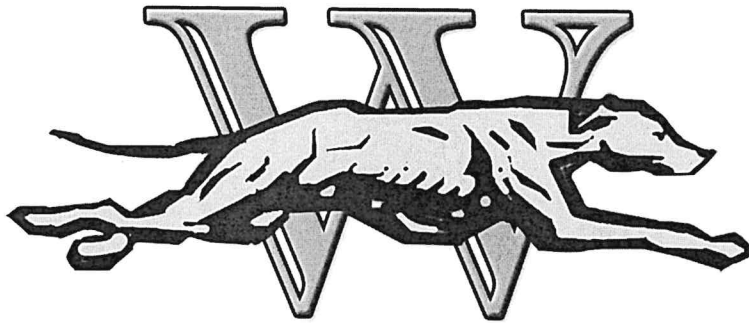


HENRY COUNTY R-1 SCHOOL DISTRICT



**PERSONNEL HANDBOOK
2023-2024**

**REVIEWED
July 13, 2023**

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MISSION STATEMENT

The Mission of the Henry County R-1 School District is as follows, "In partnership with the community, we educate our youth to maximize their unique capabilities by providing a safe and challenging environment where standards are high, learning is the priority and civic responsibility is instilled."

These Rules and Regulations supplement the directives issued as approved Board Policies. If any conflict exists between these Rules and Regulations and Board Policy, the latter shall prevail. The Board Policy and regulations are posted on the district website at www.henrycountyr1.k12.mo.us.

BUILDING ACCESS – SPECIAL CIRCUMSTANCES

The primary purposes of such a district policy or procedure are to protect the physical safety and well-being of staff members, to provide for maximum building security, to maintain a close and cooperative working relationship with local law enforcement, and to protect the district from increased liability in the event that something unfortunate might occur.

After a number of conversations with representatives from the Sheriff's department, Gallagher Bassett Insurance Company, attorneys representing MSBA and other firms, and other school representatives, the district has established the following building access provisions:

1. Building access is restricted from 11:00 p.m. to 5:00 a.m. daily including weekends.
2. An extenuating circumstances provision may be permissible provided the following conditions are met:
 1. If a staff member, due to extenuating circumstances, must be in the building between the hours of 11:00 p.m. and 5:00 a.m. he/she must notify his/her immediate supervisor of such need
 2. The immediate supervisor (Director/ Principal) must approve the access and then must then notify the Superintendent, the Maintenance Director, and the local Sheriff's Department.
 3. Staff who are approved access between 11:00 p.m. and 5:00 a.m. are encouraged to contact the local dispatch from the Sheriff's Department for an escort upon arrival or departure from the building.

COBRA (GCBC, GDBC)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) signed into law on April 7, 1986, requires that our group plan allow qualified persons to continue group health insurance coverage after it would otherwise end. The term "group health insurance coverage" includes any medical, dental, vision care and prescription drugs coverage that is included in the group health plan. Persons who qualify for continuation are as follows:

1. A member and any covered dependent(s) whose coverage ends due to (a) termination of employment for a reason other than gross misconduct, or (b) a reduction in work hours; and
2. A member's former spouse and any children whose coverage ends due to divorce or legal separation; and
3. A member's surviving spouse and/or children, whose coverage ends due to the member's death; and
4. A member's spouse and/or children, whose coverage ends due to the member's election to drop out of the group health plan upon entitlement to Medicare; and
5. A member's child whose coverage ends due to ceasing to be dependent child under the terms of the plan.

At that time the commencement of coverage under the plan, an employee shall be given his or her first Consolidated Omnibus Budget Reconciliation Act (COBRA) notification of rights. Further notification is contingent upon the occurrence of a qualifying event and, in applicable situations, notification to the district that a qualifying event has occurred, as required by law.

This is merely a summary of some of the major provisions of the Act. Administration of the benefit will be in compliance with the law. For more information, please contact Lora Howard at the District Office.

COMMUNICABLE DISEASES – EMPLOYEE (EBB)

The Henry County R-1 School District Board of Education recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has the responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

The district requires all staff to routinely observe universal precautions to prevent exposure to disease-causing organisms, and the district should provide necessary equipment/supplies to implement universal precautions.

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

Employees will not be required to submit to medical examinations unless the examination is job related and consistent with business necessity or otherwise allowed by law. Medical records must be maintained on separate forms in separated medical files and shall be treated confidentially.

COMPENSATORY TIME (GDBA)

The district uses compensatory (comp) time in lieu of overtime for the following classifications of employees: custodial, clerical and aides (paraprofessionals)

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

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

Under no circumstances does the district provide compensatory time for contracted employee.

CONFERENCES AND TRAVEL

In order to conservatively use funds and to provide an equal opportunity for staff to attend conferences, the following guidelines are established with respect to requests to be away from assigned duties in order to attend workshops and conferences:

1. Requests will be submitted to the Superintendent/designee at least fourteen (14) days prior to the scheduled conference.
2. Normally, no more than two persons from each school will attend conferences, depending upon available funding.
3. For major conferences held locally (reading, math, curriculum and instruction, etc.), normally only two (2) days of release time should be approved in order to permit attendance by as many teachers as possible.
4. The equitable allocation of travel funds to schools and offices will be the responsibility of the Superintendent/designee.
5. Conference requests need to have an invitation or pamphlet attached for verification of activity and a brief rationale for the request.
6. Conference attendees will not be paid unless a "report of conference" and verification of expenses are submitted.
7. Requests to attend professional conferences in order to sell items or man booths for professional organizations will not be approved.
8. Employees must state on the application whether or not the sponsoring organization is paying the conference attendee any "honorarium" or travel expenses. An employee receiving an honorarium must use professional time off (PTO). Otherwise, the honorarium must be remitted to the District.

DRUG FREE WORK PLACE (GBEBA, GBEBB-4)

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 of 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 or during any period of time that 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 of school property before or during a district activity, the staff member will not be allowed on school property or to participate in the activity. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred in or on school premises or while engaged in regular employment must notify the superintendent of their conviction. Notification must be made by the employee in writing to the superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate governmental agency.

The District will institute a drug-free awareness program to inform employees of (1) The dangers of drug and alcohol abuse in the workplace. (2) This policy of maintaining a drug-free workplace. (3) Available counseling and rehabilitation. (4) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. Although the district will not assume financial responsibility, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States the District certifies that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The District shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

EDUCATIONAL EXPERIENCE & ATTAINMENT

It is the philosophy of the Henry County School District R-1 to employ teachers only in areas in which they have obtained the appropriate certification.

Teachers may be granted credit for teaching experience obtained. Experience granted for salary purposes will be whole integer years only. Example: A teacher who has 6 ½ years of experience will be granted 6 years for salary purposes.

Teachers will be placed on the salary schedule based on the number of college semester hours on file in the central office. For budgeting purposes, teachers who plan to complete additional college course and have them applied to the salary schedule should notify the central office of their intent by March 15 prior to the new school year. To be applied, transcripts must be placed on file by September 1st of the new school year.

EMPLOYEE BENEFITS (GCBC, GDBC)

The district provides specific medical health coverage and \$25,000 term life insurance for each qualified (full time) employee. Family coverage for qualified employees is part of the group plan, but the premium for family coverage in excess of the individual premium will be paid by the employee. Coverage begins on the first day of the month following the employee's first day of work. Board-paid coverage ends on the **date of termination or separation** for employees who resign or are terminated by the district. Certified employees whose employment contract is nine to twelve months, whose employment with the district is terminated at the end of the school year, and whose contracted obligations have been fulfilled will receive coverage until August 31st. Non-certified employees whose employment is for nine to twelve months and whose employment with the district is terminated at the end of the school year will receive coverage until June 30th. The district offers a voluntary 403b Cafeteria Plan and a Section 125 Cafeteria Plan of employees. Details may be obtained from the Central Office.

EMPLOYMENT OF CERTIFICATED TEACHING STAFF (GCA, GCD-1, GCE, GCI)

The central office will announce and post all certificated vacancies that occur throughout the school system. The placement offices at appropriate colleges and universities will be notified of any vacancies and vacancies will be posted on various websites, particularly www.successlink.org/jobs.

Applications will be made available to all qualified applicants at their request. A teacher currently employed by this district may apply for any position for which they are qualified.

The superintendent of schools and appropriate administrative staff may assign or transfer personnel to positions which best serve the interest of the school and students. Teachers shall not be assigned, except temporarily and for good cause, outside the scope of their teaching certification. Assignments and transfers will be based upon the following criteria listed, in no specific order: (1) qualification, (2) principal's recommendation, (3) superintendent or his/her designee's recommendation, (4) job performance, (5) length of service in the district and in the building.

Teachers who will be affected by a building change or class change shall be notified by their respective principal prior to the change. Such notification shall take place before the end of the school year, when possible. The final decision will be made by the superintendent.

In certain teaching areas (administration, supervisory, vocational related, guidance, coaching, and other areas which may include summer or seasonal responsibilities), the superintendent will announce vacancies as deemed necessary.

Most vacancies which occur after the school term begins – especially during the first semester of the school year – will be filled in the same manner as full-term vacancies. However, the superintendent of schools and/or his/her authorized representative may, after careful study determine that it is in the best interest of the students and the instructional program to retain the services of a qualified substitute to fill a vacancy for the remainder of the school year. (This action is often taken when teachers on maternity leave ask for an extended leave of absence, and the substitute teacher filling the position is retained to complete the school term. Substitute teachers may also be retained in cases of extended illness or for other valid reasons, as determined by the Board of Education, when the ability of the teacher to fulfill his/her contracted obligation is in doubt.

All previous full time teaching experience from public schools and colleges or universities will be allowed for salary schedule credit. It is the teacher's responsibility to verify previous experience. The central office will provide forms for this purpose. Only whole years will be accepted.

Any hours credited above a Master's Degree must have been earned after the Master's Degree was conferred. Transcripts for additional education credit for pay purposes must be submitted to the personnel office no later than September 1st. Transcripts received after September 1st will not be eligible for credit until the next contract year.

Applicants who wish to have their information returned to them should enclose a self-addressed envelope with correct postage.

EMPLOYMENT OF CLASSIFIED (SUPPORT) STAFF (GDA, GDC-1, GDI)

Classified staff includes bookkeepers, custodians, maintenance workers, cafeteria clerks, crosswalk guards, teacher's aides, library assistants, secretaries and any other personnel deemed necessary.

