



**SMITHVILLE**  
School District

*Tradition of Excellence*

**ALL STAFF**  
**DISTRICT HANDBOOK**

2021-2022

**AN EQUAL OPPORTUNITY EMPLOYER**

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## District Information

### Mission Statement

Building on a tradition of excellence in a community filled with warrior pride, the mission of the Smithville School District is to educate and prepare all students for their future by providing relevant, engaging opportunities for each student to reach their unique and full potential.

### Core Values

The Smithville R-II School District believes that:

- Positive partnerships between home, school, and community create a strong foundation for learning.
- Everyone can learn in an environment that is academically, emotionally, and physically safe.
- All stakeholders should engage in professional and effective communication and conflict resolution.
- Every person deserves to be valued and respected.
- We are responsible for providing experiences and tools for our students to become open-minded, collaborative, and critical thinkers.
- Compassion and character should be taught and modeled through positive and appropriate relationships.
- The greatest opportunity to influence a child's life resides with the parent/guardian.
- Education provides equitable opportunities for social, emotional, academic, intellectual, and physical growth empowering students to become responsible citizens and lifelong learners.
- Everyone deserves excellence in his/her educational experiences through continual progress and improvement.
- Teachers and staff have a unique and powerful opportunity to impact a child's life.
- The needs of the student are the first consideration when making decisions.
- Actions have consequences, and decisions should be reflective of the consequences they will have.
- We will commit to transparency and quality in how and what our district communicates.
- We will pursue excellence in all facets of district operations.
- All students deserve the opportunity to explore their passions and purpose.

### Strategic Objectives

The Smithville School District will:

- Embrace innovative practices, tools, and resources to transform teaching and learning.
- Provide students with experiences that promote compassion and empathy.
- Optimize resources to educate the school community to support students so that they will achieve their full potential.  
Provide engaging and relevant opportunities to empower all students to succeed.

## Tactics

The Smithville School District will:

- Embrace the development and implementation of engaging, innovative, and student-centered teaching practices including the effective and appropriate use of technology.
- Create a systematic PK-12 framework to promote social-emotional learning.
- Develop engagement and educational opportunities for parents to help their child succeed.
- Engage local businesses, organizations, and citizens to help the school community thrive.
- Expand the variety of opportunities and experiences to explore the unique interests of each child.  
Invest in and develop quality staff.

## Comprehensive Improvement Plan (CSIP)

To review the CSIP effective 2019-2024 click [here](#).

## School District Legal Status ([AA](#))

The State of Missouri must establish and maintain free public schools in accordance with the Missouri Constitution and state law. The State has delegated certain responsibilities to local school districts. This

school district is governed by a seven-director School Board. Directors are elected or appointed in accordance with law.

The official name of the school district shall be Smithville R-II School District. In accordance with state law, the Board of Education shall keep a common seal with which to attest its official acts relative to district operations.

## Board of Education

The Board of Education meets on the third Wednesday of each month at 7 p.m. Meetings are open to the public. Missouri law permits the Board to enter into closed session for certain purposes like personnel matters, student discipline and litigation and other matters as authorized by Chapter 610, RSMO.

The District is governed by a seven-member Board of Education. The members of the Board are elected by the voters of the District for three-year staggered terms with two or three members being elected each year. All Board members are elected at-large and serve without compensation. The Board is responsible for all policy decisions.

<i>Board of Education</i>	
<i>President</i>	Denney Fales
<i>Vice President</i>	Sarah Lamer
<i>Member</i>	Jeff Bloemker
<i>Member</i>	Ian Saxton
<i>Member</i>	Len Matthies
<i>Member</i>	Scott Haggerty
<i>Member</i>	Susan Whitacre

## Customer Service

It is the belief of the Smithville School District that public education is a customer service industry. The existence and vitality of our institution is reliant on those with which we are expected to serve. Parents do have choices regarding who will educate their child and would do well to serve them with this in mind.

This does not mean that parents are the decision makers in our schools. Nor does it mean the customer is always right. It does mean, however, that the customer is always heard, treated with respect, and regarded as a partner in achieving our vision of creating a premier learning environment.

## Employment

### Notice of Nondiscrimination

The Smithville R-II 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 in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Smithville R-II School District is an equal opportunity employer.

Any person having inquiries concerning the district's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), is directed to the Compliance Coordinator below, who has been designated by the district to coordinate the district's efforts to comply with the laws and regulations implementing Title VI, Title IX, the Age Discrimination Act, Section 504, and Title II of the ADA. In addition, any inquiries concerning the district's compliance with the employment provisions of Title VII of the Civil Rights Act of 1964 should be directed to the Compliance Coordinator.

The district's nondiscrimination policy and grievance forms are located on the district's website at [www.smithvilleschooldistrict.net](http://www.smithvilleschooldistrict.net) or at any district office.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

**Director of Student Services**  
**655 South Commercial Ave., Smithville, Missouri 64089**  
**Phone: 816-532-0406 / Fax 816-532-4192**

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the superintendent of schools

**Superintendent**  
**655 South Commercial Ave., Smithville, Missouri 64089**  
**Phone: 816-532-0406 / Fax 816-532-4192**

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, or the U.S. Department of Justice if applicable.

**Office for Civil Rights**  
Phone: 816-268-0550  
TDD: 877-521-2172  
E-mail: OCR.KansasCity@ed.gov

**Equal Employment Opportunity Commission**  
Phone: 800-669-4000  
TTY: 800-669-6820

**U.S. Department of Justice**  
Phone: 202-514-2000  
TTY: 202 514 0716  
E-mail: AskDOJ@usdoj.gov

**Missouri Commission on Human Rights**  
Phone: 800-735-2466  
TDD: 800-735-2966  
Relay Missouri: 877-781-4236  
E-mail: mchr@dolir.mo.gov  
Revised: January 14, 2014

## **Recruitment and Hiring Procedures**

The Board of Education recognized the importance of having high-qualified staff to assure an efficient and effective education for all students. It is the policy of the Board to select the most qualified staff available in light of the services to be rendered. All positions in the school system are established by the Board and recommendations for employment are presented to the Board for approval.

## **Employment Equality**

The district is an equal opportunity employer and hires only citizens of the United States and persons who are legally authorized to work in the United States. The Smithville R-II School District will enroll and actively participate in a federal work authorization program in accordance with law. The district employs, assigns, and promotes according to individual qualifications and assures equality of opportunity regard to basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law.



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

Because an effective educational program requires quality staff members, the Board and the administration of the Smithville R-II School District will make every effort possible to attract and retain the best-qualified personnel. The Board of Education will employ personnel in accordance with law. The district's hiring procedures will comply with all federal and state laws, including laws prohibiting discrimination. All teachers and administrators must have valid certification to teach in Missouri schools.

Efforts will be made to recruit the best-qualified candidate for the position. New or vacant positions will be posted for at least five (5) business days in the district's buildings and publicized externally by other means as determined appropriate by the superintendent or designee. However, if the superintendent or designee determines that it would be detrimental to wait five (5) business days or that a longer period is necessary, the position will be advertised for as many days as is appropriate. Further, if the same or similar position was recently advertised, the superintendent or designee may utilize applications previously received without re-advertising the position. A position is not considered vacant if the Board, superintendent or designee assigns an existing employee to the position.

Additional details pertaining to the employee selection process are documented in the Employee Selection Handbook.

### **Post-Offer, Pre-Employment Testing**

The district requires candidates for employment who are within the job classification of maintenance, grounds keeping, custodial, nursing, technology, behavior support or instructional assistants to successfully complete a post-offer, pre-employment physical and essential functions capacity screening to verify that candidates can perform the essential functions of the position(s) for which they are applying. This screening will be paid for by the district. The screening will be limited to testing for those intellectual and physical tasks that are job-related and consistent with business necessity.

Candidates will be provided a job description that outlines the essential job functions of the position(s). Essential function capacity testing shall be based on the job functions contained in the job description.

If a candidate fails a test, the candidate may retake the test one time, within seven days of initial failure, at the candidate's expense. The district will provide accommodations during the hiring process as required by law.

Employees returning from a worker's compensation covered injury or from an FMLA-qualifying event due to a serious health condition lasting more than 60 days shall be subject to fitness-for-duty testing consistent with the testing required of candidates.

### **Eligibility for Public Service Loan Forgiveness**

The Public Service Loan Forgiveness (PSLF) Program forgives the remaining balance on Direct Loans after 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer. To learn more about The Public Service Loan Forgiveness (PSLF) Program, visit the following website: [PSLF](#)

## **Support Staff Recruiting and Hiring (GDC-1)**

To provide a positive educational environment for students, the district must employ quality staff members. It is the responsibility of the superintendent or designee to determine the support staff personnel needs of the school district and to locate suitable support staff candidates. The superintendent will make recommendations for employment of support staff members for the Board's approval. The Board will employ personnel in accordance with law. The district's hiring procedures will comply with all federal and state laws, including laws prohibiting discrimination.

Efforts will be made to recruit the best-qualified candidate for the position. New or vacant positions will be posted for at least five (5) business days in the district's buildings and publicized externally by other means as determined appropriate by the superintendent or designee. However, if the superintendent or designee determines that it would be detrimental to wait five (5) business days or that a longer period is necessary, the position will be advertised for as many days as is appropriate. Further, if the same or similar position was recently advertised, the superintendent or designee may utilize applications previously received without re-advertising the position. A position is not considered vacant if the Board, superintendent or designee assigns an existing employee to the position.

Additional details pertaining to the employee selection process are documented in the Employee Selection Handbook.

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If a candidate fails a test, the candidate may retake the test one time, within seven days of initial failure, at the candidate's expense. The district will provide accommodations during the hiring process as required by law.

Employees returning from a worker's compensation covered injury or from an FMLA-qualifying event due to a serious health condition lasting more than 60 days shall be subject to fitness-for-duty testing consistent with the testing required of candidates.

## **Transfers (GCI & GDI)**

Professional staff and support staff may request a transfer to a different position or building by submitting the appropriate form to the superintendent or designee. The Application for Transfer

Request for will be available by logging in to the [Internal site of Talent Ed Recruit & Hire](#) beginning January 1 and ending at 11:59 PM on March 1. Transfer requests for the following school year must be submitted on or before March 1. All transfers must be completed by June 15.

## **Miscellaneous Hiring**

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school district. Any current, qualified employee meeting the stated requirements may apply for new or vacant positions in the district.

All requests for information concerning vacancies in the district shall be directed to the superintendent or designee. Persons interested in positions in the district must complete a formal application and provide all necessary information requested by the superintendent or designee. The superintendent or designee shall conduct interviews, review references and obtain other information as deemed necessary.

