

Fordland R-3 School District



Employee Handbook 2019-20

Introduction

The purpose of this handbook is to provide information that will help answer questions and pave the way for a successful year. Not all District policies and procedures are included in this handbook and those that are included have been summarized. Suggestions for additions and improvements to this handbook are welcomed and may be sent to the Central Office.

This handbook is neither a contract nor a substitute for the official District Policy Manual. This handbook is intended to be a guide to and a brief explanation of District policies and procedures. District policies and procedures are updated periodically and these changes shall supersede any handbook provisions that are not compatible. For more information, employees may refer to the policy codes that are associated with handbook topics or confer with their supervisor. A master copy of the District's School Board Policy Manual is available in the Central Office and the policies may be viewed on the District web site. To access the board policy manual or any other internet link in this handbook simply click on the blue lettering.

School website: www.fordlandschools.org

Fordland Board Policy Manual

A - Foundations and Basics

B - School Board Governance and Operations

C - General School Administration

D - Fiscal Management

E - Support Services

F - Facilities Development

G - Personnel

I - Instruction

J - Students

K - School-Community Relations

Fordland School District Mission Statement

District Mission - The mission of the Fordland R-III School District is to provide an education for all students, that we prepare them for work, citizenship, and lifelong learning.

District Beliefs and Vision - The District beliefs are a succinct formal expression of the school district's fundamental values. These beliefs are the ultimate why behind every action.

We believe ...

- All students can learn.
- Students need to develop a sense of self-worth, take responsibility for themselves and show respect for others.
- All people have the right to be treated with dignity and respect.
- Parents/guardians & caregivers are responsible for being involved in their child's education and to see that their child has good attendance.
- People have the right to a safe, positive learning environment.
- Parents/guardians & caregivers, community and school play vital roles in guiding and motivating our students.
- A well-rounded education that prepares our children academically, socially, and philosophically for their future.
- In upholding the highest expectations of learning.

FORDLAND R-3 SCHOOL DISTRICT

Equal Employment Opportunity

The Fordland R-III School District 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. The Fordland R-III School District is an equal opportunity employer.

For additional information on illegal discrimination or harassment see board policy AC (Prohibition Against Illegal Discrimination and Harassment).

Nondiscrimination and Harassment (AC)

If you have inquiries, complaints or concerns regarding discrimination or harassment contact the superintendent at (417) 767-2298.

NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Fordland R-3 School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. "In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups."

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

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

COMPLIANCE COORDINATOR

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Fordland R-3 School District's designated ADA Compliance Coordinator:

Superintendent of Schools
Fordland R-3 School District
1230 School Street
Fordland, MO 65652
Phone: 417-767-2298 / Fax: 417-767-4483

District Employment Opportunities

District job openings are advertised on the District web site at [District Employment Opportunities](#).

Employment Lengths

Position - Contractual and Non-Contractual Employment Lengths

Certificated Personnel Contracts

12 months	Year round employment with vacation days
11 months	220 contract days
10 ½ months	210 contract days
10 months	200 contract days

Administrators	Superintendents	12 months
	Principals	10 ½ months
	Technology Director	12 months
	Maintenance Director	12 months
	Special Education Director	9 months
Counselors	All Counselors	9 months + 15 days
Librarians	All Librarians	9 months + 10 days
Custodians	Full-time Custodians	12 months
Teachers	177 days	

This includes 168 school days, four in-service days before school, two professional development days, four ½ parent-teacher conference days.

Support Staff Employment Lengths

Paraprofessionals	169 days
	This includes 168 school days and one in-service day.
School Nurse	191 days
	This includes 168 school days plus 23 additional days
Bus Drivers	169 days
	This includes 168 school days and one in-service day.
Cooks	171 days
	This includes 168 school days and three in-service days.

Secretarial Staff

Elementary 181 days
This includes 168 school days plus 13 additional days

High School

Lead Secretary 188 days
This includes 168 school days plus 20 additional days

Sec/Café 181 days
This includes 168 school days plus 13 additional days

Central Office

Admin Assistant	12 months
Accounting	12 months

*** Specific employment schedules will be set each year by the supervising administrator in cooperation with each secretary.**

School Day Schedule

	<u>School Day</u>	<u>Instructional Staff Contract Time</u>
PK-5	8:10 – 3:11	7:40 – 3:20
	• Busses begin to arrive at 7:40. Breakfast begins at 7:40 – 8:00.	
6-12	8:00 – 3:01	7:35 – 3:15
	• Busses begin to arrive at 7:35. Breakfast begins at 7:35 – 7:55.	