The superintendent will recommend to the Board of Education classified personnel to work in the Henry County R-1 School District. Announcements of vacancies will be made in appropriate departments throughout the school system. Current employees of the district may apply for any position for which they are qualified.

All classified employees must meet the following qualifications: (1) Qualified to perform assigned duties in a cooperative, pleasant and efficient manner, (2) Physically and mentally able to perform assigned duties, and (3) clean and neat in appearance. A completed application, supporting documentation, and background check must be on file.

EQUAL OPPORTUNITY (AC, GCD-1, IGBCA)

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Henry County R-1 School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin sex, age, or disability

in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of American and other designated youth groups.

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

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

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

Compliance Coordinators –

Mr. Brad Hunter – Superintendent
210 North Street
Windsor, MO 65360
(660) 647-3533

Mrs. Whitney Bowers – Student Services Director
501 South Main Street
Windsor, MO 65360
(660) 647-3721

Mr. Justin Wells – WHS Principal
210 North Street
Windsor, MO 65360
(660) 647-3106

EVALUATION (GCN, GCN-AP1, GDN)

Teachers shall be evaluated according to the Teacher Evaluation Method developed for the Henry County R-1 School District. Beginning in the 2013-2014 school year the district will utilize the University of Missouri's model NEE (Network for Educator Effectiveness) program. Classified personnel will be evaluated annually using the evaluation method developed by the district.

FAMILY AND MEDICAL LEAVE ACT (GBBDA)

The district will administer leave that qualifies for Family and Medical Leave Act (FMLA) protection in accordance with federal law. This policy is intended for guidance and shall not be interpreted to expand the district's responsibilities beyond the requirement for the law. For employees who are not eligible for FMLA leave, including employees who have exhausted available FMLA-protected leave, request for leave shall proceed according to the district's established policies.

DEFINITIONS

The following definitions apply to FMLA leave:

Covered Active Duty - In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country. In the cases of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in accordance with law.

Armed Forces – Army, Navy, Air Force, Marine Corps, Coast Guard.

Child – A biological, adopted or foster child; a stepchild; a legal ward; or a child of a person acting as a parent if the child is under 18 or 18 or over but incapable of self-care due to mental or physical disability at the time that FMLA leave is to commence. For the qualifying exigency leave and military caregiver leave only, the age of the child does not matter.

Covered Service member (for military caregiver leave) – The employee's spouse, child, parent or next of kin who is 1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or 2) a veteran who is undergoing medical

treatment, recuperation or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

Instructional Employees – Employees whose principal function is to teach and instruct students in a class, a small group or an individual setting. This term includes athletic coaches, driving instructors and special education assistants such as signers for the hearing impaired. It does not include teachers’ assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologist or curriculum specialists. It also does not include cafeteria workers, maintenance workers or bus drivers.

Next of Kin – For the purposes of military caregiver leave, the nearest blood relative other than a spouse, parent, son or daughter, in order of priority as established by 29 C.F.R. § 825.126.

Outpatient Status – Covered service member assigned to a military medical treatment facility or a unit established for the purpose of providing command and control of members of an armed force as outpatients.

Parent – The biological, adoptive, stepparent or foster parent of a “child” as defined in this policy.

Qualifying Exigency – Issues that arise due to covered active duty or a call to covered active duty of an employee’s spouse, child or parent, including issues involved with short-notice deployment, military events and related activities, childcare and school activities, the need for financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and other activities as defined by 29 C.F.R § 825.126.

Serious Health Condition – Illness, injury, impairment or physical or mental condition that involves inpatient care in the hospital, hospice or residential medical facility or continuing treatment by a health care provider.

Serious Illness or Injury (for military caregiver leave) – 1) An injury or illness incurred in the line of duty on active duty in the armed forces, including the National Guard or Reserves, or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty, that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating; and 2) in the case of a veteran who was a member of the Armed Forces (including the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces, or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty, and that manifested itself before or after the member became a veteran.

Spouse – Husband or wife as defined or recognized under the state law in the state in which the employee resides.

Uniformed Services – The armed forces, the Commissioned Corps of the National Oceanic and Atmospheric Administration and the Commissioned Corps of the Public Health Service.

Veteran – A person who served in the active military, naval or air service and who was discharged or released therefrom under conditions other than dishonorable.

ELIIGIBILITY

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

1. Have been employed in the district for at least 12 months (but not necessarily consecutively)
2. Have been employed for at least 1, 250 hours of service during the 12-month period immediately preceding the leave.
3. Be employed at the worksite where 50 or more employees are employed by the district within 75 miles of that worksite.

An absence may qualify for FMLA protection if it is for one (1) of the following reason:

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

NOTICE TO EMPLOYEES

The district will post notice to employees explaining FMLA benefits in accordance with law. If the district employs 50 or more employees, it will include FMLA notice in an employee handbook or other written guidance to employees concerning employee benefits or leave rights, or by distributing a copy of the general notice to each new employee upon hiring. Notice may be provided electronically in accordance with law.

ELIGIBILITY AND RIGHTS AND RESPONSIBILITIES NOTICES

Absent extenuating circumstances, the district will provide the employee notice of the employee's eligibility to take FMLA leave and the rights and responsibilities of the employee within five (5) days of the request for leave or acquiring knowledge that an employee's leave may be for an FMLA-qualifying reason. Such notice will be provided at the commencement of the first instance of leave for each FMLA-qualifying reason in the applicable 12-month period, and no subsequent notice is required in the 12-month period unless leave is taken for a different qualifying reason or the employee's eligibility status has changed.

DESIGNATION NOTICE

When the district has enough information to determine whether the leave is being taken for an FMLA-qualifying reason, the district will notify the employee in writing whether the leave will be counted as FMLA leave within five (5) business days, absent extenuating circumstances. The district will notify the employee whether a fitness-for-duty certification is required before returning to work and, if required, include a list of the essential functions of the employee's position. The district will notify the employee of the number of hours, days or weeks that will be counted against the employee's FMLA leave entitlement, if known. The district may designate leave as FMLA leave retroactively if the retroactive designation will not cause harm or injury to the employee.

EMPLOYEE NOTICE TO THE DISTRICT

Employees 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 leaves may be delayed or denied if the employee fails to give such notice.

In all cases of foreseeable leave, the employee must provide notice to the superintendent or designee of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave, in the same manner that is required under the district's leave policies. If an employee fails to provide the required notice, the district may delay or deny the FMLA-protected leave.

When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the district as soon as practicable under the facts and circumstances of the particular case, in the same manner that notice is required under the district's leave policies. The employee or the employee's spokesperson, if necessary, shall provide sufficient information for the district to reasonably determine whether the FMLA may apply to the leave request.

If the leave is for a qualifying exigency, an employee must provide notice as soon as practicable, regardless of how far in advance the leave is foreseeable. For all other qualifying reasons, an employee must provide 30 days' notice of the need to take FMLA leave when the need for leave is foreseeable. When 30 days' notice is unforeseeable or impractical, the employee must provide notice as soon as practicable. If fewer than 30 days' notice is given, the employee shall explain upon request why such notice was not practicable. "As soon as practicable" means as soon as both possible and practical under all the facts and circumstances of the individual case.

LEAVE USE

For all FMLA purposes except military caregiver leave, the district adopts a 12-month leave year beginning on July 1 and ending the following June 30.

1. All eligible employees are entitled to leave for a period not to exceed 12 workweeks per leave year for:
 - a. The birth and first-year care of the employee's child.
 - b. The adoption or foster placement of a child with the employee.
 - c. A serious health condition of the employee that makes the employee unable to perform one (1) or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.

- d. A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the armed forces. The amount of leave available for a particular type of qualifying exigency may be limited by law.
2. The FMLA leave for military caregiver leave begins on the first day that such leave is taken and runs out for the following 12 months. All eligible employees are entitled to military caregiver leave for a period not to exceed 26 workweeks of leave per single 12-month period for the care of spouse, child, parent or next of kin who is a covered service member. Twenty-six weeks of leave are available per covered service member, per injury/illness; however, no more than 26 weeks of leave may be used during each single 12-month period.
 3. During the 12-month duration of military caregiver leave, an employee is limited to a total of 26 weeks of leave for all combined FMLA reasons; with a 26-week limit on military caregiver leave and a 12-week limit for birth, adoption and serious health condition of the employee or the employee's spouse, child or parent. For example, an employee could take 16 weeks of military caregiver leave and still have ten (10) weeks available for the birth of a child. However, an employee who used ten (10) weeks of military caregiver leave could not take 14 weeks for the birth of a child because that exceeds the 12 weeks allowed of such leave. Leave that qualifies as both military caregiver leave and leave for the serious health condition of a parent, spouse or child will be designated first as military caregiver.
 4. When a husband and wife entitled to FMLA leave are both employed by the district and both wish to use FMLA leave for the same qualifying event, both employees will be limited to an aggregate total of 12 workweeks during a 12-month period in cases where the leave is taken for the birth or first-year care of the employees' child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition. However, where the husband and wife both use a portion of the total 12-week FMLA leave entitlement for the same qualifying event, the husband and wife would each be entitled to the difference between the amount he or she has taken individually and 12 weeks for another qualifying purpose. When a husband and wife are both employed by the district and both wish to use military caregiver leave or a combination of military caregiver leave and leave for the birth or first-year care of their child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition, both employees will be limited to an aggregate total of 26 workweeks of leave.
 5. The district shall apply all appropriate paid leave to an FMLA absence to the extent allowed by law and policy, giving proper notice to the employee. If an employee's accrued paid leave is exhausted, but an FMLA qualifying reason for absence persists or a new FMLA qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until allowable FMLA leave has been used, but such absences will be unpaid.
 6. When an employee has an absence that meets the criteria to be an FMLA-qualified absence, the district will designate such absence as part of the employee's total annual FMLA entitlement, even if the employee has not requested FMLA leave and/or is absent under paid or unpaid leave in accordance with law or district policy. If an employee is on a Worker's Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence will also be designated as an FMLA-qualifying absence and charged against the employee's FMLA-protected time entitlement.
 7. FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced-schedule leave in increments used by the employer to account for use of other leaves, provided that it is not greater than one (1) hour and provided that the FMLA entitlement is not reduced by more than the amount of leave actually taken. Instructional employees may take intermittent or reduced-schedule leave to be with a healthy newborn only when the district and the employee have reached agreement for how the leave will be used.
 8. The district reserves the right to require adequate certification and recertification of any FMLA-qualifying event or condition of the employee or employee's spouse, child, parent or next of kin and authentication or clarification of such certification as the district deems necessary. Failure to provide such certification when requested will result in denial of the leave, and may result in discipline or termination of employment. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work.

