws as well as district policies and procedures;
- Perform periodic inspections in accordance with the operator's manual (provided to each driver); and
- See that the inside of the bus is kept neat at all times by cleaning it daily. Surfaces containing lettering on the front and rear of the busses shall be kept clean so that all markings are clearly visible.

Who May Ride the Bus

Local policy allows free transportation for all resident students who live more than 1 mile away from the front door of the school by the most direct route provided their behavior is in accordance with the standards necessary for safety.

Eligible Transportation for State Aid

Includes approved route mileage to and from school at the beginning and the end of the school day, to and from public accredited vocational courses, and when approved in advance by the section of special education, to special education classes either in or outside the district that require special transportation arrangements during the regular summer school terms. Public accredited vocational courses are defined as including all regularly scheduled courses taught during the regular school day for which vocational aid is paid by the Division of Career and Adult Education. Some examples of ineligible transportation include field trips, athletics, and extracurricular activities.

Accounting of Students Transported for State Aid

1. An accurate count of students transported in the 2nd Wednesday in October and the 2nd Wednesday in February shall be made.
2. The count shall be taken for each route in the incoming a.m. or p.m. run and the record signed by the driver of the vehicle.
3. If all schools within the district are not in session a full day on days identified in item #1 above, the count of the pupils transported shall be taken within the next 3 days of school in full session.

Student Discipline

Students, parents/guardians, bus drivers, and school officials must work together to provide for the safe transportation of students.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to the following disciplinary procedures including, but not limited to, suspension of the privilege of riding the bus:

- In the event of a discipline problem, the driver shall speak to the student privately if possible. If a large group is involved, he/she shall address himself/herself to the entire group. Problems which cannot be settled by the driver will be referred to the principal.
- The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.
- In cases deemed severe enough by the principal, transportation may be suspended for a period of time as a result of a major infraction, provided the parent is duly notified.
- A driver must never put a student off the bus other than at the student's regular stop without permission from the parent or guardian.

Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law.

Use of Tobacco Products & Imitation Tobacco Products – Board Policy AH (Rev 8/12/14)

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and 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. 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.

Visitors in the Workplace

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive direction or be escorted to their destination. Employees who observe an unauthorized individual on the District 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.

Workers Compensation

Workers compensation benefits are provided to employees who sustain work-related injuries or illnesses on the district's premises, or while on district business, in accordance with federal, state, and local regulations. When an employee is injured on the job, it is the responsibility of the employee to immediately notify their immediate supervisor. Verbal notice of the incident must be given to the Workers Compensation Coordinator in Human Resources immediately following the incident **whether the employee suffers an injury or not. Even if the employee does not feel they need medical attention, the incident must be reported.**

Employee Incident Guidelines:

1. Employee should report to the school nurse or supervisor
2. First Aid will be provided
3. If medical attention is required:
 - a) Notify Human Resource Assistant
 - b) Appointment given to Employee
 - c) 911 will be called on Nurse request
 - d) Nurse will fill out Employee/Student/Witness Account of Incident
 - e) Employee and Witness to fill out form
 - f) Signed by Building Principal

- g) Original copy of form to Human Resources and copy to Director of Nursing within 24 hours
- h) The Employee is responsible for contacting HR regarding office visits, work restrictions, and any prescriptions needed prior to getting them filled.

If injury after 5 PM:

1. Notify Supervisor
2. If medical attention is required:
 - a) Drive Self to Missouri Delta Medical Center or if unable to drive, Supervisor will drive them, or call 911
 - b) Report incident/injury to Human Resource next business day
 - c) Supervisor to fill out Employee/Student/Witness Account of Incident
 - d) Employee and Witness to fill out form
 - e) Signed by Supervisor
 - f) Original copy of form to Human Resources and copy to Director of Nursing within 24 hours
 - g) The Employee is responsible for contacting HR regarding office visits, work restrictions, and any prescriptions needed prior to getting them filled.

Please remember, the EMPLOYER directs the medical care, not the EMPLOYEE. Not following procedure may result in non-coverage of the incident.