The district will not accept an application of employment from a Board member, consider a Board member for employment or decide to employ a Board member while the member remains on the Smithville R-II School District Board of Education. Board members who wish to apply for employment in the district must first resign from the Board.

The superintendent or designee will conduct background checks on employees and applicants for employment in accordance with law and Board policy.

## **Staff Extra-Duty Assignments ([GBAA](#))**

Professional staff members will be expected to assume reasonable duties over and above their regular teaching responsibilities. Activities and services that make minor demands on the teacher's time shall be part of each teacher's basic assignment. Teachers shall take turns selling tickets to extracurricular events, and shall supervise students at those activities, when assigned by the principal. Schedules of supervision, sponsorships and activities will be assembled by the building principals. Administrators will strive to equalize those duties among teachers.

Extra duty assignments which make *major* demands on a teacher's time shall be compensated in accordance with an extra-duty allowance salary schedule established annually by the Board. Extra duties shall be defined as those duties and responsibilities in conjunction with but not a part of the regular teaching assignment, but considered as a part of the teaching act. These duties are not considered subject to the provisions of the Teacher Tenure Act. Faculty members to be appointed to extra-duty positions will be recommended by the superintendent and approved by the Board. Appointees will be issued a contract for the terms of their extra-duty employment stating the particular assignment, its duration and the compensation to be paid. Professional staff members will be paid stipends that are commensurate with the demands of their specific extra-duty assignments. Most stipends will be paid on an annual or seasonal basis, although certain assignments not related to the teaching act, performed at irregular or infrequent intervals, may be paid at an hourly rate.

## Employment after Retirement - Professional Staff ([GCPC](#) and [GCD-1](#))

On August 7, 2020 the Missouri Department of Elementary and Secondary Education (DESE) announced that in order to help alleviate the potential shortage of substitute teachers and/or school support staff members during the 2021-2022 school year, Governor Parson approved their request to temporarily waive portions of the state statutes that limit the number of hours worked and salary earned by retirees while working for a covered employer in a temporary, part-time or substitute position. These waivers remain in effect through December 31, 2021. ([PSRS/PEERS](#))

Professional staff members shall be participants in the Public School Retirement System (PSRS) of the State of Missouri or in the Public Education Employee Retirement System (PEERS) as allowed by law. A retired employee, as well as his or her dependents, surviving spouse and children, shall be allowed to remain or become members in non-insurance health benefit programs, self-funded plans and insured plans by qualifying for the coverage in the manner prescribed by law under the provisions of such plan and paying the premiums of said plans. Persons engaged by the district as independent contractors, including consultants, are not by virtue of such engagement considered employees of the district for purposes of membership or contribution to PSRS or PEERS.

Any person retired and currently receiving a retirement allowance other than for disability employed in a **certified position**, on either a part-time or temporary-substitute basis, may not exceed a total of 550 hours in any one (1) school year, and through such employment, may earn up to 50 percent of the annual compensation payable under the employing district's salary schedule for the position or positions filled by the retiree, given such person's level of experience and education, without a discontinuance of the person's retirement allowance.

If the position in question is not subject to the district's salary schedule, a retiree employed may earn up to 50 percent of the annual compensation paid to the person or persons who last held such position or positions. If the position or positions did not previously exist, the compensation limit shall be determined in accordance with rules of the board of trustees of the retirement system; provided that, it shall not exceed 50 percent of the annual compensation payable for the position in the school district that is most comparable to the position filled by the retiree.

Effective August 28, 2018, for PSRS retirees who work after retirement for a PSRS/PEERS-covered employer in a **non-certificated position**:

- You may earn up to 60% of the minimum teacher's salary set by Missouri law (\$15,000) per school year. (The current minimum teacher salary is \$25,000.)
- This salary limit only applies to any/all employment at covered employers in a non-certificated position or positions.
- Employer-paid insurance premiums paid as a result of such employment are considered part of your salary and count toward the limit.
- There is no limit on the number of hours you can work in a non-certificated position.

Please note that this bill does not impact PEERS retirees, or PSRS retirees whose work after retirement for covered employers in positions that require a DESE-issued certificate.

Retirees should track their hours and salary to ensure they don't exceed those limits.

Other important considerations if you work in such a position:

- If your work exceeds the salary limit, your retirement benefits will stop effective the month the limit is exceeded and until the work ends or a new school year begins on July 1.
- If your work over the limit is eligible for membership, you will be required to start a new PSRS membership. You will then be required to pay contributions to PSRS.
- If you work in multiple positions after retirement (at covered employers), it is possible that you could be subject to the 550-hour/50% limits for work in certificated positions, as well as the separate, \$15,000 limit for non-certificated positions. In this case, your work against each limit should be tracked separately.

Contributions shall be made to the retirement system for any covered employment under the new membership at the same time and in the same manner as contributions are made for covered employment generally.

An incentive of \$1,000 will be provided for all retiring certificated staff that submit their letter of retirement by January 15, have been with the district for at least five (5) years and qualify for the PSRS.

If the district determines that it has a shortage of certificated teachers, the district may hire retired certificated teachers receiving retirement benefits from the Missouri Public School Retirement System to teach full time for up to two (2) years without loss of benefits to the teacher, if the district meets the requirements set by state law.

Per the Affordable Care Act, an employee who terminates employment with the school district can resume employment with the district 26 consecutive weeks following his/her last day of employment.

### **Employment after Retirement - Support Staff ([GDC-1](#))**

On August 7, 2020 the Missouri Department of Elementary and Secondary Education (DESE) announced that in order to help alleviate the potential shortage of substitute teachers and/or school support staff members during the 2021-2022 school year, Governor Parson approved their request to temporarily waive portions of the state statutes that limit the number of hours worked and salary earned by retirees while working for a covered employer in a temporary, part-time or substitute position. These waivers remain in effect through December 31, 2021. ([PSRS/PEERS](#))

Any person retired and currently receiving a retirement allowance other than for disability under the Missouri Public Education Employee Retirement System may be employed in any capacity on either a part-time or temporary/substitute basis not to exceed a total of 550 hours in any one (1) school year and, through such employment for the position or positions filled by the retiree.

A retired support staffer may be employed for more than 550 hours, but this will result in a new retirement account being established pursuant to law, and he or she shall not be eligible to receive

his or her retirement allowance for any month during which he or she is so employed.

In accordance with law, the district will hire individuals receiving retirement benefits from the Missouri Public Education Employee Retirement System to work full time only if the district has determined that it has a shortage of non-certificated employees.

Per the Affordable Care Act, an employee who terminates employment with the school district can resume employment with the district 26 consecutive weeks following his/her last day of employment.

### **Part-time and Substitute Employment ([GB-1](#))**

The district may employ part-time employees and employees who will work on a substitute basis in the district. These employees must meet the same qualifications as full-time staff, must be appropriately certified or licensed when necessary, and are subject to the same policies, procedures and other rules as full-time employees. Part-time and substitute employees must satisfactorily complete the same background checks and screenings required of full-time employees. All substitute positions will be limited to 975 hours, unless approved by the Superintendent or designee. If a part-time employee also serves as a substitute, all hours worked will be less than 30 hours per week, unless approved by the Superintendent or designee.

Per the Affordable Care Act, an employee who terminates employment with the school district can resume employment with the district 26 consecutive weeks following his/her last day of employment.

### **Criminal Background Check ([GBEBC](#))**

The district requires criminal background checks of employees as well as certain volunteers and others working on district property. Individuals must submit to a search of the Federal Bureau of Investigation's criminal history files; the Missouri Highway Patrol's 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; Missouri Case.net; and other databases required by law or by the district. All screening and the results must be deemed satisfactory by the school district before hiring is complete.

### **Reassignment and Reduction of Work Force ([GCI](#), [GCPA](#) and [GDI](#))**

All personnel are subject to assignment and reassignment as the needs of the district warrant. Reassignment is the transfer to another position, department or facility that does not necessitate a change in employment contracts. The Superintendent has final placement authority in reassignments.

Extracurricular or supplement duty assignments may be reassigned at any time.

Professional staff and support staff may request a transfer to a different position or building by submitting the appropriate form to the superintendent or designee. The Application for Transfer Request for will be available by logging in to the [Internal site of TalentEd Recruit & Hire](#) beginning

January 1 and ending at 11:59 PM on March 1. Transfer requests for the following school year must be submitted on or before March 1. All transfers must be completed by June 15.

The Smithville School District seeks the best possible candidate for each and every vacancy. Internal candidates will receive consideration for every open position for which they express an interest. Internal applications are submitted by logging on to School Recruiter as an internal candidate.

It may become necessary to place teachers on unrequested leave of absence due to a decrease in student enrollment, school district reorganization or the financial condition of the school district. As necessary, the Board may also reduce the number of non-instructional personnel.

## Children in the Workplace

Every working parent is faced with making arrangements for their children while attending to their work duties. For parents of school aged children, work responsibilities often extend beyond that of the school day. The following are guidelines and considerations for Smithville School District staff members who are parents.

- Before and after school childcare is available at all elementary schools at a 20% discount for staff members.
- Staff members' children are allowed in the workplace as long as their presence does not inhibit the staff member's ability to conduct their duties or infringe on the right to privacy of a student. As such, a staff member shall not be responsible for the care of their child while supervising students.
- Some before and after school adult meetings may involve content not intended for those outside of staff. For example, IEP meetings or meetings regarding student discipline. It is the responsibility of the staff member to ensure their children are not present when such meetings take place. The staff member's supervisor may provide guidance in this regard as needed.
- The presence of staff members' children cannot inhibit the function of any given school. Staff members whose children are present in the workplace are asked to ensure that their children are well behaved and supervised. If at any time an administrator deems the presence of a staff member's child to pose a problem, the staff member *may* no longer be allowed for their child to be present in their workplace.

## Staff Development Opportunities ([GCL](#))

The district recognizes the relationship between high-quality professional development and student achievement and therefore commits to a high-quality professional staff development program. The program will be aligned with the current Comprehensive School Improvement Plan (CSIP) and based on available student achievement data and the results of needs assessment at the school and district level.

## Evaluation of Professional Staff ([GCN](#))



Smithville School District believes that an educator development process that promotes the achievement and sustainment of high quality instruction is essential for student academic success, growth, and achievement. Accordingly, evaluation of educators will be conducted regularly and will reflect a fair, meaningful and accurate depiction of an educator's development, growth, and performance in the teaching profession.

The district is also committed to supporting educators in their professional practices and believes that meaningful educator evaluations allow the district to identify instructional areas that need strengthening and prescribe appropriate available support and professional development opportunities. Therefore, educators may seek available district support to improve their professional practices.

From a districtwide perspective, the results of regular and consistent evaluations are useful in informing systemic decisions designed to: 1) improve and optimize student achievement; 2) improve overall educator performance within the district; and 3) improve efficiency in the educational service delivery of the school system (e.g., align district professional development and educator support programs with districtwide educators needs identified through aggregate evaluation results).