Instructional Employees

If intermittent leave or reduced-schedule leave equals more than 20 percent of instructional time, the district may require instructional employees who take such leave due to medical reasons to take block leave or to find an alternative placement for the period of planned medical treatment. When an instructional employee on FMLA leave is scheduled to return close to the end of a school term, the district may elect to use a special rule to prolong the employee's leave until the beginning of the next school term, thus extending the leave beyond the period where an FMLA-qualifying reason exists. In such an instance, the prolonged leave time is unpaid and is not charged against the employee's annual FMLA entitlement. In cases where the special rules for instructional employees apply, the superintendent may apply those special rules or the general FMLA rules as best serves the interest of the district.

Leave Protections

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Eligible employees who are absent for an FMLA-qualifying reason generally may return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave, in accordance with law. Eligible employees are entitled to continued participation in the district's health plan as long as they are entitled to FMLA leave protection; however, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

The FMLA makes it unlawful for any employer to interfere with, restrain or deny the exercise of any right provided under the FMLA. Additionally, it is unlawful for any employer to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Recordkeeping

The superintendent or designee will ensure that personnel records regarding FMLA eligibility and leave are maintained in accordance with law and available for inspection, copying and transcription by representatives of the U.S. Department of Labor upon request.

Enforcement

The U.S. Department of Labor is authorized to investigate and resolve complaints of violation of the FMLA. An eligible employee may bring a civil action against an employer for violations. For additional information, contact the nearest office of the U.S. Department of Labor's Wage and Hour Division.

HAZING AND BULLYING (JFCF)

In order to promote a safe learning environment for all students, the Henry County R-I School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, and district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Definitions

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

IN-SERVICE EDUCATION

In-service education programs conducted and/or sponsored by the district shall specifically relate to the district's priority goals, needs, objectives, programs and services, accountability, and evaluation.

In-service programs shall be offered in accordance with priorities determined by needs assessment procedures conducted by the district, division, department, attendance center, or individual employee level as deemed appropriate.

District administrators working with the PDC committee shall be responsible for developing in-service activities on a district wide basis and for coordinating the activities with building level in-service.

Building principals, directors, and management employees who supervise a department shall be responsible for in-service activities for employees under their supervision.

In-service programs shall be developed and implemented in a manner that would allow for interfacing with regulations or guidelines set forth by the Missouri State Department of Education and/or other appropriate regulatory agencies. Representatives of participants in in-service activities shall be directly involved in needs identification, program development, determining the type of presentation to be made, and in the evaluation of in-service experiences. In-service activities shall be related in a specific but reasonable way to an employee's current job assignment and/or to a job assignment of greater responsibility to which an employee aspires.

Participation by employees in specific in-service programs may be voluntary or may be required by the administration depending upon the purpose of the activity and/or the relationship of the activity to an employee's success on the job. Attendance at required meetings and programs is essential in providing district students with a high quality of instruction. Employees who are absent from required meetings will have the appropriate amount of time deducted from their personal or sick leave unless the absence is approved by the administration for purposes of conducting school business. Example: A teacher who misses a required one-hour meeting will have one hour deducted from their personal leave or sick leave depending upon the situation. If personal leave is required and no personal leave is available, the teacher will be docked one hour's pay.

The expertise of the district staff shall be the primary source of leadership in in-service activities; however, arrangements may be made with colleges, universities, outside consultants, speakers, etc., for particular activities or programs that cannot reasonably be provided by the district staff.

Appropriate records of an employee's participation in specific in-service activities may be included, at the discretion of the administration and/or the request of a staff person, in an employee's personnel file.

Funding sources for in-service activities may include money from the district's budgets; special funds available at the school or department level; special grants from individuals; philanthropic foundations; local, state and national governmental agencies, and fees charged individual participants. All in-service funds shall be administered in accordance with approved budgeting and approved budgeting and accounting procedures.

In-service activities will not be limited to any specific areas of program or instructional concentration, but rather they will speak to identified needs in all phases of school operation, however, in-service education shall be conducted on a continuous basis to deal with special problems occasioned by, or related to, school desegregation or similar social/legal issues. Activities are authorized for both certificated and classified personnel.

The district's program may also include professional needs of beginning teachers and administrators and teachers/administrators new to the district.

INSERVICE EDUCATION REIMBURSEMENT PROCEDURES

All individuals attending professional meetings or workshops must have an approved educational leave on file in the Administration Office one week prior to the meeting/workshop and they must have secured authorization for funds to cover costs.

Mileage will be reimbursed at the rate of .535 cents (\$.535) per mile.

Mileage should be reported as the actual mileage to and from the workshop or event from the school district. Any additional mileage accrued during the event must be approved by the funding source administrator. Airfare, bus or other means of transportation must have authorized funding.

Meals for a full day should not exceed \$50.00. Alcoholic drinks are non-reimbursable expenses. Meals will not be reimbursed to the individual whenever meals are included in the conference registration fees.

Room Allowance – The district will pay the hotel rate negotiated for the conference by the association when the attendee stays in the hotel associated with the conference. When the participant stays at a hotel not associated with the meeting, the room rate should not exceed the rate of the hotel/motel hosting the conference. Reimbursement may be allowed for room rentals. Phone calls, movie rentals, etc. are not allowable expenses. The district is not subject to state taxes; therefore, a tax-exempt letter should be presented to the hotel.

Before reimbursement can be made all itemized receipts (meals, parking fees, hotels, etc.) must be attached to the purchase order. **Credit card receipts that are not itemized will not be accepted.** All receipts and requests for reimbursement should be turned in within 30 days after the trip.

INTERVIEWING OF APPLICANTS

The superintendent of schools and appropriate building administrators are responsible for interviewing applicants for teaching positions at the elementary and secondary levels. The superintendent and the department head or principal who has a non-teaching vacancy will interview prospective candidates for the vacancy. The person deemed to have the best qualifications to fill a position may be employed. All candidates for employment must have on file prior to employment all district-required background check information. Current employees are subject to periodic background checks.

LEAVE OF ABSENCE WITH PAY NOT CHARGEABLE TO EMPLOYEE'S ALLOWANCE

Leave of absence with pay that is not chargeable against the employee's allowance shall be granted for the following reasons:

1. Time required for jury duty.
2. Time spent in court as a witness in any case connected with teacher employment in which the school district is directly involved.
3. Professional leave to attend classes, conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the superintendent or designee and arranged well in advance.

MEDIA RELEASE

It is the policy of the Henry County R-1 School District that all official news releases are cleared through the superintendent of schools or his/her designated official. Staff members must understand the goals, policies, administrative regulations, programs, and educational philosophy so that they will be able to give accurate information to media representatives. Staff members must take care to clarify personal opinions from official statements issued by the school.

MEDICAL EXAMINATIONS – EMPLOYEE – (GBE)

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

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

PART-TIME EMPLOYEES

Part-time employees (working less than 30 hours) of the school district are not eligible for health insurance holiday pay and vacation time or pay. Part-time employees may earn sick leave and personal leave time on a prorated basis. Retirement must be paid on employees working 20 hours or more weekly. Substitute employees will be employed on an as-needed basis, as approved by the superintendent and are not eligible for benefits.

PAY PROCEDURES

All certified classified personnel will be paid on a monthly basis. School term classified employees will be paid based upon time their monthly time card during the school year with checks issued. Employees will receive their first check in September and their final check in August of the following year. Paychecks will be issued no later than the 15th of the month, unless that date falls on a weekend or holiday, at which time paychecks will be issued on the last working day preceding the 15th. Expense or reimbursement checks are usually issued the day after the Board meeting. Direct deposit will be available and required for all new hires.

The law governing the Public School Retirement System of Missouri appears in Chapter 169, Revised Statutes of Missouri, and also in The Public School Law of Missouri. Public School Retirement System membership is automatic, regardless of position held, for all full-time certificated employees of all public school districts in Missouri. Contributions will be made in equal amounts by the employee and the School District.

Federal law requires all certificated employees hired on or after April 1, 1986 to participate in Medicare. Such employees pay 1.45% of salary for Medicare coverage, and the employer matches that payment. This provision applies not only to new employees but also to those who change employers on or after April 1, 1986, and whose school employment is not otherwise covered by Social Security.

PAYROLL

Employees are encouraged to use direct deposit to receive paychecks. New employees must use direct deposit. Direct deposit slips and paychecks will be available on the morning of the following dates. Checks may be picked up at the appropriate office where the employee is assigned.

Pay periods will occur on the following dates:

July 14
August 15
September 15
October 13
November 15
December 15
January 15
February 15
March 15
April 15
May 15
June 14

Staff members who owe the district money (lunches, bad checks, etc.) are subject to having the amount withheld from their paycheck if the situation is not resolved before the next paycheck is issued.

PROFESSIONAL STAFF SHORT-TERM LEAVES (GCBDA)

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy 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 leave 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.

The following leave with pay will be provided to professional staff employees. Regular part-time professional staff employees will receive these leaves on a pro rata basis. This policy does not apply to temporary or substitute staff members unless otherwise noted.

1. **Sick Leave**
 - a. Professional staff employees whose assignments call for 12 months of full-time employment will be awarded 12 days of sick leave.
 - b. Professional staff employees whose assignments call for 11 months of full-time employment will be awarded 11 days of personal leave.
 - c. Professional staff employees whose assignments call for full-time employment only during the regular school term will be awarded ten days of personnel leave.
 - d. Benefits will be prorated for part-time teachers and for those employed for part of the school year.
 - e. An absence of over one through four hours shall be counted as a half-day of personal leave.
 - f. In an emergency and upon the request for an approval by the superintendent, a teacher may be granted extended sick leave beyond the total accumulated days, in which case only the amount paid the substitute teacher would be deducted from the salary.
 - g. After the total days accumulated reaches 70 days, the teacher will be paid \$60 for each day exceeding the seventieth day.
 - h. Teachers leaving the school district at the close of the school year will be paid \$10 for each unused day of accumulated personal leave.
 - i. Teachers retiring from teaching under the Missouri Public School Retirement System (PSRS) at the close of the school year will be paid at the current daily rate for a substitute for each unused day of accumulated personal leave.
 - j. Amounts due under these provisions will be calculated as of the close of the school year.