Non-Certified Leave

Any support staff employees whose assignments call for 12 months of full-time employment will be entitled to 11 days of leave. Support staff employees whose assignments call for full-time employment only during the regular school term will be entitled to nine days of leave. Unused leave will be cumulative to 63 leave days. All unused days over 63 will be paid at the rate of \$20 per day. Employees leaving the district shall receive \$20 per day for all unused leave days. An absence of over one through four hours shall be counted as a half-day of leave.

Up to three consecutive days of leave may be taken without verification as long as it is not before or after a holiday (including Christmas or spring break); the first or last week of the contractual school calendar year (five calendar days each including non-student attendance days); on a professional development day (including early release professional development days) or in violation of the leave policy.

Absence before or after a holiday (including winter or spring break), or the first or last week of the contractual school calendar year (five calendar days each including non-student attendance days), requires a healthcare provider's note or it will result in a full dock for the contract day missed, in accordance with approved docking procedures.

For an extraordinary situation that occurs before or after the days listed above, the employee may request in writing to the Superintendent of Schools that a regular day of leave be granted. The request will require a 30-day notification. Emergency circumstances will be handled on an individual basis.

Absences of four or more consecutive days require a healthcare provider's certification unless the employee has given sufficient notice of FMLA-qualifying need, in which case the leave will be administered according to the FMLA. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid regular leave. The district need not wait four days before requesting an FMLA Certification of Health Care Provider form in conjunction with a preliminary designation that FMLA applies to an absence.

* Part-time hourly employees are not eligible for sick leave benefits.

Custodians/Maintenance/Grounds & Transportation Personnel

Maintenance Director
Grounds
Maintenance
Custodians

12 month employees have the following paid vacation days:

- New Years Day
- Memorial Day

- July 4th (Independence Day)
- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Eve
- Christmas Day

When a holiday falls on a Sunday, the following Monday will be considered a holiday. When the holiday falls on a Saturday, the preceding Friday will be considered a holiday. The District may elect to add additional paid vacation days.

Support Staff - All support staff employed on a 12-month basis who have been employed with the district for 1–9 years will receive 10 days of vacation per year; employees who have been employed for 10 or more years will receive 15 days of vacation per year. Years of service will be counted on a cumulative rate for those employees who change from a nine-month or more position to a 12-month position. An employee must submit a written request for vacation to his or her supervisor and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the supervisor has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

For non-certified employees hired after 2/21/2019: Vacation leave must be used in the 12-month period between January 1 and January 1 in the year earned, or the leave will be forfeited.

New 12 month Employees

Vacation days are issued at the beginning of each fiscal year and will be prorated during the first year of employment according to the following schedule:

<u>Month hired</u>	<u>Days awarded July 1st</u>
July	10
August	10
September	9
October	9
November	8
December	8
January	7
February	6
March	5
April	4
May	3
June	2

Overtime & Compensatory Time for Nonexempt employees

All employees will work hours assigned by their immediate supervisor. **All overtime must be approved beforehand by the superintendent or designee.** Timesheets for hourly employees shall be completed by the employee and immediate supervisor. Time sheets will be maintained for the purpose of documenting overtime and days missed. Overtime will be paid pursuant to existing policy and applicable labor laws.

Compensation

Exempt and nonexempt employees will be compensated in accordance with the applicable Board policy. Unless otherwise permitted by law, exempt employees will be compensated on a salary basis. Nonexempt employees may be compensated on either a salary or hourly basis, although amounts paid for overtime work and deductions for unpaid leave will be calculated using an employee's regular hourly rate of pay. The district will comply with minimum wage laws, when applicable.

All nonexempt employees are required to complete a daily time record showing actual hours worked. Supervisors of nonexempt employees must verify the accuracy of such records on a weekly basis. Failure to maintain or verify such records or falsification of these records will be grounds for disciplinary action.