The educator evaluation measure for the district shall include the following components:

1. Observation of Teaching/Classroom Instruction - Feedback will be exchanged within 24 hours following each classroom observation. The principal and teacher will work together to find a time to engage following each classroom observation. Conferencing will include a discussion of identified strengths and opportunities for growth.
2. Analysis of Professional Development Plan - A Professional Development Plan will be completed by all staff on an annual basis. A Professional Improvement Plan may be identified for maintaining and improving a teacher's performance.
3. Student Growth and/or Achievement Data; and
4. Stakeholder (including student) Perceptions - Grades 4-12

The Summative Evaluation is a composite of information obtained through the classroom observations, student survey and professional development plan and serves as the basis for administrative decision making. A summative evaluation will be completed for all teachers.

### **Evaluation of Support Staff [\(GDN\)](#)**

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 workloads, 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 will complete a written evaluation on all support staff under their supervision. All support staff employees will be evaluated within the first 90-days of employment, subsequent evaluations may follow. All employees will be evaluated annually. The supervisors and/or principals will evaluate the performance of employees under their supervision in the following areas: job accomplishment, quality of work, adherence to policy,



time and attendance, decision making/judgement, collaboration and communication, customer service, professional knowledge, and specific job function.

## Personnel Records ([GBL](#))

It is the intent of the Board of Education to maintain complete and current personnel files. The file of an individual employee will be considered confidential information and a closed record, to the extent allowed by the law, and will only be available to authorized administrative personnel and to the employee.

## References ([GBLB](#))

The district is required to disclose the following information about employees to any member of the public upon request: names, positions, salary, and length of service.

Only the superintendent or a person or persons specifically designated by the superintendent may respond on behalf of the district to a reference request for a current or former employee. District employees must direct reference requests to the superintendent or designee. Upon request, employees will assist the superintendent or designee with the preparation of accurate reference information.

Employees other than the superintendent or designee may provide personal references, but by doing so, they are acting in their individual capacities and not as employees of the district. Employees providing personal references may not use district letterhead or otherwise indicate that the reference is sponsored by the district, but may identify the working relationship they have or had with the current or former employee. The district will not endorse any reference provided outside the directives of this policy and is not responsible for providing legal advice or protection for unauthorized employees who provide references.

## Compensation and Benefits

### Payroll Periods

Each employee will be paid one-twelfth of his or her annual salary on or before the 25<sup>th</sup> of each month. *If you are a new hire with a contract starting in August, you will receive thirteen checks unless other arrangements are made prior to August 1. Receiving a thirteenth check means an employee will be paid one-thirteenth of his or her annual salary beginning on August 25<sup>th</sup>. For additional details, visit with a Payroll Specialist.*

The [Payroll and Reimbursement schedule](#) is available in the Human Resources section of the Staff Portal.

Pay stubs are not issued by the district. Payroll information is available via [Web Link](#).

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

An adequate salary schedule is necessary to secure new teachers who are personally competent and professionally well prepared, to encourage the professional growth of teachers while in service, and to retain the most competent teachers while in the school system. The Board of Education shall annually adopt a salary schedule having the following essential features: a salary for those beginning in the system, which will be at or above the minimum salary established by state statute; and annual increments shall be added for each school year of successful experience up to the limits provided by the schedule.

#### Initial Placement on Certified Staff Salary Schedule

<i>Previous Years of Experience</i>	<i>Step Placement on Salary Schedule</i>
0	1
1	2
2	3
3	4
4	5
5	6
6	7
7	8
8	9
9	10
10	11
11	12
12	13
13	14
14	15
15	16

The maximum years of allowable prior service is currently 15 years.

Teachers are encouraged to obtain graduate hours for professional improvement and advancement on the teacher salary schedule as soon as possible. Visit policy [GCBA](#) for details.

[Salary Schedules](#) may be found in the Human Resources tab on the District Website.

#### Compensated Extra-Duty Positions ([GBAA](#))

If the Board determines that a particular assignment would make a major demand on an employee's time, the Board may decide to create a compensated extra-duty position. The Board will approve regular extra-duty assignments and compensation for those assignments on an annual basis.

Employees will be compensated as directed in policies GCBA and GDBA. The district will avoid assigning extra duties to an employee if such assignment would result in payment of overtime compensation, unless the superintendent or designee determines the assignment is necessary and the additional amount is included in the budget for extra duties.

If supplemental duties are not contracted, payment will be issued upon completion of a [Payroll Form](#) submitted to the Payroll Department on or before specified [deadlines](#) (exception includes athletic event pay - gate worker, scorer, set-up, announcer, etc.). The Payroll Form is available

by clicking the link above or by visiting the Human Resources section of the Staff Portal.

[Salary Schedules](#) may be found in the Human Resources tab on the District Website.

### **Administrative Staff ([GCBA](#))**

[Salary Schedules](#) may be found in the Human Resources tab on the District Website.

### **Payroll Deduction ([GDBC](#) and [GCBC](#))**

Automatic payroll deductions for the Public School Retirement System (PSRS) or the Public Education Employee Retirement System (PEERS), Social Security, Medicare, and Federal and State income tax are required for all full-time employees as applicable.

In addition, employees may elect deductions for voluntary products like dependent health and dental premiums, vision, educator select insurance, critical illness insurance, accident insurance, voluntary life insurance, flexible spending account, 403(b)/457(b) contributions, and health saving account. In accordance with HB 1413, employees may request payroll deduction for payment of membership dues to professional organizations annually. Salary deductions are automatically made for unauthorized or unpaid leave. Employees may view their deductions in [Web Link](#).

### **Direct Deposit**

All employees are required to utilize direct deposit. A Direct Deposit Authorization is to be filled out by all employees and submitted to a Payroll Specialist. Please do not close any affected accounts without first discussing the matter with the Human Resources Office as this could result in a delay in compensation. Direct Deposit Authorization forms can be accessed by visiting the *Forms* section of [Talent Ed Records](#).

### **Underpayment/Overpayment Status**

It is the district's practice that all employees receive just compensation for work performed. If the district finds that an employee has been paid in error, the district will make arrangements to ensure that employee is paid correctly and in a timely manner. Also, if the district finds that an employee has been overpaid, arrangement with the employee will be made to ensure repayment. This may include an electronic reversal of payment to recover the excess compensation. It is the responsibility of the employee to look over each check and notify the Human Resources Office as soon as an error is recognized.

### **Exempt and Nonexempt Employees ([GBA](#))**

Professional and administrative employees are exempt from overtime pay and are employed on

a contractual basis, according to work schedules set by the district. School calendars are adopted each year designating the work schedule for all employees and listing holidays.

Non-certificated and support staff employees are typically employed at-will and are notified of the required duty days, holidays and hours of work for their position on an annual basis. Support staff are assigned a work schedule and are expected to begin and end work according to that schedule. These employees are not exempt from overtime and are not authorized to work in excess of their assigned schedules without prior approval from their supervisor. Failing to obtain authorization will result in discipline.

Overtime and compensatory time are based on hours above 40 actually worked during a work week. Meal periods and breaks of twenty (20) minutes or longer do not count as hours worked unless employees are required to perform work duties during that time. Time records are used for record keeping purposes required by law pursuant to Section 778-415. 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.

Trips, gate keepers, score keepers, etc. are considered “occasional and sporadic employment” if seasonal and performed in a different capacity than regular employment. Compensatory time may accrue 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 (1 ½ 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.

Non-exempt employees will utilize Frontline Time & Attendance to clock-in and clock-out on a daily basis.

## **Expense Reimbursement**

The district attempts to reimburse employees and officials for reasonable travel and related expenses incurred in connection with district business. Employees may not suffer, nor gain financially, as a result of such travel or expense. Please contact Cheryl Spears, Accounts Payable/Receivable, in the district’s Business office, at 532-0406 with any questions regarding expense reimbursement. Specific [deadlines](#) apply.

## **Resignation of Staff Members ([GCPB](#) and [GDPB-1](#))**

The district encourages professional staff to notify the superintendent or designee in writing as soon as they decide not to return or not to accept another contract with the district. Resignations become effective at the end of the school year in which they are submitted unless the district is notified otherwise. Resignations will be submitted to the Board for notification or approval at the next regular Board meeting, and the superintendent will make recommendations to the Board in situations where an employee is seeking release from a contract.

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 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.

The resignation form may be accessed by visiting the *Forms* section of [Talent Ed Records](#).

### **Public School Retirement ([GCPC](#))**

All professional staff members are required by law to become members of the Public School Retirement System ([PSRS](#)) of Missouri. The amount currently withheld is 14.5% of the gross salary and Board paid medical and dental Insurance. The district matches this percentage amount by contributing to the general retirement fund.

All certified staff members serving in a position that does not require a certificate will contribute to Social Security (6.2%) and are also required by Missouri law to contribute to PSRS at two-thirds (9.67%) the normal PSRS contribution rate.

All support staff are required by law to become members of the Public Education Retirement System ([PEERS](#)) of Missouri. The amount currently withheld is 6.86% of the gross salary and Board paid medical and dental Insurance. The district matches this percentage amount by contributing to the general retirement fund. All support staff will also contribute to Social Security at the rate (6.2%)

### **Retirement Notification**

An incentive of \$1,000 will be provided for all retiring certificated staff that submit their letter of retirement by January 15, have been with the district for at least five (5) years and qualify for the PSRS.

The retirement (resignation) form may be accessed by visiting the *Forms* section of [Talent Ed Records](#).

### **Staff Fringe Benefits ([GCBC](#) and [GDBC](#))**

The Board recognizes that fringe benefits are an integral part of the total compensation plan for employees. The Board will provide eligible full-time employees access to district-sponsored health insurance or a group health plan, in accordance with federal law. For health insurance or health plan purposes, an eligible employee is defined as a staff member the district reasonably expects to work an average of 30 hours or more per week as determined by law.

Any district health insurance contract or plan shall include a provision allowing persons who retire from the district to remain or become members of the plan if they are eligible to receive benefits under the Public School Retirement System of Missouri (PSRS) or the Public Education Employee Retirement System of Missouri (PEERS) by paying premiums. In addition, the retiree's spouse and children must be allowed to become members of the plan if they are receiving or are eligible to receive benefits under the

PSRS or PEERS. Retirees and their spouses and children will have one year from the date of retirement to qualify and enroll in the coverage. One-year post retirement date, if not already

enrolled in coverage, the retiree and his/her family are no longer eligible for benefit enrollment. In addition, from the retiree's 1-year retirement date, if a retiree or his/her spouse or dependents discontinue district coverage, they are not eligible to re-enroll.