In case of the death of an employee to whom pay for unused personal leave is owed pursuant to Board policy, the unused leave will be paid to an individual designated by the employee. If no designation is made, unused leave will not be compensated.

Absences may be charged against personal 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 disability 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 personal leave.
- b. Illness, injury, incapacity or death of a member of the immediate family. The Board defines "immediate family" to include:
 - ▶ The employee's spouse

- ▶ The following relatives of the employee or the employee's spouse: parents, children, children's spouses, 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, incapacity or death of other relatives, with permission granted by the superintendent.
- d. Pregnancy, childbirth and adoption leave in accordance with this policy.
- e. Funerals as deemed necessary by the district employee.

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 personal leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

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

2. **Emergency Sick Leave** – The Board of Education, upon request, will consider granting up to 20 additional days of paid leave per year to employees who require medical treatment that is associated with catastrophic illness or injury. Such leave will be available only once during the employee's career with the Henry County R-I School District. These paid leave days will not be deducted as regular sick leave. Application for this request should be made to the superintendent. The following conditions must be met before the Board will consider this request:

- a. The employee has exhausted all available paid leave(s).
- b. Verification that the employee is unable to perform his or her employment duties is provided by a physician.
- c. The employee has worked a minimum of five years for the district.

3. **Personal Leave** – 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 other special events.
- 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. Preferably, teachers will submit leave forms no later than a week before the anticipated absence. 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.

4. **Vacation** – Administrators and other certificated personnel employed on a 12-month basis will receive two weeks of vacation per year. Twelve-month employees with ten or more years of district experience will receive three weeks of vacation per year. A written request for vacation should be submitted to the superintendent or designee for approval. Vacations will be allowed at any time of the year, provided that the operation of the schools is not disabled. Reimbursement for unused vacation time shall be paid to all employees when the vacation time was not taken due to an emergency, work load or at the request of the district with the mutual consent of the employee. A district employee may not use vacation days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Unless otherwise provided, the following leaves will be provided to full-time and part-time professional employees.

1. **Holidays** – The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. For 12-month employees, paid holidays will include: New Year's Day, President's Day unless school is in session, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving (two days) and Christmas break. 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.

2. **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.
3. **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.
4. **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.
5. **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.
6. **Civic Duty Leave**
 - a. **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. Such requests shall be in writing to the building principal, and shall be accompanied by a copy of the subpoena.
Other court appearances will be deducted from personal leave.
 - b. **Jury Duty** – 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. Such requests shall be in writing to the building principal, and shall be accompanied by a copy of the call to jury duty.
7. **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 the Federal Emergency Management Agency (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.
8. **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 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.
9. **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 counter narcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counter narcotics 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.
10. **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. The district shall only apply up to six weeks of accrued paid leave to such absences.

Employees who are ineligible for FMLA leave may take up to six weeks of leave for the birth, first-year care, adoption or foster care of a child and may use any combination of accrued sick leave, personal leave, vacation or unpaid leave.

Pregnant employees who need more than six weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave.

Support Staff Leaves

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 this policy 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 paid leave to the absence. In accordance with the 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.

The following leaves with pay will be provided to full-time support staff employees. Regular part-time support staff employees will receive these leaves on a pro rata basis. This policy does not apply to temporary or substitute staff unless otherwise noted.

1. Personal Time Off (PTO)

- a. Support staff employees whose assignments call for 12 months of full-time employment will be awarded 12 days of leave.
- b. Support staff employees whose assignments call for full-time employment between nine and 12 months will be awarded days of leave equal to the number of months worked.
- c. Support staff employees whose assignments call for full-time employment only during regular school term will be awarded nine days of leave.
- d. Benefits will be prorated for part-time employees and for those employed for part of the school year.
- e. Unused paid time off leave will be cumulative to 70 paid time leave days. After the total days accumulated reach 70 days, the certified employee will be paid \$60 for each day exceeding the seventieth day. Amounts due under this provision will be calculated as of the close of the school year.
- f. Support staff employees leaving the school district will be paid \$5 for each unused day of accumulated sick leave.
- g. Upon initial retirement under the Missouri Non-Teacher Retirement System, support staff employees will be paid the current daily rate of a substitute for each unused day of accumulated sick leave.
- h. An absence of over one through four hours shall be counted as a half day of paid time off.

In case of the death of an employee to whom pay for unused sick leave is owed pursuant to Board policy, the unused leave will be paid to an individual designated by the employee. If no designation is made, unused leave will not be compensated.

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.
- b. Illness, injury, incapacity or death of a member of the immediate family. The Board defines "immediate family" to include:
 - The employee's spouse
 - The following relatives of the employee or the employee's spouse: parents, children, children's spouses, 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, incapacity or death of other relatives, with permission granted by the superintendent.
- d. Pregnancy, childbirth and adoption leave in accordance with this policy.
- e. Funerals as deemed necessary by the employee.

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 leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Any support staff employee who is a member of a retirement system shall remain a member during any period of 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 status.

2. **Emergency Sick Leave** – The Board of Education, upon request, will consider granting up to 20 additional days of paid leave per year to employees who require medical treatment that is associated with catastrophic illness or injury. Such leave will be available only once during the employee's career with the Henry County R-1 School District. These paid leave days will not be deducted as regular sick leave. Application for this request should be made to the superintendent. The following conditions must be met before the Board will consider this request:
 - a. The employee has exhausted all available paid leave(s).
 - b. Verification that the employee is unable to perform his or her employment duties is provided by a physician.
 - c. The employee has worked a minimum of five years for the district.

Leave will not be granted for an employee due to adverse weather conditions. If inclement weather prevents an employee from reporting to work, those days will be without pay. Custodians may make up for this day on Saturday as arranged with the administrator/supervisor.

Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator/supervisor 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/supervisor will respond promptly to the employee's written request.

A district employee may not use personal leave days during the period the employee receives Worker's Compensation for time lost to work-related incidents.

3. **Vacation**

Clerical Staff – A vacation time of two weeks' duration with pay will be allowed for 12-month clerical employees, as arranged by the administrator in charge.

Custodial Staff – A vacation time of two weeks' duration with pay will be allowed, as arranged with the summer maintenance supervisor.

Technology Coordinator – A two-week paid vacation time will be allowed for the 12-month position of technology coordinator, as arranged by the administrator in charge.

Twelve-month employees with ten or more years of district experience will receive three weeks of vacation per year.

Reimbursement for unused vacation time shall be paid to all employees when the employee receives Workers' Compensation for time lost to work-related incidents.

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

Unless otherwise provided, the following leaves will be provided to full-time and part-time support staff employees.

1. **Holidays** – The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board.

Clerical Staff – Paid holidays will include New Year's Day, Presidents' Day unless school is in session, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving (two days), and Christmas break.

Custodial Staff – Paid holidays will include New Year's Day, Presidents' Day unless school is in session, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving (two days) and Christmas (three days).

Technology Coordinator – Paid holidays will include New Year's Day, Presidents' Day unless school is in session, Memorial day, Juneteenth, Independence Day, Labor Day, Thanksgiving (two days), and Christmas (three days).

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 STAFF LONG-TERM LEAVES (GCBDB)

The Board of Education recognizes that the personal welfare and the professional growth of its employees may require occasional extended absences from duty. Therefore, the Board may grant the following long-term leaves of absence under specified conditions.

Sabbatical Leaves of Absence

The Board of Education may grant sabbatical leaves of absence to certificated employees for further professional study at the graduate level or for work on research funded by institutional grants under the following conditions:

1. The leave of absence shall be based upon an application by the employee and the recommendation of the superintendent and shall not be granted for a period longer than one year.
2. The applicant shall have been a certificated employee of the school district for not less than six consecutive years immediately preceding the application.
3. The teacher shall request the leave 90 calendar days prior to the end of the school year preceding the leave period.
4. The Board of Education will not grant a sabbatical leave of absence unless the district is able to find a satisfactory replacement for the teacher.
5. The number of leaves granted in any one year shall be left to the discretion of the Board of Education.
6. Upon the staff member's return to the school system, the employee shall be reinstated at the proper position on the salary schedule, losing only that time during which regular duties were not performed. The Board retains the right to reassign the teacher.
7. The leave of absence shall be without pay or benefits by the school district.

Military Leaves of Absence

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

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

One-Year General Leaves of Absence

The Board of Education may grant a one-year general leave of absence for reasons other than the continuation of professional study – for example, illness, childrearing, adoption or other personal reasons. If applicable, the provisions of the Family and Medical Leave Act (FMLA) will be followed as required by law. General leaves are subject to the following conditions:

1. The leave of absence shall be based upon application by the teacher; it shall coincide with the school year and not be for a period of more than one year. Leaves will not be counted as continuous full-time service when computing tenure but shall not impair tenure previously acquired nor affect any credit toward tenure previously earned.
2. The applicant shall have been a certificated employee of the school district for not less than six consecutive years immediately preceding the application.
3. The teacher shall request the leave 90 calendar days prior to the end of the school year preceding the leave period.
4. The Board of Education shall be able to make satisfactory arrangements for the performance of the ordinary duties of the applicant during the period for which the leave of absence is requested.

5. The number of leaves granted in any one year shall be left to the discretion of the Board of Education.
6. Upon the staff member's return to the school system, the employee shall be reinstated at the proper position on the salary schedule, losing only that time during which regular duties were not performed. The Board retains the right to reassign the teacher.
7. The leave of absence shall be without pay or benefits by the school district.

PUBLIC SCHOOL RETIREMENT SYSTEM (Paid time off)

If you are on unpaid leave under your employer's paid time off leave policy or under workers' compensation, you may elect to receive retirement credit for the leave. To obtain credit, you must notify your employer of your desire to contribute and receive credit for the leave; and remit through your employer during the leave the contributions which would have been withheld had you been in active service.

Your contributions, matched by your employer, must be sent to PSRS within the school year in which the leave occurs. Credit cannot be acquired for leave in previous years. If you receive full salary while on sick leave, contributions will automatically be remitted and credit allowed as though you were actively employed. (Does this apply to us or is it a fair statement for our staff?)

REASONABLE ACCOMMODATIONS (GBE)

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).