Overtime

The Board discourages overtime work by nonexempt employees. A nonexempt employee shall not work overtime without the express approval of his or her supervisor. Nonexempt employees who begin work earlier or work later than their assigned hours without prior authorization from their immediate supervisor are subject to discipline, including termination.

Unless a nonexempt employee works in one of the classifications listed in the "Comp Time" section of this policy, he or she will be paid one and one-half times his or her regular rate of pay for each hour of overtime.

Comp Time

The district uses comp time in lieu of overtime compensation for the following classifications of employees: cooks, custodians and maintenance.

This policy constitutes an agreement or understanding in advance that these employees will be given comp time off for overtime work. Employees will be awarded such comp time off at the rate of one and one-half hours for each hour of overtime worked.

The following provisions apply to comp time:

1. Comp time may be accrued up to 240 hours (160 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one and one-half times the individual's regular rate of pay. The district may require an employee to use accrued comp time to avoid excessive accumulation or monetary liability.
2. Every effort will be made to permit the use of comp time at a time mutually agreed upon by the individual and his or her supervisor. However, when the individual's absence would unduly disrupt the district's operations, the district retains the right to postpone comp time usage.
3. Upon leaving the district, individuals will be paid for any unused comp time at a rate not less than the higher of the average regular rate received by the employee during his or her last three years of employment or his or her final regular rate of pay.

Nonexempt Employee Supplementary Overtime (GBA)

Certified Personnel

Leave

Professional staff employees whose assignments call for 12 months of full-time employment will be entitled to 12 days of leave. Professional staff employees whose assignments call for full-time employment only during the regular school term will be entitled to 10 days of leave.

Unused leave will be cumulative to 63 leave days. All unused days over 63 will be paid at the rate of \$40 per day. Teachers leaving the district at the end of the school year shall receive \$40 per day for all unused leave days. An absence of one through three and one half hours shall be counted as a half-day of leave. Any absence occurring on a day of early dismissal that is counted as a full day will be counted as a full day's absence.

Up to three consecutive days of leave may be taken without verification as long as it is not before or after a holiday (including Christmas or spring break); the first or last week of the contractual school calendar year (five calendar days each including non-student attendance days); on a professional development day (including early release professional development days) or in violation of the leave policy.

Absence before or after a holiday (including winter or spring break), or the first or last week of the contractual school calendar year (five calendar days each including non-student attendance days), requires a healthcare provider's note or it will result in a full dock for the contract day missed, in accordance with approved docking procedures.

For an extraordinary situation that occurs before or after the days listed above, the employee may request in writing to the Superintendent of Schools that a regular day of leave be granted. The request will require a 30-day notification. Emergency circumstances will be handled on an individual basis.

Absences of four or more consecutive days require a healthcare provider's certification unless the employee has given sufficient notice of FMLA-qualifying need, in which case the leave will be administered according to the FMLA. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid regular leave. The district need not wait four days before requesting an FMLA Certification of Health Care Provider form in conjunction with a preliminary designation that FMLA applies to an absence.

Vacation Time

Professional Staff- All professional staff employed on a 12-month basis who have been employed with the district for 1–9 years will receive 10 days of vacation per year; employees who have been employed for 10 or more years will receive 15 days of vacation per year. An employee must submit a written request for vacation to the superintendent or designee and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

[Professional Staff Short-Term Leaves and Absences \(GCBDA\)](#)

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

[Support Staff Leaves and Absences \(GDBDA\)](#)

Work Days and School Cancellation

Maintenance and Custodial personnel are allowed to work on snow days but are not required to work when unable due to concern over travel safety. If employees are unable or choose not to report to work, hours not worked are unpaid hours. Lost hours may be made up within the current week of employment with approval of the immediate supervisor. Lost hours may not be made up when hours worked extend beyond 40 hours within a week of employment. Lost days may also be made up through the use of leave day(s) or vacation leave.

Retirement

Any person employed by a public school who devotes 20 or more hours per week on a regular basis and does not remit to the Public School Retirement System of Missouri (PSRS) is required by law to be a member of the Public Education Retirement System of Missouri (PEERS). The retirement program is an employee/employer joint-contributory plan.