The school district provides, as fringe benefits, certain allowable absences from duty as set forth in policies [GCBDA](#) and [GCBDB](#).

### ***Insurance***

The district will provide access to and contribute toward the cost of the following benefit options for full-time, eligible staff members: health insurance or a group health plan; dental insurance; telemedicine via St. Luke's 24/7; and accidental death and dismemberment.

### ***Health Savings Account***

The district will provide access and contributions to a health saving account, created in cooperation with Platte Valley Bank, if an employee is eligible to participate in a Health Savings account and elects a qualified High Deductible Health Plan.

### ***Flexible Benefits Plan***

The district offers employees an opportunity to participate in a Section 125 Flexible Benefits Plan. The plan year commences on July 1 of each year and runs through June 30 of the subsequent year. A Flexible Benefits Plan entitles employees to have certain qualified contributions subtracted from "before-tax" gross wages, thus reducing the amount of taxes owed. Among the qualified contributions are medical and dental premiums, dependent day care expenses and un-reimbursed medical and dental expenses.

The medical and dental reimbursement account is limited to \$2,750 per plan year. If an employee elected a High Deductible Health Plan with a Health Saving Account, the employee may not elect a medical Flexible Spending Benefit Plan. Medical and dependent Flexible Benefits Plans are administered by CBIZ. Any money remaining in your account following the end of the plan year will become subject to forfeiture if it is not claimed by the claims filing deadline.

### ***Dependent Care Expenses & Reimbursements***

To qualify, dependent care expenses must be for the care of one or more qualifying dependents. A qualifying dependent is a child under the age of 13 whom you claim as an exemption for federal income tax purposes. A qualifying dependent can also be an adult dependent, over the age of 13, who resides with you and is mentally or physically incapable of self-care. In addition, dependent care expenses must be incurred in order to allow you (and your spouse if you are married) to work. Dependent care expenses include costs for babysitters, daycare centers, pre-school tuition, before and after-school care, summer day camps. Dependent care expenses do not include amounts paid for "overnight" camps or regular school tuition for kindergarten or higher grades. The maximum amount you may contribute to a Dependent Care FSA is \$5,000 per year if you are a single employee or married filing jointly, or \$2,500 if you are married and filing separately.

### ***COBRA***

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

Federal law requires the district to offer employees and their families the opportunity for a temporary extension of health coverage at the group rate plus 2% of premiums certain instances where coverage under the plan would otherwise end.

## **TO QUALIFY FOR COBRA COVERAGE**

**Employees:** Employees of the district covered by medical, dental, and/or vision insurance have the right to elect continuation coverage if they lose their group health coverage because of a reduction in hours of employment or termination of employment (for reasons other than gross misconduct).

**Retirees:** Retirees, spouses of retirees, or dependent children of retirees of the district covered by a group medical/dental plan have the right to elect continuation coverage if they lose group health coverage because the district declares Chapter 11 bankruptcy and these individuals lose group health coverage within one year before or after the bankruptcy proceedings.

**Spouses:** Spouses of employees covered by a group medical/dental plan of the district have the right to choose continuation coverage for themselves if they lose coverage for any of the following reasons:

- Death of a spouse who was an employee of the district;
- Termination of spouse's employment (for reasons other than gross misconduct);
- Reduction in spouse's hours of employment;
- Divorce or legal separation from the employee spouse; or
- The employee spouse becomes eligible for Medicare.

**Dependent Children:** Dependent children of a covered employee are entitled to continuation coverage if group health coverage is lost for any of the following reasons:

- Death of a parent employee of the district;
- Termination of parent's employment with the district (for reasons other than gross misconduct);
- Parent's divorce or legal separation;
- Parent employee becomes entitled to Medicare; or
- Dependent ceases to be a "dependent child" under the district's health plan.

In order for employee and family rights to be protected, employees must keep the plan administrator informed of any changes in addresses and contact information.

## **Workers' Compensation ([GBEA](#), [EBBA](#), [GBEBA](#), [GBEBB-3](#))**

All school employees are covered by workers' compensation insurance and are eligible for compensation for an injury incurred in the performance of their job duties. Any accident resulting in injury must be reported to the immediate supervisor, who will report the claim and notify the Coordinator of Benefits and Wellness.

Employees of the district who are injured, killed or are exposed to and contract any occupational disease arising out of and in the course of employment are eligible for compensation in



accordance with district policy and the Missouri Workers' Compensation Law. Failure to follow the procedures below may adversely affect the benefits to which you are entitled.

1. If it is a life-threatening trauma/injury, call 911 and then notify the district office immediately.
2. If it is not life-threatening trauma/injury, provide necessary on-site triage. No matter how minor the injury may appear at the time, notify the district office. District office personnel will initiate contact with Liberty Urgent Care/Work Health Solutions for appropriate treatment and will provide you with the needed forms and direction for care.

It is important that you receive immediate quality care and drug screen. Please note that if you are not screened (drug tested) within a short lapse of the event, the district's workers' compensation insurance provider will not cover the care, treatment, lost wages, and potential settlement putting the district at financial risk.

3. Prior to or following treatment, complete an Employee Incident Statement form. You will be asked to describe in detail how the accident or injury occurred. Failure to complete this report may affect the benefits to which you are entitled. In the event an employee witnessed the incident, the witness will be asked to complete an Employee Witness Statement form.

Work related injuries must be treated by:

Liberty Urgent Care (Work Health Solutions)  
8300 N. Church Rd. (across from the Liberty Walmart)  
Kansas City, MO 64158  
Phone: 816.407.2300  
Fax: 816.407.2301

Liberty Urgent Care/Work Health Solutions clinic hours are Monday through Friday, 8:00 a.m. to 8:00 p.m.; Saturday and Sunday, 8:00 a.m. to 5:00 p.m. Please limit emergency room visits to injuries that cannot be treated at the clinic during hours of operation. If necessary, Liberty Hospital Emergency Department is available in Liberty, MO 24 hours/day, 7 days a week.

Failure to follow these requirements may invalidate any present or future compensation claims that arise as a result of an injury. Eligibility for medical expense and/or disability income reimbursement has relatively strict guidelines and action must be taken to protect these claims.

The district provides modified duty when possible and if so prescribed by a physician. Modified duty allows an employee to receive full compensation while recovering rather than reduced Workers' Compensation disability reimbursements.

Forms can be obtained from your building administrator or from the Coordinator of HR Operations, Benefits & Wellness.

Your safety is important to us. If you are injured at work, we want you to receive the proper treatment; any benefits to which you are entitled; and all of the support you need to recover and return to work. Please contact your supervisor, building principal, or health and wellness coordinator for additional safety information.



## **Liability Insurance**

The district maintains general liability insurance which provides coverage, subject to the provisions of the plan, for claims arising from acts performed within the course and scope of employment.

## **Unemployment Compensation Insurance**

Eligible district employees are covered by unemployment compensation and are subject to the provisions thereof.

## **Termination of Benefits**

Employees who are normally covered by the district's health plan who resign, retire or are not re-employed with the district after fulfilling their contractual obligation or agreement, generally have their health benefits extended until the end of the month of their last paycheck. For employees who do not fulfill their contractual obligations or agreement or who are dismissed prior to fulfilling their commitment to the district, benefits will be discontinued at the end of the month that the resignation or termination becomes effective. Retirees have one (1) year to elect district sponsored health insurance coverage.

Upon resignation or termination, employees may be eligible for continuation of health/dental/vision coverage under the provisions of COBRA. Please refer to the section on COBRA and contact the Human Resources office for additional information.

If you have questions or need additional information regarding any of the benefits and services available to employees, please contact the Human Resources at 816-532-0406.

## **Employee Conduct and Welfare**

### **Length of Teaching Day**

Teaching responsibilities require that instructors be in the building for the time necessary to perform all assignments. Normally, the teaching day is 7.5 hours. The principal designates required arrival and departure times as documented in building level handbooks.

Teachers are a professional group dedicated to serving others. Such service is generally not confined to certain hours, for often demands are made which necessitate service beyond routine hours. The teacher will remain on campus during the school day. When exception to these hours is necessary, you are expected to make prior arrangements with the Principal. In the case of an emergency or off-campus professional business, it is necessary to sign in/out of the building in the front office.

Staff members should consider themselves on duty from the time they enter the building until they leave. Furthermore, we have a continued responsibility toward the supervision of students

during these hours in the halls, in the cafeteria, or wherever required to maintain a proper school atmosphere. Plan time is to be utilized for professional pursuit of course preparation and parent contact.

## School Calendar

A school calendar is available to all staff members after approval by the Board. The calendar includes new teacher orientation, school attendance days, legal holidays and professional development days. When school is dismissed for professional development activities, it is expected that all teachers will attend professional development activities. [Work calendars by classification](#) are located in the Human Resources section of the district website.

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

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.

### **Prohibition Against Illegal Discrimination and Harassment (AC)**

The district's Board 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 and this policy, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, gender, sexual orientation or perceived sexual orientation, national origin, ancestry, disability, age, genetic information, status as a covered veteran, or any other characteristic protected by law. The district is an equal opportunity employer.

The Board also prohibits:

- 1) Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a. Make complaints of prohibited discrimination or harassment.
  - b. Report prohibited discrimination or harassment.
  - c. Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
- 2) Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
- 3) Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation. If discrimination, harassment or retaliation that occurs off district property and that is unrelated to the district's activities negatively impacts the school environment, the district will investigate and address the behavior in accordance with policy and as allowed by law.

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Employees who violate district policy will be disciplined, up to and including employment termination. Students who violate district policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate district policy may be prohibited from school grounds or otherwise restricted while on school grounds.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

The Board designates the following individual to act as the district's compliance officer:

Director of Student Services  
655 South Commercial Ave., Smithville, MO  
64089 Phone: 816-532-0406/Fax: 816-532-4192

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

Superintendent  
655 South Commercial Ave., Smithville, MO  
64089 Phone: 816-532-0406/Fax: 816-532-4192

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. The administrator will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the

incident has been appropriately addressed or recommend additional action. When a grievance is filed, the district's investigation and complaint process will be followed.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information. Whether a particular action or incident constitutes a violation of district policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

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

### ***Child Abuse and Neglect Hotline 1-800-392-3738 / [Online Reporting Tool](#)***

The district and its employees take action to protect students and other children from harm including, but not limited to, abuse and neglect, and 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.

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, must immediately make a report via the Child Abuse and Neglect Hotline or via the [online reporting tool](#) to the Children's Division (CD) as required by law. [Online reporting](#) is now available for mandated reporters only and should be used only to report non-emergencies. The employee must also immediately notify the school principal or designee immediately upon making a report. An employee may consult with the school principal or designee for assistance with reporting.