RECOMMENDING AN APPLICANT FOR EMPLOYMENT

The building principals, in collaboration with any elementary or secondary committees or a combination of both, will have screened all applicants for a specific position. Following consultation with members of the committee, the superintendent will be informed of their recommendation. The superintendent, at a regular or special Board of Education meeting, shall make a final recommendation of the applicant for the specific vacancy to the Board of Education. The Board of Education has final approval of the employment of the applicant. If the applicant is rejected by the Board of Education, the superintendent will make a second recommendation.

Before an applicant can be employed for any position, they must place on file in the central office a complete official transcript of their college work, a valid Missouri teaching certificate, verification of all prior teaching experience, and their credentials. The Board may employ an individual applying for a certificate, but the certificate must be on file before the employee receives his/her first salary payment. Employees must have on file all appropriate employment documents before the employee receives his/her first salary payment. These include, but are not limited to, W2 forms, form acknowledging receipt of employee handbook, I-9 forms, and the employee must show a copy of his/her SS card, driver's license or other photo ID, or passport.

REPRODUCTION OF COPYRIGHTED MATERIALS (EGAAA, EGAAA-AP1)

It is the intent of the Board to abide by the provisions of current copyright and intellectual property laws as they affect the school district and its employees. The superintendent or designee will create procedures to train employees on the law and monitor district compliance.

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

Details about "fair use" and other relevant information regarding copyright law will be made available to all employees. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The Board does not sanction or condone illegal duplication, reproduction or distribution in any form. It is the responsibility of all district staff to notify the superintendent or designee of any potential violation of law or policy. Once notified of a violation, the superintendent or designee will take reasonable steps to remedy the violation. Employees who violate this policy may be disciplined or terminated. Students who violate this policy may be disciplined. All persons who use district resources in violation of law may be prohibited from using district resources in the future and will assume liability for their actions. The district may also seek other legal remedies.

Copyright Infringement Using District Technology

All persons are prohibited from using district technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with district technology. Further, no person will use the district's technology to post, publicize or duplicate information in violation of copyright law. The Board directs the superintendent and/or designee to take all reasonable measures to prevent the

use of district technology in violation of the law. All persons using district technology in violation of law may lose their user privileges in addition to other sanctions.

If a content owner reasonably believes that the district's technology has been used to infringe upon a copyright, the owner is encouraged to notify the following designated agent immediately:

Superintendent
Henry County R-I School District
210 North Street
Windsor, MO 65360
Phone: 660-647-3533

The district will notify the U.S. Copyright Office of the designated agent's identity. Further, the district's website will include information on how to contact the district's designated agent and a copy of the district's copyright policy. Upon notification, the district's designated agent will take all actions necessary to remedy any violation. The district will provide the designated agent appropriate training and resources necessary to protect the district.

RESIGNATION OF PROFESSIONAL STAFF (GCPB)

The district encourages teachers, building administrators and other 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. The district encourages the superintendent to notify the Board of Education in writing as soon as he or she decides 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.

Employees without Contracts

Employees without employment contracts are considered at-will employees and may resign at any time by submitting a written resignation to the superintendent or designee. The resignation is considered accepted once it is received by the superintendent or designee. The district requests that employees give notice at least ten business days prior to departure so that a replacement can be found or alternative arrangements can be made. The fact that an employee resigned without adequate notice may be shared with potential employers seeking information about the employee.

Employees with Contracts

In general, professional staff members including, but not limited to, teachers and principals, have a binding contract with the district once the employee and the Board have executed a contract in accordance with law. 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.

Employees may notify the district that they will not accept a future employment contract or an extension of an existing contract by submitting a written resignation notice to the superintendent or designee at any time. The resignation is considered accepted once it is approved by the Board.

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. The Board considers serious illness, transfer of a spouse and military service legitimate reasons for resignation of professional staff, but the Board will consider each resignation on an individual basis. An employee will not be released from a contract unless a suitable replacement is found.

The Board reserves the right to pursue all available legal remedies when an employee breaks a contract with the district including, but not limited to, filing charges to have an employee's teaching certificate or professional license revoked or seeking a monetary judgment. In addition, the district may share with potential employers seeking information about the employee the fact that the employee broke a contract with the district.

Liquidated Damages

If an employee under contract with the district is not released from the contract and chooses to break the contract, the district is entitled to compensation for the costs of finding a suitable replacement, training expenses and other disruptions. Because the actual damages will be difficult, if not impossible, to ascertain, the Board agrees that the following damage amounts are a reasonable estimation of the damages:

If the written resignation is received by the employee will pay:
Superintendent or designee by:
Prior to June 1, except for tenured teachers: \$1,000
June 1 – start of contract: \$1,500
After start of contract: 20 days of salary

Resignations must be submitted in writing to the Board of Education and accompanied by a check for the proper amount of liquidated damages.

All requests for release from contracts shall be considered on an individual basis by the Board of Education. The Board reserves the right to make exceptions to this policy when conditions merit such action.

Allegations of Sexual Misconduct with a Student

If a former district employee whose job involved contact with children was terminated, non-renewed or allowed to resign in lieu of termination as a result of an allegation of sexual misconduct with a student, or as a result of such allegations being substantiated by the Children's Division (CD) of the Department of Social Services' child abuse and neglect review board, the district is required by law to release information regarding the sexual misconduct to a potential public school or charter school employer who contacts the district regarding the former employee. In addition, if the CD substantiates a complaint of sexual misconduct with a student against a former employee of the district, the law requires the district to release the results of the CD investigation to any potential public school or charter school employer who contacts the district.

When employment ends as a result of an allegation of sexual misconduct with a student, the district will provide appropriate due process prior to the release of information regarding the sexual misconduct to a potential public school or charter school employer, if feasible. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process to provide.

For the purposes of this policy, employees are considered "former employees" if they have resigned, been terminated, had their contracts non-renewed, or been notified that their contracts with the district will not be renewed or that the district is pursuing termination, even if the process has not been completed.

SALARY (GCBA, GDBB-1, GCBA-R1)

Administrative, certified and classified staff members are paid based on their placement on the appropriate district-approved salary schedule. All salary schedules are reviewed and approved annually by the Board of Education. As finances permit, increases to the columns, steps and years may be approved. The district will maintain beginning salaries that are above the minimum established by state statute or are comparable within the area in an effort to employ and retain quality employees.

Salary and fringe benefits packages will be determined by July 1st of each school year.

Federal wage and hour laws will be followed for all classified staff positions. For a classified employee to receive a salary adjustment on July 1, and employee must have been employed by the school district by December 31 of the preceding year.

New classified employees may be granted up to ten years of experience based on comparable previous employment and education. The number of years granted will be based on the recommendation of the supervisor or building administrator, with the superintendent having final approving authority.

Employees will be paid monthly according to the pay schedule (see elsewhere in this document.) Direct deposit of pay is available to all employees and is encouraged. All new employees must use direct deposit.

SEXUAL HARASSMENT (AC, JG-R, JHG, GBLB)

The Henry County R-1 School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is 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.
4. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
5. Comments about an individual's body, sexual activity or sexual attractiveness.
6. 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 ability or use of drugs or alcohol.
7. 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.

STAFF ABSENCES AND TARDINESS (GBCBC)

Consistent contact with students and coworkers is necessary for an optimal learning environment and an effective working environment. Therefore, consistent attendance is an essential duty of any employee's position. While some absences are unavoidable, when an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations are negatively impacted.

Employees may be disciplined or terminated for excessive absences or tardiness, which includes situations where employees come to work late, leave early or abandon their duties without permission from a supervisor. Unless authorized by the Board or the superintendent or otherwise authorized by law, an employee's absence or tardiness will be considered excessive or unreasonable in any of the following circumstances:

1. The absence is for a reason not granted as paid or protected leave under Board policy or law.
2. The absence results in the employee exceeding the amount of leave granted by the Board.
3. The employee has not otherwise exhausted applicable leave days, but the absence exceeds 5 days a month, 20 days in a semester or 40 days per school year or is otherwise disruptive to district operations, as determined by the district.
4. The employee fails to appropriately notify the district of an absence as soon as possible after the employee knows he or she will be absent (commonly called No-Call, No-Show).
5. The employee does not provide the district complete and accurate information about the absence, does not respond to requests for information, or does not provide documentation related to the absence as requested or required.
6. The employee does not first obtain permission to be absent from the appropriate supervisor when required to do so.
7. The absence is for any reason other than the one given for the absence.

Even if the absence or tardiness is authorized by the Board or the superintendent, if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked. Violation of this policy constitutes misconduct and may result in the loss of unemployment benefits if a claim is filed.

Employees will not be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA), the Uniformed Services Employment and Reemployment Rights Act (USERRA) or other applicable law.

Failure to Contact the District

If an employee without an employment contract is absent from work, does not contact his or her supervisor, and does not respond to attempts by the district to contact the employee and the employee's emergency contact, the district will assume the employee has resigned his or her employment with the district and will consider the position vacant.

If an employee with an employment contract is absent from work, does not contact his or her supervisor, and does not respond to attempts by the district to contact the employee and the employee's emergency contact, the district will send a letter and any other appropriate communication to the employee stating that if the employee does not contact the district, the district will assume that the employee has voluntarily resigned from his or her position with the district. If the employee still does not contact the district, the district will assume that the employee has resigned and will consider the position vacant.

The district may share with potential employers seeking information about a former employee the fact that the employee failed to contact the district or resign.

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.

STAFF CONFLICT OF INTEREST (GBCA-2)

Employees of the Board of Education will not engage in any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the Henry County R-1 School District staff and may be disciplined or terminated for doing so. The following activities are explicitly prohibited:

1. Except as allowed in this policy, employees or businesses with which they are associated are prohibited from selling or providing personal property to the district.
2. Employees will not participate in any manner, directly or indirectly, in which the employee attempts to influence any decision of the district when the employee knows the result of the decision may be the acceptance of the performance of a service or the sale, rental or lease of any property to the district and the employee, his or her spouse, dependent children in his or her custody of any business with which the employee is associated will benefit financially.
3. An employee will not use his/her position with the district to influence purchases made by students or their parents/guardians resulting in the financial gain of the employee, his family or any business with which he/she is associated.
4. An employee will not trademark, patent, copyright or claim ownership interest in any inventions, publications, ideas, processes, compositions, programs, images or other intellectual property created by the employee in their capacity as an employee of the district, unless authorized by the Board of Education.
5. An employee will not receive compensation other than the compensation received from the district for tutoring students currently enrolled in a class that the employee teaches unless authorized by the Board of Education. Any private tutoring of students for a fee on district property is subject to facility usage policies and procedures.
6. Employees will not accept gifts of substantial value from vendors, students or parents unless authorized by the Board of Education. For the purposes of this policy, a gift has a "substantial value" if it is worth more than \$50.
7. Employee will not use district property, including the district's intellectual property, or confidential information obtained in their capacity as employees of the district to financially benefit themselves or any other person or business unless authorized by the Board of Education.