Employee Insurance Coverage

Health Insurance

The School District is a member of the Missouri Affiliated School Consortium (MASC). MASC is an insurance consortium comprised of a number of area school districts. The District will pay the monthly premium for the current school year toward all full time employees' health insurance coverage. If additional health insurance coverage for spouse and/or family is desired, it is the responsibility of the employee.

- ❖ Health insurance coverage for new teachers will start on September 1st. Coverage for all other employees hired after the beginning of the school year will begin on the 1st of the month following employment date.

Life Insurance

Life insurance for twenty thousand dollars (\$20,000) is paid for each full-time employee by the School District.

Disability

A long-term disability policy is paid for each full-time employee by the School District.

Supplemental Insurance Coverage

Supplemental insurance may be available through the district with the employee paying the entire premium.

Below is a summary of the supplemental insurance coverage available:

American Fidelity

- Accident
- Cancer
- Life
- Critical Illness
- Long-Term Disability
- Board Paid Long-Term Disability
- Board Paid Life Insurance Plan

For additional insurance information contact the superintendent's office.

American Fidelity is the District Cafeteria Plan (Section 125) provider.

District 403B Options

Boehne Financial is our 403b Program Broker.

Additional 403B options will be added only when at least 10 employees request they be added and commit to using them.

Early Separation Incentive Plan

The Fordland R-III School District Board of Education will annually consider whether to offer an early separation incentive plan (ESIP) to employees that meet the eligibility requirements of this policy. When making this decision the Board will consider the economic and other business-related benefits the district will gain by offering this incentive. In the absence of action by the Board to otherwise amend, modify, repeal or extend this plan beyond the 2018-19 school year, this plan will not be available beyond the present school year.

[Professional Staff Fringe Benefits \(GCBC\)](#)

[Support Staff Fringe Benefits \(GDBC\)](#)

[Early Separation Incentive Plan \(GBPCA\)](#)

Paycheck Disbursement

Payroll checks will be disbursed through direct deposit on the 20th of each month or the Friday before the 20th if the 20th falls on a weekend.

2019-20 Payday Schedule

July	19
August	20
September	20
October	18
November	20
December	20
January	20
February	20
March	20
April	20
May	20
June	19

Summer School payment will be looked at each summer. Every effort will be made to pay before the 20th, but in some cases Summer School pay may be on the same day as the July payday.

All full time school employees will be paid over a 12 month period.

New Employees to the District

Payroll

New employees to the district will receive their first paycheck on the following schedule:

12 month employment	July
11 month employment	August
10 month employment	August
All other employees	September

To ease the burden of the expense of relocating and not receiving a check until September for the first year of employment, new teachers may choose to receive 13 paychecks for their first year starting in August. To inquire about this option contact the Central Office.

Salary Schedule Placement

The Fordland R-III School District needs highly qualified employees to accomplish its education mission and must offer competitive compensation to attract and maintain experienced professional staff in the district. The Board directs the superintendent or designee to annually research regional and statewide trends in employee compensation and consult with district employees to prepare competitive salary schedules and salary recommendations for the Board to consider, within the constraints of the district's finances. Only the Board has the authority to increase an employee's regular compensation or grant employees an extra-duty position or stipend.

As required by law, teachers will be paid in accordance with a salary schedule adopted by the Board of Education. All full-time teachers will be paid at least the minimum teacher's salary as required in state law. Non Certificated professional staff and certificated staff members other than teachers will be compensated in accordance with a Board-approved salary schedule or will receive the amount of compensation approved by the Board for particular positions or particular employees.

All Professional Staff Salary Schedules

The Board is required to adopt salary schedules for the compensation of teachers and may use a salary schedule to compensate administrative and non certificated professional staff. When creating a salary schedule, the Board may recognize characteristics beneficial to the district, such as certification in high-need areas, in addition to traditional factors, such as experience and education.

The following rules apply to all district salary schedules unless determined otherwise by the Board:

1. The Board will make every effort to adopt salary schedules prior to the statutory deadline for issuing teacher and administrator contracts, but salary schedules and other compensation must be determined along with the district budget no later than June 30. Any salary schedule adopted by

the Board will remain in effect and continue to operate until Board action is taken to change or eliminate the salary schedule.