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 must forward the allegation to the CD immediately. The superintendent or designee will contact law enforcement, suspend the employee pending an investigation, and begin an investigation.

## **Staff-Student Relations ([GBH](#))**

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional

boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

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

### ***Absolute Prohibitions***

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

### ***Electronic Communication***

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day apply to electronic communications, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are not available, staff members communicating electronically with students are to obtain supervisor approval prior to communicating with students using the staff member's personal devices, accounts, etc. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is

considered district sponsored and must be professional and conform to all district policies, regulations and procedures.

A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The staff member will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor. Staff members are required to provide their supervisors with all education-related communications with district students upon request.

Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.

The district discourages staff members from communicating with students electronically for reasons other than educational purposes. This does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

### ***Reporting***

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy [AC](#) will be followed. Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy ([AC](#)) to the district's Compliance Officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reports made in good faith any action that may be a violation of this policy.

### **Technology Use ([EHB](#))**

The Smithville R-II 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 district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee. Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorize users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology. Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. The content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. The district may fully or partially disable the district's content filter to enable access for bona fide research or other lawful purposes. In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet.



The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage provides information about the district, but may not be used as an open forum.

A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of state or federal law, district policies, or procedures may result in disciplinary action, criminal or civil action and/or temporary, long-term or permanent suspension of user privileges.

An employee's use of the district's technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources. By using District technology and resources, an employee provides consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Employees are personally responsible for any unauthorized costs arising from the use of the district's technology resources. The employee is responsible for any damages to district technology due to negligent or intentional misuse of the district's technology resources.

### **Professional Dress Code**

It is the responsibility of all employees to project a positive image. Every employee is expected to present a neat, well-groomed appearance during working hours. Teachers and substitutes must dress in a manner appropriate to the teaching assignment. They should wear no apparel that distracts students from the learning process or that creates disruption in the classroom. Some employees may be 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 the uniform may be obtained.

All employees are expected to wear appropriate footwear depending on the nature of their job requirements. Open-toed shoes nor flip flops are not to be worn by staff assigned to individual student care, as well as departments such as technology, nursing, custodial and environmental services.

### **Substitute Teachers/Absence Management (*Frontline*, formerly *Aesop*)**

A substitute should readily be able to find lesson plans, and teachers should indicate necessary books and materials. Written instructions should include a daily schedule, a seating chart, supervisory responsibilities, location of teacher materials, supplies, emergency procedures and names of children who work with specialists or are excused from activities for medical reasons.

When in need of a substitute, teachers must report their absence to the District office by using one of two methods: 1. Call the Absence Management (formerly Aesop) system at 1-800-942-3767 you will need your employee ID number and your Pin number as provided in your welcome letter; or 2. Log onto the Web Browser at [www.aesoponline.com](http://www.aesoponline.com). You will need your ID and Pin number at this time also. When reporting your absence, make note of the job number assigned

to you before you hang up. This line is available 24 hours a day. All absences must be reported in Absence Management (formerly Aesop) whether a sub is needed or not. Sub folders should be updated on a regular basis.

Substitutes will be provided a laptop. Neighbors to the absent staff member are asked to serve as a buddy to assist the substitute on an as needed basis.

### **Volunteers ([IICC](#) and [GBEBC](#))**

Community and parent volunteers are important to Smithville School District. We value their service and the contribution they make to the district's schools. All volunteers in the district will become familiar with policies and will read the volunteer guidelines that are available online (Community > Volunteering).

Volunteers will read and sign a Volunteer Acknowledgement form and a Technology Usage Agreement form. If a volunteer will be working one-on-one with a student and will not be supervised by a district employee, the volunteer must complete the fingerprinting process, and complete a Child Abuse/Neglect Registry Check form and return the completed form to an Administrative Assistant in the building where he/she will be volunteering. It may take up to 4 weeks for the results to be returned. District employees may decline the service of any volunteer. **These requirements pertain to school volunteers and volunteer coaches.**

### **Tobacco-Free District ([AH](#))**

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 in all district facilities, on district transportation, and on all district grounds at all times. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children.

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

Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances, alcoholic beverages or unauthorized prescription medications by district employees on any district property; on any district-approved vehicle used to transport students to and from school or district activities; off district property at any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business.

When it is evident that an employee has consumed alcoholic beverages or controlled substances off school property before or during a district activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary

measures as for possession or consumption on district property.

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

Any district employee injured and/or that has had an accident on school property will be escorted to Corporate Care for a drug screening as part of the accident investigation and reporting.

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 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.

### **Employee Alcohol and Drug Testing ([GBEBB-3](#))**

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. In addition to any disciplinary action that may be appropriate, 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.

Any district employee injured and/or that has had an accident on school property will be escorted to Liberty Urgent Care/Work Health Solutions for a drug screening as part of the accident investigation and reporting.

### **Communicable Diseases ([EBB](#))**

The Smithville R-II School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

Students and employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, Covid-19, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Students or employees infected with chronic communicable diseases that do *not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection.

There are certain specific types of conditions that could potentially be associated with transmission of both blood borne and non-blood borne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens. Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions. Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions. The district offers annual flu vaccination at no cost to the employee.

The district ensures that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services.

To access the most current information related to Covid-19 and District practice, visit our Covid-19 Dashboard [HERE](#). Information is updated on a regular basis in collaboration with local health agencies.

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

The health and safety of all district personnel is of vital importance to the district. The Board seeks to provide safe working conditions for all employees and gives prompt consideration to those conditions that may present a threat to the health and safety of employees. The district responds 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. See above.

Additional training is provided to specific department employees such as student services and maintenance to ensure proper body mechanics and equipment operation.

### **Attendance, Leaves and Absences ([GCBDA](#) and [GDBDA](#))**

Consistent contact with students /staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of these policies is to identify situations where paid and unpaid leave from work are appropriate.

The District may require an employee to provide the district verification of illness from a healthcare provider or supply other documentation verifying the absence before the district applies sick or other applicable paid leave to the absence. In accordance with law, 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. This policy does not apply to temporary or substitute staff members unless otherwise noted.

### **Full-Time, 12-Month Employees ([GCBDA](#) and [GDBDA](#))**

The following leaves with pay will be provided only to full-time professional staff employees who are employed on a 12-month basis. Regular part-time professional staff employees will receive these leaves on a pro rata basis.

#### ***Sick Leave***

Professional staff or support staff employees whose assignments call for 12 months of full-time employment will receive 10 days of sick leave. Any 12-month, full-time employee who enters service in the district after the school year has begun shall be entitled to 1 day of sick leave for each full month of school, or major fraction thereof, which remains in the contract year (maximum of 10 days). An absence of over 1 through 4 hours shall be counted as a half-day of sick leave. Sick leave shall be granted the first working day of the school year.

Unused sick leave will be cumulative to 110 sick leave days. Unused sick leave will be credited to each employee's sick leave account on June 30 of each year. Days over 110 day credited to an employee's account will be reimbursed at \$55 per day, up to 12 days each year. The reimbursement will be made in July following the close of the fiscal year.

Employees have the option of selling back up to 10 days per year once they have accumulated 60 days.

In addition, when employees leave the district, they will be reimbursed for unused sick leave in accordance with the following schedule:

- 1-4 consecutive years of service in the Smithville School District = \$25 per day

- 5-10 consecutive years of service in the Smithville School District = \$35 per day
- 11-15 consecutive years of service in the Smithville School District = \$45 per day
- 16 or more consecutive years of service in the Smithville School District = \$55 per day

If the employee leaving the district has not completed the full school year, he or she will be reimbursed for unused sick leave that had been credited to his or her account at the beginning of the fiscal year (June 30) of the last full school year of employment. If the employee completes the full school year, he or she will be reimbursed for unused sick leave credited to his or her account at the beginning of the current fiscal year.

Reimbursement will be provided in the month following the employee's departure.

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

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include:
  - The employee's spouse.
  - The employee's domestic partner. "Domestic partner" is defined as two adults who have chosen to share their lives indefinitely in an exclusive and committed relationship to the same extent as married persons, reside together and share a mutual obligation of support for the basic necessities of life.
  - The following relatives of the employee or the employee's spouse or domestic partner: parents, children, children's spouses or domestic partners, grandparents, grandchildren, siblings and any other family member residing with the employee.
  - Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

(Note: "Family" for FMLA purposes is more limited.)

- c. Illness, injury or incapacity of other relatives, with permission granted by the superintendent.
- d. Pregnancy, childbirth and adoption leave in accordance with this policy.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

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

Sick leave days will not be reinstated upon re-employment after a previous resignation or termination from the school district.

Any certificated and/or support staff 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 maximum of two days of personal leave will be available per school year. Unused personal leave days accumulate up to, and not to exceed, five days. Once five days have been accrued, additional personal leave days roll over as sick leave. These days are not to be recreational days and must be approved by the building principal and superintendent before they are taken. Personal leave will not be granted in the first five or last five school days of the year or on professional development days ("block out days"), except when there are extenuating circumstances and a waiver is granted by the District designee. Requests must be submitted at least 48 hours in advance of the date of the requested leave. Block out dates vary by classification. Access your work calendar by visiting the Human Resources section of the Staff Portal.

If a staff member is requesting off during a blackout date, the staff member must complete a form (Application for Waiver of Block Out Dates) and the form is used to determine whether extenuating circumstances exist. Employees who believe that they have extenuating circumstances during "block out days" may apply for a waiver for the use of personal leave with the District designee. The waiver must be approved before entering the absence in Absence Management (formerly Aesop). The Application For Waiver of Block Out Dates form is available electronically by accessing TalentEd Records (Blank Docs > Application for Waiver of Block Out Dates).

Requests can be made more than once per school year. Unused personal leave will be reimbursed in the same manner and to the same extent as unused sick leave subject to the limitations on accumulation in this policy.

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

- a. Tax investigation.
- b. Court appearances, unless applicable law or policy provides for paid leave.
- c. Wedding, graduation or funeral.
- d. Observance of a religious holiday.
- e. Conducting personal business of such a nature that it cannot be performed on a Saturday, Sunday or before or after school hours, including parent-teacher conferences.
- f. Absences under leaves authorized by law, policy or the Board that would otherwise be unpaid including, but not limited to, leave under the FMLA.
- g. Leave for other purposes as approved by the principal.

Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of the time leave is requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request.

A district employee may not use personal leave days during the period the employee receives



Workers' Compensation for time lost to work-related incidents.

### ***Vacation***

Staff will receive 10 days of vacation per year and 15 days of vacation upon completing 5 years of service. Administrators working under a 250-day work calendar will receive 15 vacation days annually. 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.

For employees entering or leaving the district and working or having worked less than their assigned work calendar number of days, their vacation is converted on a percentage basis.

Vacation days may accrue up to 30 days; any accumulated days over 30 will roll into sick leave days.