See full Policy GBCA for specific limitations for administrative and executive employees of the district.

STAFF GRIEVANCES (GBM)

The Henry County R-1 School District is interested in employee concerns and ideas for improving the district. District employees are encouraged to discuss concerns with supervisors and the administrative staff so that issues may be addressed in a timely fashion.

Grievance processing should be viewed as a positive and constructive effort to establish the facts upon which the grievance is based and to accurately implement Board policies, regulations or employee agreements. The Board strictly prohibits discrimination or retaliation against an employee for filing a grievance and directs all employees to cooperate in the grievance process. If more than one district grievance process might apply to a particular concern, the superintendent or designee will decide which process will govern.

A grievance does not include concerns regarding performance evaluations or remedial documents, nonrenewal of contracts, employee discipline, reduction in force or termination.

Grievance Process

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

Immediate Supervisor (Step 1)

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

Principal or Designee (Step 2)

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

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

Superintendent or Designee (Step 3)

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

School Board or Board Committee (Step 4)

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

STAFF USE OF COMMUNICATION DEVICES (GBCC)

The Henry County R-1 School District encourages employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district.

Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use communication devices when they are responsible for students unless any of the following conditions occurs:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of an employment-related duty.
3. The employee has received specific and direct permission from a supervisor.
4. There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

SUBSTITUTE TEACHER EMPLOYMENT (GCE)

All substitute teachers must be certified by the Department of Elementary and Secondary Education.

SUSPENSION AND TERMINATION OF CERTIFICATED STAFF (GCPD, GCPE)

The Henry County R-1 School District R-I Board of Education authorizes the superintendent to suspend any staff member in accordance with district policy and law. Action shall be taken when, in the judgment of the superintendent, the best interests of the school will be served by immediate suspension.

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

Employees with contracts may be suspended with pay in accordance with state law. Employees with contracts may be suspended without pay only after appropriate due process. Prior to suspension without pay during the term of a contract, a professional staff member shall be notified of the charges, given an opportunity to discuss the charges, and informed of the opportunity to appeal the suspension to the Board of Education. A staff member must request such an appeal within 10 days of notice of suspension without pay. If the employee appeals, the employee may also be suspended with pay pending the appeal. In general, pay will not be withheld until the Board renders its decision, unless an appeal has been waived.

Employees with contracts will be terminated after due process in accordance with the contract and law. The superintendent may terminate employees who are not under contract. The superintendent will report any such termination or suspension to the Board of Education, and the decision will stand approved unless reversed by the Board.

TECHNOLOGY USAGE (EHB, EHB-AP1)

The Henry County R-1 School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. 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.

Use of the district's technology resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student or employee who receives an account will sign, and agree to, the Henry County R-1 Acceptable Use Agreement (EHB-AF3). The detailed policy regulation (EHB) is found on the district website at www.hcr1.org. It is the responsibility of any student or employee to be familiar with the policy.

TENURE

A tenured teacher is any teacher who has been employed or who is thereafter employed as a teacher in the same school district for five successive years and who thereafter continues to be employed as a full-time teacher by the school. When a tenured teacher resigns or is permanently separated from employment by a school district and is afterwards re-employed by the same school district, re-employment for the first school year does not establish tenure until the said teacher is employed for the succeeding year. The employment for the second year constitutes tenure.

Any tenured teacher who is promoted with his/her consent to a position of principal or assistant principal, or is first employed by a district as a principal or assistant principal shall not have permanent status in such position but shall retain tenure in the position previously held within the district, or after having served two years as principal or assistant principal, shall have tenure as a permanent teacher of that system.

A probationary teacher is any teacher who has been employed full time in the same school district for five successive years or less. A probationary teacher who has been employed in any other Missouri public school system as a full time teacher for two or more years shall have one year of his probationary period waived.

TOBACCO POLICY (AH)

In accordance with law and to promote the health and safety of all students and staff, the district prohibits all employees, students and patrons from smoking or using tobacco or tobacco products in all school facilities, on district transportation and on all district grounds at all times. (The district is tobacco free!)

TRAVEL (OUT OF DISTRICT)

All requests for official travel outside the district must be approved in advance. Travel requests must be submitted via your immediate supervisor to be processed through the chain of command. In order to be reimbursed for travel expenses, receipts must be submitted with your completed trip purchase order. No expense claims will be paid without a proper expense claim form filed with the office justifying the expense. Reimbursement will be at the rate of .535 cents per mile.

TRAVEL (IN DISTRICT)

Personnel who are required to travel in district in their own vehicles on official business from one job location to another are authorized to be reimbursed at the rate of .535 cents per mile. Use of an individual's own vehicle must be pre-approved by the supervisor and a mileage claim submitted for actual miles traveled each day.

WEAPONS (ECA, JFCJ)

No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the district except for authorized law enforcement officials.

Adults and students may possess weapons on school property for the limited purpose of facilitating or participating in a school-sanctioned firearm-related event, as long as the weapons are not concealed and the weapons are not carried onto school transportation or onto the premises of any other school or school-sponsored activity. School officials are prohibited from authorizing any person to bring weapons on school property or to school activities, including concealed weapons, beyond the exceptions stated in this policy.

Any person who possesses a weapon in violation of this policy will be asked to leave. In addition, district administrators may report the incident to law enforcement officials, ban the person from school property or school events in accordance with policy KK or seek other legal remedies. Possession of weapons by students is governed by policy JFCJ.

WORKER'S COMPENSATION (GBEA)

Pursuant to state law, an employee of the Henry County R-1 School District who is injured, killed or who is exposed to and contracts any occupational disease arising out of and in the course of employment is eligible for compensation in accordance with this policy and the Missouri Workers' Compensation Law.

ALL accidents that are work related must immediately be reported to your immediate supervisor and also to the Central Office for the Henry County R-1 School District. All employees who experience work-related accidents are to seek treatment at Golden Valley Medical Clinic, 100 South Tebo Street, Windsor, MO (647-2147). Providers here have been designated as the persons who will treat or refer all workers' compensation claims for the Henry County R-1 School District. Under this agreement, any of the physicians may serve as qualified providers. If the school district's insurance carrier is expected to pay the doctor bill incurred by our employees, the employee is to use the services of providers at Golden Valley Medical Clinic.

This question has been asked by some of our employees: "May I choose my own doctor or hospital for treatment?" The answer is yes, **but it may be at your own expense**. The employer and insurer are not required to pay for treatment the employee seeks or selects on his own without their knowledge.

The district does not permit the use of paid leave for absences during the period when the employee receives workers' compensation wage benefits. Because by law an employee will not receive workers' compensation wage benefits for the first three days of absence if the total absence is less than 14 days, the district will apply available paid leave for those days. However, the employee will not receive workers' compensation wage benefits for those days.

Employees are required to use accumulated paid leave to receive medical treatment, evaluation or to attend physical rehabilitation during work time. If paid leave has been exhausted and the employee must be absent during work time to receive medical treatment, evaluation or to attend physical rehabilitation in conjunction with a work-related injury or illness, the employee may be granted unpaid leave.

Appendix

Appendix Listing

2021-2022 School Calendar	pg. 29
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Henry County R-1 School District

210 North Street

JULY

Su	Mo	Tu	We	Th	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

Su	Mo	Tu	We	Th	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	⊗	12
13	⊗	⊗	⊗	⊗	⊗	19
20	⊗	22	23	24	25	26
27	⊗	29	30	31		

SEPTEMBER

Su	Mo	Tu	We	Th	Fri	Sat
					1	2
3	⊗	5	6	7	8	9
10	11	12	13	14	15	16
17	⊗	19	20	21	22	23
24	⊗	26	27	28	29	30

OCTOBER

Su	Mo	Tu	We	Th	Fri	Sat
1	⊗	3	4	5	6	7
8	⊗	10	11	12	13	14
15	⊗	17	18	19	20	21
22	⊗	24	25	26	27	28
29	⊗	31				

NOVEMBER

Su	Mo	Tu	We	Th	Fri	Sat
			1	2	3	4
5	⊗	7	8	9	10	11
12	13	14	15	16	17	18
19	⊗	⊗	⊗	⊗	⊗	25
26	⊗	28	29	30		

DECEMBER

Su	Mo	Tu	We	Th	Fri	Sat
					1	2
3	⊗	5	6	7	8	9
10	⊗	12	13	14	15	16
17	18	19	20	21	22	23
24	⊗	⊗	⊗	⊗	⊗	30

August 11 New Teacher Orientation
 August 14-18 Professional Development
 August 17 Open House, WES 5-7 pm/WHS 6-8 pm
 August 18 Kay. Conference PD Day 8 am-12 pm
 August 22 First Day of School

September 25 Professional Development—No School
 October 13 End of First Quarter
 October 16 Professional Development—No School
 October 17 Beginning of 2nd Quarter
 October 23 Parent Teacher Conferences
 WES 11 am-6:30pm
 WHS 12 pm-7:30 pm

November 20-27 Thanksgiving Break—No School

December 4 Professional Development—No School
 December 22 Early Dismissal WHS 1 pm/WES 1:10 pm
 December 25—January 2 End of 2nd Quarter/1st Semester
 Christmas Break—No School

January 2 Professional Development—No School
 January 3 Beginning of 3rd Quarter/2nd Semester

February 25 Professional Development—No School

March 8 End of 3rd Quarter
 March 11 Professional Development—No School
 March 12 Start of 4th Quarter
 March 29 No School/Good Friday

April 22 Professional Development—No School

May 13 Professional Development—No School
 May 17 Early Dismissal WHS 1 pm WES 1:10 pm
 End of 4th Quarter/2nd Semester
 May 19 High School Graduation

Snow days will be made up in this order:

*January 29, February 12, March 18, April 15, April 29
 May 6, May 20, May 21, May 22, & May 23*