2. The Board may freeze the operation of the salary schedule when warranted by the financial condition of the district or other relevant reasons, as determined by the Board. Once a salary schedule is frozen, employees will not advance on the salary schedule until a vote is taken by the Board authorizing movement on the salary schedule.

3. An employee may not advance more than one step vertically per year on the salary schedule unless such movement is allowed by the rules adopted by the Board and is uniformly applicable to that particular salary schedule or is otherwise approved by the Board.

4. An employee cannot progress on the salary schedule after entering into a contract for a school year unless such movement is specifically authorized in the contract.

5. Education courses and other professional development may not be used to advance on a salary schedule unless the employee had prior administrative approval to take the course or participate in the professional development and count it for advancement on the salary schedule. Only graduate hours appropriate to an employee's area of instruction will be considered for advancement on the salary schedule. The superintendent may make exceptions on a case-by-case basis to allow for unique district needs. All transcripts must be submitted to the superintendent's office before the first day of school to be credited or approved for salary advancement. No adjustments will be made after the first day of school.

6. The district will recognize similar, previous experience of an employee when placing that employee on the salary schedule. The Board delegates to the superintendent or designee the authority to set guidelines on which previous experiences qualify. Experienced teachers who are new to the school district may receive up to ten years of credit for previous certificated teaching experience. Teachers newly hired to the district are hired as probationary teachers regardless of experience credited to them for salary purposes. In addition, the district may recognize military service or work experience that the district considers beneficial to the position. It is the employee's responsibility to fully apprise the district of his or her relevant background when first being employed in the position. Once the employee is initially placed on the salary schedule, the district is under no obligation to review the placement.

[Professional Staff Compensation \(GCBA\)](#)

[Professional Staff Compensation \(GCBA-R1\)](#)

Employee Expense Reimbursements

Employees will only be reimbursed for pre approved expenses and only when the reimbursement form is accompanied with a detailed receipt. **Reimbursement requests without detailed receipts will not be reimbursed.**

2019-20 Accounts Payable Cut-Off Dates

All certified and non-certified staff reimbursements must be turned in by the First Friday of every month. Board meetings will be the third Thursday each month and checks will not be released until the day after the monthly board meeting.

Criminal Background Checks

The District will conduct criminal background checks in accordance with law on all new employees authorized to have contact with students prior to the employees working with students; however, the district may forgo a criminal background check when:

1. A teacher is employed to work on a part-time or substitute basis within one year of having retired from the Fordland R-III School District.
2. An employee or potential employee has had a background check conducted by another Missouri public school within the past year and the district receives a copy of the background check directly from the other district or obtains electronic access to the previous background check.
3. An employee or potential employee has successfully completed a criminal background check, including a check of the FCSR, as part of the professional license application process within one year prior to employment.

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. All new employees are required to pay for the cost of digital fingerprinting which is required to complete the mandatory criminal background check. Obtaining a criminal background check is a condition of employment and is the sole responsibility of the employee. Failure to obtain an acceptable background check in 30 days will result in employment suspension or possible termination.

Drug-Free Workplace

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.

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 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 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).

[**Criminal Background Checks \(GBEBC\)**](#)

[**Criminal Background Checks \(GBEBC-AP\)**](#)

[**Drug-Free Workplace \(GBEBA\)**](#)

Paraprofessional Qualifications

Sixty college hours or successfully passing the ParaPro Assessment is a requirement for employment as a paraprofessional.

Bus Driver CDL

All new bus drivers must pay for the initial cost for their CDL (Commercial Drivers License). After the initial licensing, the District will pay for the cost of updating licenses and ongoing background checks. 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.

[**Staff Health and Safety \(GBE\)**](#)

CDL License for extra duty contracts (S Endorsement)

Contracted extra-duty employees understand and agree that as a condition of employment, Employee may be required to obtain a valid CDL with “S” endorsement in order to be able transport students by school bus to and from events and activities related to this extra duty.