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

An employee who becomes deceased or who qualifies for retirement under either the Public School Retirement System or the Public Education Employee Retirement System will be paid for any accrued vacation days that have not been used by the date of death or retirement. The amount paid will be determined by dividing the total annual salary by the total number of contract days then multiplying the resulting daily rate by the number of unused vacation days.

### **Less-Than-12-Month Employees**

Approved paid leave days (ALD) will be provided only to full-time professional/support staff who are employed less than 12 months per year. Any employee who enters service in the district after the school year has begun shall receive one day of ALD for each full month of school, or major fraction thereof, that remains in the contract year. Employees working less than a full day but at least 20 hours per week and employed on a regular schedule can accumulate leave in proportion to the amount of time the employee is scheduled to work each day. For example, an employee regularly scheduled to work on a one-half time basis shall be allowed 10 one-half days of ALD and shall be allowed to accumulate up to 5 full days of ALD at the end of the year if no ALD is used during the year.

#### **Approved Paid Leave Days**

Employees will receive 11 approved paid leave days per year.

For employees who have accrued less than 30 days of ALD, no more than 3 consecutive days may be requested unless the absence is an FMLA-qualifying leave or it is intended to extend a leave resulting from the death of an immediate family member, as defined in this policy. Employees who have accrued 30-60 days of ALD may request up to 4 consecutive days. Employees who have accrued 61 or more days of ALD may request up to 5 consecutive days.

Employees may request the use of ALD for foreseen or unforeseen absences.



## ***Unforeseen Absences***

Unforeseen absences are those that cannot be anticipated, such as illness or upcoming events that will occur on an unknown date, such as childbirth. Absences may be charged against ALD for unforeseen absences for the following reasons:

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include:
  - The employee's spouse.
  - The employee's domestic partner. "Domestic partner" is defined as two adults who have chosen to share their lives indefinitely in an exclusive and committed relationship to the same extent as married persons, reside together and share a mutual obligation of support for the basic necessities of life.
  - The following relatives of the employee or the employee's spouse or domestic partner: parents, children, children's spouses or domestic partners, grandparents, grandchildren, siblings and any other family member residing with the employee.
  - Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

(Note: "Family" for FMLA purposes is more limited.)

- c. Illness, injury or incapacity of other relatives, with permission granted by the superintendent.
- d. Pregnancy, childbirth and adoption leave in accordance with this policy.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

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

ALD accrual will not be reinstated upon re-employment after a previous resignation or termination from the school district.

Any certificated employee who is a member of a retirement system shall remain a member during any period of leave under ALD 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.

## ***Foreseen Absences***

Foreseen absences are those that are going to occur on a specific date in the future and can be planned in advance. Absences may be charged against ALD for foreseen absences for the following reasons:

- a. Tax investigation.
- b. Court appearances, unless applicable law or policy provides for paid leave.
- c. Wedding, graduation or funeral.
- d. Observance of a religious holiday.
- e. Conducting personal business of such a nature that it cannot be performed on a Saturday, Sunday or before or after school hours, including parent-teacher conferences.
- f. Absences under leaves authorized by law, policy or the Board that would otherwise be unpaid including, but not limited to, leave under the FMLA.
- g. Leave for other purposes as approved by the principal.

It is expected that requests for ALD for foreseen absences will be made in writing (Aesop/Frontline Absence Request), on a district form (Aesop/Frontline Absence Request), to the employee's supervisor at least five work days in advance of the time leave is requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. Requests for three consecutive work days or fewer that are submitted within the five-day timeframe do not have to include the reasons for the leave. Leave requests for more than three work days must state the specific reason for the leave. The administrator will respond within two work days to the employee's written request.

Approval of ALD is based on the educational effect the total number of absences will have on the site or department and the ability to secure substitutes. When there is a concern that the total number of absences requested may be excessive, requests for ALD will be referred to the human resources (HR) department for a final decision regarding approval.

In general, only absences that are singular, directly related to the employee or an immediate family member, and cannot be rescheduled by the employee will be approved. Employees will not be compensated for more than three consecutive work days of leave unless additional paid days have been approved by HR.

Staff may utilize half-day or full-day increments of ALD. A staff member may also elect to find coverage, approved by his or her supervisor/administrator, from within his or her own site to cover for less than one-half day. The appropriate adjustment in ALD used will be made by the administrator. Covering staff members who lose a majority of their teacher-directed planning time will be compensated at the approved hourly rate.

A district employee may not use ALD during the period the employee receives Workers' Compensation for time lost to work-related incidents. ALD shall not be available on the duty day(s) preceding, following or including the opening or closing days of the school year.

#### **Appeal of Denial of ALD for a Foreseen Absence**

If an employee's application for ALD is denied, the employee may file an appeal. To appeal, a written notice of appeal must be submitted to the director of human resources within five days of the denial. The Appeal of Denial of ALD form may be found on Talent Ed Records under Blank Docs. The final decision will be made within one work day of receipt of the appeal.

#### **ALD Accumulation and Buyback**

Unused ALD will be cumulative to 110 days. Unused ALD will be credited to each employee's ALD account on June 30 of each year. Days over 110 credited to an employee's account will be reimbursed at \$55 per day, up to 12 days each year. The reimbursement will be made in July following the close of the fiscal year.

Employees have the option of selling back up to 10 days per year once they have accumulated 60 days.

In addition, when employees leave the district, they will be reimbursed for unused ALD in accordance with the following schedule:

- 1-4 consecutive years of service in the Smithville School District = \$25 per day
- 5-10 consecutive years of service in the Smithville School District = \$35 per day
- 11-15 consecutive years of service in the Smithville School District = \$45 per day
- 16 or more consecutive years of service in the Smithville School District = \$55 per day

If the employee leaving the district has not completed the full school year, he or she will be reimbursed for unused ALD credited to his or her account at the beginning of the fiscal year (June 30) of the last full school year of employment. If the employee completes the full school year, he or she will be reimbursed for unused ALD credited to his or her account at the beginning of the current fiscal year.

Reimbursement will be provided in the month following the employee's departure.

### **Board Resolution on Covid-19 Leave**

1. **Qualifying Conditions for COVID-19 Leave (COVID Leave):** Beginning September 1, 2021 the Board will provide leave to employees who are unable to work or telework because the employee:
  - a. Is subject to a federal, state or local quarantine or isolation order related to the COVID - 19 virus;
  - b. Has been advised by a healthcare provider to self-quarantine because the employee has or may have COVID-19;
  - c. Is experiencing symptoms of COVID-19 and is seeking a diagnosis from a healthcare provider.
2. **Amount of Leave:** Full-time employees will receive up to five days of COVID Leave for the 2021-2022 school year. The Board will extend up to the equivalent of one week of COVID Leave to any regular, part-time employee based on the number of hours worked, on average, over five business days (one week).
3. **Part-time Employees with Varying Hours:** For part-time employees with varying hours, one of two methods for computing the number of hours that will be used:
  - a. If the employee has worked six months or more, the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.

- b. If the employee has worked less than six months, the expected number of hours to be scheduled per day at the time of hire.
4. **Substitute Employees:** Regular substitute employees do not qualify for COVID Leave. Long-term substitutes may qualify for COVID leave while working in the full-time capacity.
  5. **Use of Leave:** COVID Leave cannot be used intermittently or on a reduced schedule but must be taken in a single block of time during a qualifying condition. Until exhausted, COVID Leave may be used for subsequent qualifying conditions. The total amount of leave provided is capped at the equivalent of 5 days per the 2021-2022 school year ending on the last day of school.
  6. **Payment:** COVID Leave will be paid at the employee's regular rate of pay for the qualifying reasons listed in 1a. - c., not to exceed \$511 per day or \$5,100 in total.
  7. **Interaction with FMLA Leave:** When an employee is eligible for FMLA leave and is absent for an extended period due to a qualifying condition under FMLA such as caring for a spouse, parent, or child with Coronavirus, the district will apply FMLA per policy [G8BDA](#).
  8. **Interaction with Sick Leave Bank:** When an employee is eligible for FMLA, they may also qualify to use the Sick Leave Bank. The purpose of the sick leave bank is to furnish a continuing income for staff members who are faced with a serious health condition as defined in FMLA involving themselves or an immediate family member and have utilized all of their paid leave days. Sick Leave Bank [GCBDAC](#) (professional staff) / [G8BDAC](#) (support staff).
  9. **Expiration:** COVID Leave will be available on September 1, 2021, will expire on the last day of school 2021 and will not apply to absences from duties related to summer school. Employees will not be compensated for unused COVID Leave.
  10. **Documentation:** Employees must apply for COVID Leave may be required to provide documentation verifying that the absence is due to a qualifying COVID-19 as determined appropriate by the superintendent or designee [COVID 19 Request for Leave Form](#)
  11. **Communication:** The district may require an employee who uses COVID Leave to communicate periodically with the district regarding his or her ability to return to work or telework.
  12. **Good Faith:** If the district becomes aware that an employee is not following district rules such as wearing masks, social distancing, sanitizing or other precautionary measures while at work; that the employee is violating quarantine or isolation orders or recommendations; or is violating local, state, or federal health orders, the superintendent or designee may deny the use of COVID Leave and the employee will be required to use his or her applicable accumulated leave or take unpaid leave. The district reserves the right to take additional disciplinary action, including termination, for these violations.
  13. **Amendment or Termination:** The Board reserves the right to amend or terminate COVID Leave or any part of this resolution at any time. The Board may reconsider or terminate

COVID Leave if Congress requires employers to provide additional paid leave to employees, or the state requires districts to extend additional leave to employees.

## All Employees - Additional Leave

The following leaves with pay will be provided to all full-time professional/support staff employees:

### *Bereavement Leave*

Employees may be granted a leave of absence upon request when a death in the immediate or extended family requires the staff member's absence from school. There will be no deduction in salary for a period as long as necessary but not longer than five school days per each bereavement when a staff member is absent because of the death and funeral of a member of his or her immediate or extended family.

For purposes of this policy, the immediate family is defined as the following:

- The employee's spouse or domestic partner.
- The following relatives of the employee or the employee's spouse or domestic partner: parents, children, children's spouses or domestic partners.

For purposes of this policy, the extended family is defined as the following:

- The employee's sibling.
- The following relatives of the employee or the employee's spouse or domestic partner: grandparent, grandchild, aunt, uncle, niece or nephew.
- Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

This bereavement leave will also be extended to staff upon the death of a domestic partner.

Full-time professional employees may use up to one day of personal leave, ALD, or an earned vacation day (if applicable) to attend the funeral of anyone who is not a member of the employee's immediate or extended family or domestic partnership. If no personal leave, ALD, or vacation time is available, the employer's supervisor may grant the employee one day of unpaid leave.