Days per Month	QTR	SEM	QTR Ends
1st Qtr	32	32	Oct 13
2nd Qtr	39	71	Dec 22
3rd Qtr	39	110	March 8
4th Qtr	40	150	May 17

Total Student Days 150 = 1075.16 Hours
 Total Staff Days 164

*Summer School Start and End Dates TBD

Board Approved 01.10.2023

JANUARY

Su	Mo	Tu	We	Th	Fri	Sat
31	⊗	⊗	3	4	5	6
7	⊗	9	10	11	12	13
14	⊗	16	17	18	19	20
21	⊗	23	24	25	26	27
28	⊗	30	31			

FEBRUARY

Su	Mo	Tu	We	Th	Fri	Sat
				1	2	3
4	⊗	6	7	8	9	10
11	⊗	13	14	15	16	17
18	⊗	20	21	22	23	24
25	⊗	27	28	29		

MARCH

Su	Mo	Tu	We	Th	Fri	Sat
					1	2
3	⊗	5	6	7	8	9
10	⊗	12	13	14	15	16
17	⊗	19	20	21	22	23
24	25	26	27	28	⊗	30

APRIL

Su	Mo	Tu	We	Th	Fri	Sat
31	⊗	2	3	4	5	6
7	⊗	9	10	11	12	13
14	⊗	16	17	18	19	20
21	⊗	23	24	25	26	27
28	⊗	30				

MAY

Su	Mo	Tu	We	Th	Fri	Sat
			1	2	3	4
5	⊗	7	8	9	10	11
12	⊗	14	15	16	17	18
19	⊗	20	21	22	23	24
25	⊗	26	27	28	29	30
31						

JUNE

Su	Mo	Tu	We	Th	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

⊗ Professional Development/NoSchool

⊕ No School

⊠ Early Dismissal

High School Phone List
(Subject to change)

Balbirnie	326		Lavy	343
Barnes, M	325		Maint	347
Barnes, T	314		Marketing Lab	323
Bowers	352		Mayes	357
Brand	334		McKnight, J	332
Brooks	348		McKnight, W	310
Cooley	345		Melton	311
Daugherty	324		Moser	339
Duensing	309	High School Fax	Moss Health	344
Empty	354	660-647-3218	Moss PE	341
English	337		Mullen	328
Forrest	313		Murphy	335
Foster	327	Central Office Fax	Nurse Julie	319
Harbit	302	660-647-2711	Old ISS	336
Henderson	333		Orrick	322
Holt	356		Rhoads	305
Howard	301		Social Studies	329
HS Kitchen	350		Speer	342
HS Lib Counter	306		Tech Room	331
Hunt	338		Thompson	238
Hunter	303		Weight Room	351
ISS	330		Wells	318
JH Math	312		Woods	340
Kirts	321		Yount OPAA	320

Elementary School Phone List
(Subject to change)

Betsworth	212		Holtmeyer	228
Bowen	232		Hopkins/Varner	239
Brown, D	217		Johnson	237
Brown, M	233		Kuehner	229
Buford	213		LeMoine	223
Burden	209		Lewis	235
Burkhart	243		Moore	201
Cox	240		Mugler	244
El Copy Rm	220		Neufeld	207
El Tch Lounge	219	Elementary Fax Number	Nichols	211
Elem Kitchen	208	660-647-5344	Nurse Brooke	248
Elem Office	202		Old Sensory	250
Empty	206		OT/PT	236
Evans	203		Phelps	222
Forrest	249		Quick	227
Garoutte	241		Rains	245
Goosen	205		Spear	221
Griffith	224		Success Room	231
Grubb	230		Warner	210
Guy	215		Whittaker	
Hawkins	218		Wilcox	242
Henslee	225		Wilson, A	216
			Wilson, L	226

All Henry County R1 Employees email addresses will be as follows: Lastnamefirstinitial@hcr1.org

Example: doe@hcr1.org

Certified Staff

Balbirnie, Anthony			Johnson, Carrisa
Barnes, Mattea			Kirts, Yuliya
Betsworth Danielle			Kuehner, Keely
Bowen, Julia			Lavy, Claire
Bowers, Whitney			Lemonie, Monica
Brand, Kenneth			Lewis, Kelsey
Brooks, Michal			McKnight, Jennifer
Brown, Dana			McKnight, William
Brown, Mindy			Melton, Felicia
Buchanan, Charly			Moser, Amy
Burkhart, Kimberly			Moss, Bethany
Cooley, Laura			Mugler, Jenise
Cox, Elizabeth			Mullen, Pamela
Daugherty, Jack			Murphy, Timothy
Duensing, Shawn			Nichols, Leanne
Evans, Kimberly			Orric, Christina
Forrest, AshLea			Phelps, Sasha
Forrest, Brad			Prevete, Jaelyn
Foster, Sherry			Pummill, Carrie
Garoutte, Natasha			Quick, Savannah
Goosen, Travis			Rains, Amy
Griffith, Jenny			Rhoads, Nancy
Grubb, Shannon			Spear, Teri
Guy, Eden			Speer, Charles
Hawkins, Kimberly			Thompson, Trenton
Henderson, Stan			Twenter, Tresa
Henslee, Kara			Varner, Jennifer
Holtmeyer, Erica			Warner, Belinda
Hopkins, Kristi			Wells, Justin
Hunt, Valerie			Wilson, Andrea
Hunter, Brad			Wilson, Linda
			Woods, Jamie

All Henry County R1 Employees email addresses will be as follows: Last namefirstinitial@hcr1.org

Example: doej@hcr1.org

Classified Staff

Acker, Kimberly		Howard, Lora
Barnes, Tracy		Lutjen, Misty
Brown, Julie		Mayes, Donnie
Crawford, Tammy		Moore, K
Ebeling, Lori		Moore, Rylee
Faller, Savannah		Neufeld, Karen
Golden, Jurnee		Oakes, Dakota
Harbit, Tara		Reysack, Robin
Hartgrave, Brooke		Rusche, Danielle
Hawkins, Rhonda		Smith, Travis
Hill, Jessica		Swisher, Johnna
Himes, Ashely		Travis, Sandra
Holt, Austin		Walker, Riana
		West, Lynn

Staff Contact Persons/Program Coordinators 2023-2024

ADA/Americans with Disabilities Act Handicapped Accessibility	Travis Smith
Title 1 Program for Culturally Different Student	Whitney Bowers
Title 9, Women's Rights, Sexual Harassment	Counselors/Principals/Superintendent
Nondiscrimination Compliance Officer	Brad Hunter
Section 504, ADA for Student	Whitney Bowers
Special Education, Individuals with Disabilities Education Act	Whitney Bowers
Family Medical Leave Act Compliance Officer	Brad Hunter
Safety and Facilities	Travis Smith/Brad Hunter
Professional Development	Nancy Rhoads/Felicia Melton
Parents as Teachers (PAT) Program	Ashley Himes/Danielle Rusche
Federal Programs	Brad Hunter
Student Activities	Chuck Speer
Student Athletics	Chuck Speer
Student Transportation	Jennifer Mersman/Robyn Reysack
Food Service	Elizabeth Yount
Maintenance and Facilities	Travis Smith
Student Health	Julie Brown/Brook Hartgrave
Homeless	Sherry Foster
Migrant/ELL	Whitney Bowers
Assessment	Ashlea Forrest
At Risk	Sherry Foster
Foster Care	Brad Hunter
Guidance	Sherry Foster/Kelsey Burden
Technology	Donnie Mayes

Henry County R-I Schools
Salary Schedule Statements 2022-2023

1. Teachers are appointed by the Board of Education on the recommendation of the Superintendent of Schools.
2. This salary schedule applies to all full-time classroom teachers employed, under contract by the Henry County R-I School District.
3. Teachers accepting employment or contracts agree to accept the assignment of the Superintendent, as approved by the Board of Education.
4. The employment period for full-time contract begins August 16, 2022 and is projected to end approximately May 27, 2023 with a total of 164 contracted workdays.
5. Newly-hired employees will be placed on the salary schedule on the same step as present teachers of equal experience and additional hours of education, subject to evaluation by the Superintendent.
6. Teachers employed for more than 164 days will be paid according to their own per day salary (i.e., increment salary/164 days' x number of extra days contracted equals extended pay allowance).
7. Extra duty assignments, extended contracts, and special assignments will be paid according to the attached schedule.
8. The Board of Education may pay above the salary schedule in fields where there is a critical teacher shortage.
9. All teachers will receive their salary in 12 equal payments, beginning on the 15th day of September of each school year.
10. Deductions for time lost from teaching shall be determined by dividing the teacher's annual salary by the number of days covered by the teacher's contract, and multiplying this quotient by the number of days absent.
11. Paid time off will be allowed as defined in Board Policy GCBDA and GCBDB.
12. Extra duty assignments will be made by the Superintendent with Board of Education approval by contracted employment.
13. The Salary Schedule for 2022-2023 will be the salary schedule attached. Contract adjustments in incremental pay due to graduate hours earned may be made until September 1 for advancement on the salary schedule.
14. For budgeting purposes, teachers must submit a statement of intent to move across the lanes of the next year's salary schedule before the end of the current school year.
15. It is recognized that this schedule represents the salary policy of this Board of Education, and that the Board has the legal right to suspend, modify, or terminate it at any time.
16. Health care coverage (valued at \$8,553.72 contract year) will be provided to all full time employees through a group plan. Participation is optional. Family coverage will be a part of the group plan, but all employees will pay the premium for family coverage in excess of the individual premium.
17. The Henry County R-1 School Board and all certified staff accepting an employment contract will be bound by the School District Policies as approved and continually revised by the Board of Education. A copy of these Board policies is available to all staff members on the district website at www.henrycountyr1.k12.mo.us.