Information can be obtained from the following web sites:

Commercial Drivers: <http://dor.mo.gov/drivers/commercial>

School Bus Endorsement <http://dor.mo.gov/faq/drivers/schoolbus.php>

School Bus (Extra Riders)

To comply with the recommendation of our insurance provider as well as the need to limit our assumption of unnecessary liability the school district does not permit bus drivers, coaches or event sponsors to take spouses or friends on school trips. The exception to this rule is if the passengers are also employed by the school district and/or the passengers are serving as additional (principal approved) sponsors or event chaperones.

Bus drivers, coaches and trip sponsors may not take non-school aged children on buses due to legal seatbelt requirements we are unable to meet. School aged children, not involved in the activity, will only be permitted to ride with prior principal approval.

Allergy Prevention and Response

Board policy requires that all employees receive training on allergy prevention and response. All staff members will be regularly trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of prefilled epinephrine auto syringes.

In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine or asthma-related rescue medications in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication, including epinephrine, in accordance with standard medical practice. If you have any questions about this procedure or about allergy prevention and response please contact your school nurse.

[Allergy Prevention and Response \(JHCF\)](#)

Employee Conduct

The Fordland 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

The manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcoholic beverages on any school property or in any school-approved vehicle used to transport students to and from school or school activities will not be tolerated, and are grounds for immediate dismissal.

Staff/Student Relations

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.

[Staff Conduct \(GBCB\)](#)

[Staff/Student Relation \(GBH\)](#)

EMPLOYEE TECHNOLOGY USAGE

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

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

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

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

Employees must understand that technology usage is not private and that the school district monitors use of district technology including, but not limited, to accessing browser logs, e-mail logs and any other history of use.

Employees must understand that they are responsible for any unauthorized costs arising from use of the district's technology resources and they are responsible for any damages to district technology due to negligent or intentional misuse.

Employee Computer and Technology Use

[Technology Usage \(EHB\)](#)

[Technology Usage \(EHB-AP 1\)](#)

[Technology Usage \(EHB-AP 2\)](#)

Student Field Trips

Non-Educational Trips

If a teacher/student group wants to take a non-educational non-local field trip the club or organization is responsible for raising the money for the trip. This includes the cost of the bus and the driver.

Student Supervision

If a trip sponsor feels that an additional school sponsor is needed for supervision/safety they may request that the school provide additional personnel. The final decision on funding additional personnel will be made by the building principal.

Purchasing Procedures

[Purchasing \(DJF\)](#)

[Purchasing \(DJF-AP1\)](#)

[Purchasing \(DJF-AP2\)](#)

Building Access

[Building and Grounds Security \(ECA-AP1\)](#)

Copyright Information

[Reproduction of Copyrighted Materials \(EGAAA\)](#)

Confidentiality & Personnel Records

[Personnel Records and Information \(GBL\)](#)

Employee Performance Evaluations

All employees will be evaluated by their immediate supervisor. The Fordland Board requires a program of comprehensive, performance-based evaluations for the teachers and other professional staff members it employs in order to ensure high-quality staff performance that improves student achievement. Evaluation instruments used by the district will minimally reflect the Essential Principles of Effective Evaluation as adopted by the Missouri State Board of Education (State Board).

[EVALUATION OF PROFESSIONAL STAFF \(GCN\)](#)

[EVALUATION OF PROFESSIONAL STAFF \(GCN - AP 1\)](#)

Employment Transfers

The district recognizes that assigning qualified staff members to positions throughout the district is essential to providing an excellent educational program for all students. Every effort will be made to assign district staff to areas of the greatest need for the benefit of the students. The district will accept requests for transfer from employees, but will only honor those requests when it is in the best interest of the district and the educational program to do so.

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

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

Employee Resignation

[Resignation of Support Staff Members \(GDPB\)](#)

[Resignation of Professional Staff Members \(GCPB\)](#)

Employment Dismissals or Voluntary Resignations

Financial compensation ends with the last day worked in the case of employment termination or voluntary resignation prior to the end of the contract or school year. Health insurance terminates on the last day of the month in the case of employment termination or voluntary resignation prior to the end of the contract or school year. Employees will be paid for earned unused leave days when employment is terminated.