### *Holidays*

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

### *Professional Leave*

Employees may be granted professional leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the superintendent or designee, arranged well in advance and is not considered personal leave.

### *Military Leave*

The Board shall grant military leave as required by law. Members of the National Guard or any

reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 - September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits.

Employees shall provide the district an official order verifying that they are required to report to duty.

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

#### ***Jury Duty Leave***

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

#### ***Leave for Court Subpoena***

If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from district leave.

#### ***Firefighter Leave***

Employees will be allowed to use personal, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or those activated by FEMA in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.

### ***Crime Victim Leave***

Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation, personal, ALD or sick leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding.

### ***Civil Air Patrol Leave***

Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counternarcotic missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotic missions without loss of time, regular leave or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri. The district may request that the employee be exempted from responding to a specific mission.

### ***Coast Guard Auxiliary Leave***

Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The district may request that an employee be exempted from responding to a specific mission.

### ***Pregnancy, Childbirth and Adoption Leave***

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA, and will be limited to 12 weeks of leave for this purpose. These employees may apply all available sick, personal, ALD and vacation leave and may draw up to 57 days from the sick leave bank in accordance with the rules applicable to the bank, but cannot exceed 12 weeks of leave.

Employees who are not eligible for FMLA leave may use all accumulated sick, personal, ALD and vacation leave for the birth, first-year care, adoption or foster care of a child and will be granted additional unpaid leave if a doctor certifies that such leave is necessary because the mother is not released to work, or the child or the mother has a serious health condition. However, the paid and unpaid leave cannot exceed 12 weeks of leave.



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

Leave that qualifies for Family Medical Leave Act (FMLA) protection will be administered in accordance with federal law. To be eligible for FMLA leave benefits, employees must have been employed with the district for at least twelve (12) months (but not necessarily consecutively), have been employed for at least 1,250 hours of services during the twelve (12) months period immediately preceding the leave, be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite, and provide the district at least 30-days' notice of any expected absence for foreseeable circumstances, when practical.

An employee must notify the district of the need for leave and explain the reasons for the leave so the district can determine whether the leave qualifies for FMLA. The FMLA Request form is available by visiting the Blank Docs sections of TalentEd Records. The leave may be delayed or denied if the employee fails to give such notice.

## Sick Leave Bank ([GDBDAC](#) / [GCBDAC](#))

The purpose of the sick leave bank is to furnish a continuing income for staff members who are faced with a serious health condition as defined in FMLA involving themselves or an immediate family member and have utilized all of their sick leave or approved paid leave (ALD) days. Family and Medical Leave Act (FMLA) certification and notification requirements apply to the use of the sick leave bank.

To be eligible, an employee must have used all sick, vacation and personal leave, or ALD, been off work for three (3) consecutive work days without pay and submitted a written request for withdrawal of days from the bank accompanied by the appropriate medical certification. Form DLB-AF2 authorizing a payroll deduction in the event that the days cannot be repaid must be on file for any employee who participates in the sick leave bank. Form DLB-AF2 is embedded within the FMLA Request Form that is available in the Blank Docs section of Talent Ed Records. The written request to withdraw days must be submitted to the District designee. Employees can request up to 57 days per fiscal year. The request must specify how many days the employee wants to withdraw and be accompanied by a physician's statement that the employee or immediate family member (as defined later in this section) has a serious health condition as defined by the FMLA. The physician must also verify the need for the number of days requested.

For the purpose of this policy, "immediate family" is defined as: the spouse, dependent and nondependent children, parents of the employee or the employee's spouse and individuals who are under the legal guardianship of the employee.

Employees may draw from the bank any number of times during the year for multiple health conditions or the same health condition as long as they do not draw more than 57 days in any one (1) fiscal year.

A separate written request and physician's statement must be submitted each time days are requested regardless of whether the employee has previously drawn from the bank during that year.

Any employee using days from the bank will be required to repay those days at a minimum rate of five

(5) days per year until all days have been repaid. Employees will not be allowed to borrow days in subsequent fiscal years until previously borrowed days have been repaid. If an employee retires, leaves the district or is terminated the employee will repay any days owed at the daily rate that was in effect for that employee at the time the days were borrowed.

The Board may terminate the sick leave bank benefit at any time. If the sick leave bank is terminated, no further requests for days will be permitted, although staff members will continue to draw days previously authorized. Payback of days will still be required.

## Complaints and Grievances

### Complaints and Grievances ([GBM](#))

The Board subscribes to an orderly, well-defined grievance procedure for the resolution of problems derived from application of published Board policies and district regulations. Grievances will be handled expeditiously in accordance with the procedures approved by the Board. A grievance must be filed, in writing, within ten (10) days of the occurrence that is the basis of the grievance. If a complaint has been made to the employee's immediate supervisor, building-level supervisor, and the superintendent or their designee and the employee has received responses from these persons, the employee may appeal to the Board of Education. The employee must submit a written request for an appeal within five (5) workdays after receiving a decision from the superintendent. Once a decision is rendered under the grievance process, the decision is final. Grievance decisions cannot be the subject of a new grievance.

### Safety ([EB](#) and [GBE](#))

Central Office Administration, in cooperation with the building principals, will develop emergency drills for fires, tornados, bus emergencies, bomb threats and armed intruder/active shooter situations. Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted are sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Effective with the start of the 2016-2017, CrisisManager, a mobile safety platform, will be utilized by staff. According to SchoolDude, CrisisManager gets crisis management plans into the hands of those who need them. Download the SchoolDude AND CrisisManager app today.

Apple Store - [SchoolDude CrisisManager](#)

Google Play - [SchoolDude CrisisManager](#)

Amazon - [SchoolDude CrisisManager](#)

The building principal will schedule and execute emergency drills. Principals who schedule emergency drills will provide the assistant superintendent for support services advance notice of the drills. The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency

medical services and local emergency planning committees. Pursuant to law, armed intruder/active shooter drills will be conducted and led by law enforcement professionals.

The health and safety of all district personnel is of vital importance to the school district. The Board will seek to provide safe working conditions for all staff members and will give prompt consideration to those conditions that may present a threat to the health and safety of staff members. The district will respond to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA). All employees will receive annual training on universal precautions and the district's communicable disease policy.

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

Any district employee injured and/or that has had an accident on school property will be escorted to Liberty Urgent Care/Work Health Solutions for a drug screening as part of the accident investigation and reporting.

### **Identification/Proximity ID Badges**

It is the belief of the Smithville R-II School District Administration and Board of Education that a safe environment be provided for all students and employees.

With the number of new employees and veteran employees coupled with the increasing number of part time employees, volunteers and guests, it is essential to account for each individual in a school facility. Identification badges will assist principals, teachers, and school resource officers in maintaining the safe environment which is expected by parents and community patrons.

Employees, substitute teachers, guests and all other individuals who are not enrolled students shall wear personal identification badges while in school district facilities.

- Employees of the Smithville R-II School District shall be provided individual picture/ p r o x i m i t y I D badges. The badges shall be “clip on” or lanyard and worn at waist level or above in unobstructed view. An employee who needs a temporary badge for the day may secure one from the building secretary.
- Substitute teachers and guests shall sign in with the receptionist or secretary of each school. Each badge will have an identification number which shall be noted by their name at the time they sign in. Upon leaving, the receptionist or secretary shall account for the badge. Identification badges shall be worn around the neck and be clearly visible at all times.

Lost badges should be reported to your building administrator and a replacement will be issued.

### **Use of Security Cameras**

There are security cameras in use in a number of locations throughout Smithville R-II school district. The cameras are intended to be used for security purposes. However, information

obtained via a security camera may also be used in the course of disciplinary procedures.

## General Procedures and Resources

### Student Discipline ([JG](#), [JG-R1](#), [JGGA](#), [JGA-2](#), [JGB](#), [JGD](#), [JGE](#) and [JGF](#))

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R1, JGGA, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

#### *Reporting to Law Enforcement*

It is the policy of the district to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary manslaughter under § 565.023, .024, RSMo.
3. Involuntary manslaughter in the first or second degree under §§ 565.024, .027, RSMo.
4. First- or second-degree kidnapping under §§ 565.110, .120, RSMo.
5. First-, second- or third-degree assault under §§ 565.050, .06052, .070054, RSMo.\*
6. Rape in the first or second degree under §§ 566.030, .031, RSMo.
7. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
8. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
9. Robbery in the first degree under § 570.023, RSMo.
10. Possession of a weapon under chapter 571, RSMo., 18 U.S.C. § 921
11. Manufacture of a controlled substance under § 579.055, RSMo.
12. Delivery of a controlled substance under § 579.020, RSMo.
13. Arson in the first degree under § 569.040, RSMo.
14. Property damage in the first degree under § 569.100, RSMo.
15. First-, second- or third-degree child molestation under §§ 566.067, .068, .069, RSMo.
16. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
17. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
18. First-degree harassment under § 565.090, RSMo.
19. First-degree stalking under § 565.225, RSMo.

\* Immediate reporting of third-degree assault under § 565.054, RSMo., may not be required if an agreement with law enforcement exists.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

### **Public Concerns and Complaints (KL)**

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established policies or procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern ("complainant") within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

### **Bullying (JFCF)**

Bullying means intimidation, unwanted aggressive behavior, or harassment that is repetitive or likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student; or substantially disrupts the orderly operation of the school.

Bullying may consist of physical actions, gestures, oral or written communication, or any threat of retaliation for reporting acts of bullying. Bullying also includes cyberbullying which is transmission of a communication including, but not limited to, a message, text, sound or image by means of any electronic device.

Students and staff who witness acts of bullying are required to report such acts to building or district administration. Reports may be made in person to building or district administration or through the Bullying Report Form which can be found on the district website and each building website. When a report is filed via this form, building and district administration are alerted via email so an investigation may be conducted. All reports of bullying will be investigated according to Smithville School District Policy JFCF.

Bullying that includes harassment based upon race, color, religion, sex, disability, ancestry, country of origin or age will also be investigated as a potential violation of Smithville School District Policy AC which prohibits discrimination, harassment and retaliation based upon a federally protected class.

When required by law, information gathered through bullying investigations will be shared with law enforcement. Consequences for bullying include detention, in-school suspension, out-of-school suspension, or expulsion.

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

It is the intent of the district to adhere to the provisions of all copyright laws and all employees will be required to ensure compliance.

## Termination of Employment

### Resignations ([GCPB](#) and [GDPB-1](#))

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

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

Resignations submitted after that deadline, or by probationary teachers or administrative employees after their contracts have been signed and returned, must be approved by the Board. Each resignation request will be considered on an individual basis.