	A Base	B Base + .5	C Base + 1	D Base + 2.5	E Base + 4	F Base + 5.5
Step 1	12.00	12.50	13.00	14.50	16.00	17.50
Step 2	12.43	12.93	13.43	14.93	16.43	17.93
Step 3	12.83	13.33	13.83	15.33	16.83	18.33
Step 4	13.23	13.73	14.23	15.73	17.23	18.73
Step 5	13.63	14.13	14.63	16.13	17.63	19.13
Step 6	14.03	14.53	15.03	16.53	18.03	19.53
Step 7	14.43	14.93	15.43	16.93	18.43	19.93
Step 8	14.83	15.33	15.83	17.33	18.83	20.33
Step 9	15.23	15.73	16.23	17.73	19.23	20.73
Step 10	15.63	16.13	16.63	18.13	19.63	21.13
Step 11	16.03	16.53	17.03	18.53	20.03	21.53
Step 12	16.43	16.93	17.43	18.93	20.43	21.93
Step 13	16.83	17.33	17.83	19.33	20.83	22.33
Step 14	17.23	17.73	18.23	19.73	21.23	22.73
Step 15	17.63	18.13	18.63	20.13	21.63	23.13
Step 16	18.03	18.53	19.03	20.53	22.03	23.53
Step 17	18.43	18.93	19.43	20.93	22.43	23.93
Step 18	18.83	19.33	19.83	21.33	22.83	24.33
Step 19	19.23	19.73	20.23	21.73	23.23	24.73
Step 20	19.63	20.13	20.63	22.13	23.63	25.13
Step 21	20.03	20.53	21.03	22.53	24.03	25.53
Step 22	20.43	20.93	21.43	22.93	24.43	25.93
Step 23	20.83	21.33	21.83	23.33	24.83	26.33
Step 24	21.23	21.73	22.23	23.73	25.23	26.73
Step 25	21.63	22.13	22.63	24.13	25.63	27.13
Step 26	22.03	22.53	23.03	24.53	26.03	27.53
Step 27	22.43	22.93	23.43	24.93	26.43	27.93
Step 28	22.83	23.33	23.83	25.33	26.83	28.33
Step 29	23.23	23.73	24.23	25.73	27.23	28.73
Step 30	23.63	24.13	24.63	26.13	27.63	29.13
Step 31	24.03	24.53	25.03	26.53	28.03	29.53
Step 32	24.43	24.93	25.43	26.93	28.43	29.93
Step 33	24.83	25.33	25.83	27.33	28.83	30.33
Step 34	25.23	25.73	26.23	27.73	29.23	30.73
Step 35	25.63	26.13	26.63	28.13	29.63	31.13

Certified Salary Schedule - Teacher

	BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16	SPECIALIST
Step 1	33,500.00	33,900.00	34,300.00	34,700.00	36,775.00	37,175.00	37,575.00	37,975.00
Step 2	33,925.00	34,325.00	34,725.00	35,125.00	37,200.00	37,600.00	40,000.00	40,400.00
Step 3	34,325.00	34,725.00	35,125.00	35,525.00	37,600.00	40,000.00	40,400.00	40,800.00
Step 4	34,725.00	35,125.00	35,525.00	35,925.00	40,000.00	40,400.00	40,800.00	41,200.00
Step 5	35,125.00	35,525.00	35,925.00	36,325.00	40,400.00	40,800.00	41,200.00	41,600.00
Step 6	35,525.00	35,925.00	36,325.00	36,725.00	42,800.00	43,200.00	43,600.00	44,000.00
Step 7	35,925.00	36,325.00	36,725.00	37,125.00	43,200.00	43,600.00	44,000.00	44,400.00
Step 8	36,325.00	36,725.00	37,125.00	37,525.00	43,600.00	44,000.00	44,400.00	44,800.00
Step 9	36,725.00	37,125.00	37,525.00	37,925.00	44,000.00	44,400.00	44,800.00	45,200.00
Step 10	37,125.00	37,525.00	37,925.00	40,325.00	44,400.00	44,800.00	45,200.00	45,600.00
Step 11	37,525.00	37,925.00	40,325.00	40,725.00	44,800.00	45,200.00	45,600.00	46,000.00
Step 12	37,925.00	40,325.00	40,725.00	41,125.00	45,200.00	45,600.00	46,000.00	46,400.00
Step 13	40,325.00	40,725.00	41,125.00	41,525.00	45,600.00	46,000.00	46,400.00	46,800.00
Step 14	40,725.00	41,125.00	41,525.00	41,925.00	46,000.00	46,400.00	46,800.00	47,200.00
Step 15	41,125.00	41,525.00	41,925.00	42,325.00	46,400.00	46,800.00	47,200.00	47,600.00
Step 16	41,525.00	41,925.00	42,325.00	42,725.00	46,800.00	47,200.00	47,600.00	48,000.00
Step 17	41,925.00	42,325.00	42,725.00	43,125.00	47,200.00	47,600.00	48,000.00	48,400.00
Step 18	42,325.00	42,725.00	43,125.00	43,525.00	47,600.00	48,000.00	48,400.00	48,800.00
Step 19	42,725.00	43,125.00	43,525.00	43,925.00	48,000.00	48,400.00	48,800.00	49,200.00
Step 20	43,125.00	43,525.00	43,925.00	44,325.00	48,400.00	48,800.00	49,200.00	49,600.00
Step 21	43,525.00	43,925.00	44,325.00	44,725.00	48,800.00	49,200.00	49,600.00	50,000.00
Step 22	43,925.00	44,325.00	44,725.00	45,125.00	49,200.00	49,600.00	50,000.00	50,400.00
Step 23	44,325.00	44,725.00	45,125.00	45,525.00	49,600.00	50,000.00	50,400.00	50,800.00
Step 24	44,725.00	45,125.00	45,525.00	45,925.00	50,000.00	50,400.00	50,800.00	51,200.00
Step 25	45,125.00	45,525.00	45,925.00	46,325.00	50,400.00	50,800.00	51,200.00	51,600.00
Step 26	45,525.00	45,925.00	46,325.00	46,725.00	50,800.00	51,200.00	51,600.00	52,000.00
Step 27	45,925.00	46,325.00	46,725.00	47,125.00	51,200.00	51,600.00	52,000.00	52,400.00
Step 28	46,325.00	46,725.00	47,125.00	47,525.00	51,600.00	52,000.00	52,400.00	52,800.00
Step 29	46,725.00	47,125.00	47,525.00	47,925.00	52,000.00	52,400.00	52,800.00	53,200.00
Step 30	47,125.00	47,525.00	47,925.00	48,325.00	52,400.00	52,800.00	53,200.00	53,600.00
Step 31	47,525.00	47,925.00	48,325.00	48,725.00	52,800.00	53,200.00	53,600.00	54,000.00
Step 32	47,925.00	48,325.00	48,725.00	49,125.00	53,200.00	53,600.00	54,000.00	54,400.00
Step 33	48,325.00	48,725.00	49,125.00	49,525.00	53,600.00	54,000.00	54,400.00	54,800.00
Step 34	48,725.00	49,125.00	49,525.00	49,925.00	54,000.00	54,400.00	54,800.00	55,200.00
Step 35	49,125.00	49,525.00	49,925.00	50,325.00	54,400.00	54,800.00	55,200.00	55,600.00
Step 36	49,525.00	49,925.00	50,325.00	50,725.00	54,800.00	55,200.00	55,600.00	56,000.00
Step 37	49,925.00	50,325.00	50,725.00	51,125.00	55,200.00	55,600.00	56,000.00	56,400.00
Step 38	50,325.00	50,725.00	51,125.00	51,525.00	55,600.00	56,000.00	56,400.00	56,800.00
Step 39	50,725.00	51,125.00	51,525.00	51,925.00	56,000.00	56,400.00	56,800.00	57,200.00
Step 40	51,125.00	51,525.00	51,925.00	52,325.00	56,400.00	56,800.00	57,200.00	57,600.00

Certified Salary Schedule - Administration

	EL Asst Prin/504	HS Asst Prin	MS/ES Prin	HS Prin	Sp. Director
Step 1	56,516.00	59,516.00	71,667.00	78,285.00	71,405.00
Step 2	57,081.00	60,141.00	72,352.00	79,030.00	72,030.00
Step 3	57,621.00	60,741.00	73,012.00	79,750.00	72,630.00
Step 4	58,161.00	61,341.00	73,672.00	80,470.00	73,230.00
Step 5	58,701.00	61,941.00	74,332.00	81,190.00	73,830.00
Step 6	59,241.00	62,541.00	74,992.00	81,910.00	74,430.00
Step 7	59,781.00	63,141.00	75,652.00	82,630.00	75,030.00
Step 8	60,321.00	63,741.00	76,312.00	83,350.00	75,630.00
Step 9	60,861.00	64,341.00	76,972.00	84,070.00	76,230.00
Step 10	61,401.00	64,941.00	77,632.00	84,790.00	76,830.00
Step 11	61,941.00	65,541.00	78,292.00	85,510.00	77,430.00
Step 12	62,481.00	66,141.00	78,952.00	86,230.00	78,030.00
Step 13	63,021.00	66,741.00	79,612.00	86,950.00	78,630.00
Step 14	63,561.00	67,341.00	80,272.00	87,670.00	79,230.00
Step 15	64,101.00	67,941.00	80,932.00	88,390.00	79,830.00
Step 16	64,641.00	68,541.00	81,592.00	89,110.00	80,430.00
Step 17	65,181.00	69,141.00	82,252.00	89,830.00	81,030.00
Step 18	65,721.00	69,741.00	82,912.00	90,550.00	81,630.00
Step 19	66,261.00	70,341.00	83,572.00	91,270.00	82,230.00
Step 20	66,801.00	70,941.00	84,232.00	91,990.00	82,830.00
Step 21	67,341.00	71,541.00	84,892.00	92,710.00	83,430.00
Step 22	67,881.00	72,141.00	85,552.00	93,430.00	84,030.00
Step 23	68,421.00	72,741.00	86,212.00	94,150.00	84,630.00
Step 24	68,961.00	73,341.00	86,872.00	94,870.00	85,230.00
Step 25	69,501.00	73,941.00	87,532.00	95,590.00	85,830.00
Step 26	70,041.00	74,541.00	88,192.00	96,310.00	86,430.00

Henry County R-1 School District

Fundraiser Application

The Superintendent's Office requests that all school sponsored and school related fundraiser organizers complete this form.

This application must have administrative approval before a school sponsored fundraiser can begin

Today's Date: _____

Projected Date of Fundraiser: Start: _____ End: _____

Start Time: _____ End Time: _____

Organization in charge of fundraiser: _____

Sponsor in charge of fundraiser: _____

Description of fundraiser: _____

Approved by:

Building Level Administrator

Superintendent

Important reminders about fundraising activities for school personnel:

- DO NOT KEEP MONEY IN CLASSROOM. Turn in a deposit, including a deposit slip, to you building secretary on a DAILY basis.
- Checks should be made payable to the school.

The Technology agreement can be found on the District Website, www.hcr1.org. This information is located under the District tab, Technology, Handbook Policy.