[Suspension of Professional Staff Members \(GCPD\)](#)

[Termination of Professional Staff Members \(GCPE\)](#)

[Suspension of Support Staff Members \(GDPD\)](#)

[Nonrenewal and Termination of support staff members \(GDPE\)](#)

Grievance Procedures

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

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.

Staff Complaints and Grievances (GBM)

Accidents & Reporting

Employees must report all work-related injuries and illnesses to their supervisor immediately and will be required to provide the details of the injury or illness in writing. Staff who witness any injury or observe the onset of a serious illness on district property, on district transportation or at a district activity will prepare a written incident report on the incident report form available in each building. A copy of the incident report form will be filed with the appropriate designee as soon after witnessing the event as possible.

Illness and Injury Response and Prevention (EBBA)

Reporting & Investigation Child Abuse/Neglect

The Fordland R-III School District 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.

Reporting and Investigating Child Abuse/Neglect (JHG)

Crisis Management Policies & Procedures Policies

The Fordland R-III School District has a crisis intervention plan to help school district administrators and faculty deal effectively with crises that could interfere with the normal daily operation of school.

Crisis Intervention Plan (EBCA)

Procedures

Safety Program (*Identifying Potential Hazards*)(EB-AP(1))

Communicable Diseases

Communicable Diseases (EBB)

Asbestos

Hazardous Materials (EBAB)

Miscellaneous Policies, Procedures & Information

District Leadership Focus Team

The District Leadership Committee is a channel for improving communication between teachers and Central Office administrative staff. Each school will have two members on this committee. The committee will meet throughout the year when warranted. Meetings will be held after school hours. The intent of these meetings is to search for positive, constructive solutions and improvements concerning District issues.

Travel Reimbursement

The District currently reimburses approved travel mileage at 45 cents per mile.

The District owns one passenger van, one suburban and a car that can be used by district personnel for school related travel. All reasonable attempts should be made to secure usage of a school vehicle to avoid use of personal vehicles when available. A calendar will be maintained in the central office to serve as a sign-up sheet and schedule of when the district vehicles can be used. To reserve the vehicles contact the central office at 5002.

While on approved school related travel, employee meals are reimbursed at a maximum rate of \$30.00 per day within 300 mile radius of the campus and \$ 40.00 for national school related travel. Reimbursement forms may be obtained in the central office. Our auditor requires detailed sales receipts for the District to reimburse employee expenditures.

School Closing Procedures

When school cancellation is required, it is obviously best to cancel classes as early as possible to give parents time to make alternate arrangements for childcare. The district preference, when possible, is to make the decision the evening before so the cancellation will run on the evening news. When an evening decision is not possible and school must be cancelled in the morning, the goal is to make a decision prior to 6:00 a.m. As soon as the decision to cancel school is made, all

Springfield television stations will be notified. Notifications will also be posted on the school website, the District and building twitter pages, and school notifications systems.

Substitutes

Substitute teachers are paid \$80.00 per day. After substituting for 9 consecutive days in the same position substitute teachers are paid \$100.00 per day.

All other subs are paid at the following rates:

Bus Drivers	\$60.00	\$30.00 ½ day
Cooks	\$59.50	\$8.50 per hour
Custodians	\$68.00	\$8.50 per hour

Extra Trip Bus Driver Payment

1-3 hours	\$33.00	Minimum trip payment
4 hours	\$44.00	
5 hours	\$55.00	
6 hours	\$66.00	
7 hours	\$77.00	
8 hours	\$88.00	
9 hours	\$99.00	
10 hours	\$110.00	
11 hours	\$121.00	
12 hours	\$132.00	
13 hours	\$143.00	
14 hours	\$154.00	
15 hours	\$165.00	
16 hours	\$176.00	
17 hours	\$187.00	
18 hours	\$198.00	Maximum trip payment for one day trip*

*Overnight trips are the time a driver leaves the bus facility until the students are finished with their activity for the evening.

- Driver in any fleet vehicle is prohibited from driving in excess of 10 consecutive hours per day.
- Payment will be made on 1/4 hour intervals (\$2.75 per quarter hour)

BOARD POLICY MANUAL

[Fordland R-3 Board Policy Manuals](http://www.fordlandschools.org) are also available on the district website at www.fordlandschools.org.