Employees who seek to resign during the course of a contract or after a contract has been executed, even if performance has not begun, must notify the superintendent or designee in writing of the request to resign. Only the Board has the authority to release an employee from a contract. An employee will not be released from a contract unless a suitable replacement is found. In the event of the approval of a resignation by the Board for employees under contract, liquidated damages will be assessed. In the event of a resignation submitted by a tenured probationary teacher and approved by the Board on or after June 1, liquidated damages will be assessed for the release from a contract as follows:

June 1 - June 30	1% of employee's contracted salary
July 1 - July 31	4% of employee's contracted salary
After August 1	5% of employee's contracted salary

The Board may waive the liquidated damages requirement only for very limited reasons. The Board may consider serious illness, transfer of a spouse, military service or other specific legally appropriate reasons for waiving the liquidated damages requirement, but

liquidated damages shall apply to all other late resignations if the resignation is approved by the Board.

Any support staff member who wishes to resign must submit a written letter of resignation to his/her immediate supervisor. The letter should specify when the resignation is to become 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.

The retirement / resignation form may be accessed by visiting the Black Docs section of [Talent Ed Records](#).

### **Dismissal and Suspension ([GCPE](#) and [GDPD](#))**

Any employee may be suspended for violation of Board policies, for violation of state law, for any other good cause, or to investigate allegations of misconduct in accordance with board policy and law. Action will be taken when the best interest of the school will be served by immediate suspension.

Dismissal and termination of employment will be conducted as required by board policy and/or state law.

### **Care of Rooms and Other School Property**

Cooperation of students and teachers in keeping rooms neat is necessary. Students should leave chairs in an orderly manner, pick up paper, and in other ways maintain an orderly room. Requests for custodial service should be made by submitting a maintenance request by logging into [School Dude](#).

School property is inventoried to a certain room and is the responsibility of the teacher assigned to that room. Teachers should make an early inventory of equipment and supplies so that any loss can be detected immediately. Staff members wishing to make any changes to their classroom or hallways must have the plan approved by a building administrator. Some course offerings (science, industrial arts, family and consumer science, physical education and computer courses) use facilities and equipment which will require teacher participation in maintenance and repair.

### **Family Educational Rights and Privacy Act - FERPA ([JO-1](#))**

Do not post student grades in a public location. Student information can be shared only with those persons listed by the parent or legal guardian on each student's release form. Students should never be allowed access to grade books, papers, computer programs, or other educational records that would reveal information about other students.

### **Student Fundraisers ([IGDF](#))**



All fundraisers must be approved by the building principal, and the Central Office Designee. The steps below must be completed for all fundraisers (this includes efforts to raise funds to support specific classrooms thru Adopt-A-Classroom, Donors Choose, Google Wallet, Go Fund Me, etc.).

- (1) Seek approval from building principal or supervisor.
- (2) Complete the [Application for Fundraising](#) available on the district website (Community > Fundraising). Once the application is submitted, the director of human resources automatically receives electronic notification. Requests will be evaluated by the director of human resources, assistant superintendent for support service or director of technology.
- (3) Applicants will receive notification of approval via email.

## Grades and PowerSchool

All teachers will use PowerSchool to record student grades and attendance. Grades are to be posted weekly to PowerSchool. Grade data will be backed up daily by technology.

## Supervision of Students

You are responsible for the behavior of students assigned to you any particular period. Do not leave students unattended at any time. If you find it necessary to leave your class for a few minutes due to an emergency, please make arrangements for coverage of your class through the principal. Never leave a class unattended.

## Bus Transportation

To request a bus for all field trips, extra-curricular trips, and to view student buss assignments us Transfinder Le. You may access Transfinder Le from your computer desktop by clicking on the applications folder and clicking the Transfinder Le icon. To log in, enter your network user id (do not enter a password). Once into the software, you can request a trip, search students, search trips, and generate transportation related reports. Please make sure and request your trip using Transfinder Le at least three days prior to the actual trip date/time. When you request a trip - be sure and complete as much of the "supplemental" information as possible (i.e. destination address, contact, etc...) Please contact Coulter Bus Company at (816) 532-0655 if you need verification or contact Kelly Dearing at (816) 591-5399. If you make changes to your trip after it is approved (i.e. change the departure time ahead one hour) - call Coulter Bus Service and/or Kelly Dearing to make sure the change is noted.

### *Accessing Transfinder Le*

- (1) Visit the Application Window on your desktop, click the icon titled "Transfinder Le" or visit <http://routefinder/infofinderle/login.aspx>
- (2) Enter your network username. For the password, enter "password"
- (3) Upon logging in staff members may request a trip, search students, search trips, and generate transportation related reports.
- (4) Special Notes
  - a. Request trips using Transfinder at least five (5) days prior to the actual trip date/time. The sooner the better!

- b. They system will send a confirmation e-mail once a trip has been approved by transportation. Please contact Coulter Bus Company at (816) 532-0655 if you do not receive verification or contact Kelly Dearing at (816) 591-5399 if after 72 hours of making your trip request without notification.
- c. If a trip is approved and a change is made (i.e. change the departure time ahead one hour) - call Coulter Bus Service and/or Kelly Dearing to make sure the change is noted.
- d. When a trip is requested complete as much of the "supplemental" information as possible (i.e. destination address, contact, etc...)

## Facilities Scheduler

All employees needing to use space outside of his/her assigned classroom must reserve the space by accessing the [Online Facilities Scheduler](#).

## Maintenance Work Order System

All employees needing assistance with custodial or maintenance related items, must submit a work order by visiting [School Dude](#).

## Technology Work Order System

All employees needing assistance with technology must submit a technology work order by visiting [IT Work Order](#).

## Who to Call

Got a question? Need some answers? This is the place where you can see an alphabetized list of topics and the person and contact information to call/email for the answer. [Who Do I Call?](#) is posted on the District website Staff Homepage.

## Seat Belt Usage Guidelines

Smithville School District recognizes that seat belts are extremely effective in preventing injuries and loss of life.

It is a simple fact that wearing your seat belt can reduce your risk of dying in a traffic crash by 45% in a car and by as much as 60% in a truck or SUV.

We care about our employees, and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts.

Therefore, all employees of Smithville School District must wear seat belts when operating a company-owned vehicle, or any vehicle on company premises or on company business; and all occupants are to wear seat belts or, where appropriate, child restraints when riding in a company-owned vehicle, or in a personal vehicle begin used for company business.

All employees and their families are strongly encouraged to always use seat belts and the proper child restraints whenever they are driving or riding in any vehicle, in any seating position.

Failure to abide by this policy could result in disciplinary action or, in the event of an injury, a reduction in workers' compensation benefits.

### **Cell Phone and Company Driving (GBCC)**

Employees shall not use communication devices when:

- (1) Driving district-provided vehicles, regardless of whether the vehicle is owned, leased or otherwise obtained for district use in a district activity.
- (2) Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job.
- (3) Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations when such supervision is part of the employee's job.

Review policy GBCC for exceptions.

Employees must understand the following as it relates to cell phones and company driving:

- Distracted driving is a major cause of vehicle crashes and incidents.
- Distractions take both the eyes and the driver's concentration off of the road.
- Distractions can consist of cellular phones, eating or drinking, grooming or talking with passengers.
- Distraction is also caused when the driver is operating a vehicle they're unfamiliar with.
- Cellular phone use has grown substantially in the last five years, and is popular now with all drivers.
- Drivers need to be aware when the use of the cellular phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to engage in a conversation.
- Whenever possible, drivers should complete calls while the vehicle is parked or use the phone in a "hands free" mode via a headset or speaker.
- While driving, attention to the road and safety should always take precedence over conduction business on the phone.

### **Mandatory Training**

All employees of the Smithville School District are required to complete mandatory trainings using SafeSchools Online. New employees to the district are required to complete a mandatory training checklist within 30 days of employment. Employees will receive an email notification from SafeSchools Online once the training items are assigned. Trainings will be assigned in July each year. Questions or concerns may be directed to the District designee.

### **Nursing Mothers (EBBC)**

The district recognized that many women choose to breastfeed their children for a variety of reasons and will attempt to accommodate women who are breastfeeding or who need to express

breast mild while on district property as long as such actions do not disrupt the education environment. Please visit policy EBBC for details.

A secure and clean location for nursing mothers is available in all buildings. Please see a building administrator for specifics.

## Smithville School District Teaching Standards

Approved by the State Board of Education, May 2013.

The nine [\*Missouri Teaching Standards\*](#) measure the following:

- Standard 1: Content knowledge aligned with appropriate instruction
- Standard 2: Student Learning, Growth and Development
- Standard 3: Curriculum Implementation
- Standard 4: Critical Thinking
- Standard 5: Positive Classroom Environment
- Standard 6: Effective Communication
- Standard 7: Student Assessment and Data Analysis
- Standard 8: Professionalism
- Standard 9: Professional Collaboration

The Missouri Teaching Standards state expectations of performance for professional teachers in Missouri. The standards are based on teaching theory indicating that effective teachers are caring, reflective practitioners and life-long learners who continuously acquire new knowledge and skills and are constantly seeking to improve their teaching practice in order to promote student learning. Thus these standards recognize that teachers continuously develop knowledge and skills over time. Therefore the Missouri Teaching Standards employ a developmental sequence to define a continuum that illustrates how a teacher’s knowledge and skills mature and strengthen throughout the career. These standards leave room for professional judgment but teaching professionals are expected to exercise good professional judgment and to use these standards to inform and improve their own practice.

The following descriptions apply to each of the teacher categories found in these standards:

<p><b>Emerging Teacher:</b> Performance expected of a new teacher as they enter the profession or a practicing teacher in a new assignment. The base knowledge and skills are applied as they begin to teach and advance student growth and achievement in their classroom.</p>	<p><b>Developing Teacher:</b> Performance expected of a teacher early in the assignment as the teaching / content / knowledge / skills that he / she possesses continue to develop as he/she encounters new experiences and expectations in the classroom / school / district /community. The developing teacher advances student growth and</p>	<p><b>Proficient Teacher:</b> Performance expected of a career, professional teacher who continues to advance his/her knowledge / skills while consistently advancing student achievement.</p>	<p><b>Distinguished Teacher:</b> Performance exceeds proficiency and contributes to the profession / community while consistently advancing student achievement. The Distinguished Teacher serves as a leader in the school and/or the profession.</p>
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The following are other Board of Education Policies with relevance to your position. You will want to become familiar with each of them:

[Board Policy IGD: District-Sponsored Extracurricular Activities and Groups](#)

[Board Policy IICA: Field Trips and Excursions](#)

[Board Policy IK: Academic Achievement](#)

[Board Policy IKE: Promotion, Acceleration, and Retention of Students](#)

[Board Policy JFCA: Student dress code](#)

[Board Policy JFCJ: Weapons in School](#)

[Board Policy KKA: Civility](#)