

General District Information

BOARD OF EDUCATION (BBA)

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

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

BOARD MEETINGS (BDA)

The Board of Education shall hold regular meetings throughout the year to transact such business as deemed necessary for the smooth operation of the school district.

The Board will hold its regular meeting on the third Wednesday of each month at 7:30 p.m at the HIVAC Building unless otherwise specified in the publicized notice of the meeting.

Personnel Policies/Guidelines

COMPREHENSIVE GUIDANCE AND COUNSELING PROGRAM (JHD)

Hamilton R-II School District believes that the Guidance Program is an important and integral part of the overall educational process. It is developmental by design and includes sequential activities which address the needs of students in elementary, middle and high school. The Guidance Program consists of guidance curriculum, individual planning, responsive services, and system support.

SPECIAL EDUCATION SERVICES (IGBA)

The Hamilton R-II School District provides a free, appropriate education to all students with disabilities, including those who are in need of special education and related services. If any person knows or believes that a student has a disability and is in need of accommodation, that person should contact the schools principal or district administration immediately.

Students with disabilities may be eligible for accommodation under this policy even though they are not eligible for services pursuant to the IDEA. The district will initiate a referral if a student requiring accommodation is also believed to be a student with a disability under the IDEA. Implementation of an IEP in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

Teacher Responsibilities

In connection with and in addition to their teaching function, the major duties and responsibilities of teachers shall be:

- ◆ To cooperate in the development of a philosophy of education for the entire school system and, through democratic procedures, implement the philosophy into the program of the schools so that the needs of the children and youth of the community at large may be met effectively.
- ◆ To work for the maximum development of individual children and youth by maintaining a classroom environment conducive to growth and by applying principles of development consistent with
 - variation in rate of maturity
 - difference in native ability
 - development of the whole child – social, mental, physical and emotional
 - objective evaluation of individual development
- ◆ To work cooperatively to develop a wholesome and friendly atmosphere within the school and its community by being courteous, fair and sympathetic in dealing with children, youth, professional associates and citizens in the community.
- ◆ To cooperate with parents on problems of mutual concern relative to the total growth of the child and help parents to understand the philosophy of the school and the reasons for various school policies and practices.
- ◆ To maintain a high professional standard and to work to promote high standards within the entire staff
 - Membership in professional organization best fitted to individual interests and areas of work
 - Attendance and participation in professional meetings
 - Planning, conducting, and evaluation research and experimentation
 - Attendance at summer schools, evening classes and travel
 - Reading professional literature and making contributions through writings of a professional nature
- ◆ To cooperate with the administrative staff
 - Carry out policies approved by the Board of Education
 - Adjust readily to the organization of the school
 - Carry out the routine procedures necessary for the smooth functioning of the school
 - Suggest needed changes in policies and practices and participate in formulating new ones
 - Assume responsibility for the proper use and care of equipment and supplies which are used for teaching

Teacher Expectations

- ◆ Teachers shall report for duty at the time prescribed by the building principal or superintendent but no later than the arrival of students and remain after school as determined by the building principal.
- ◆ Teachers shall keep necessary records, reports, plan book and grade book, etc., and prepare such reports as are required by the principal or superintendent for proper administration of the school.
- ◆ Teachers shall be responsible for the discipline of their rooms under the general supervision of the principal.
- ◆ All teachers shall follow the principal's directions and cooperate with the principal not only during school hours but during the time the pupils are on the school premises before and after school, during noon hour, and during school activities of any type at any time.
- ◆ Teachers should participate in school and community activities as much as possible.
- ◆ Teachers shall instruct the pupils assigned to them in accordance with the approved curriculum.

- ◆ Teachers shall devote themselves exclusively to the instruction and government of their pupils during the hours of their attendance each day and have oversight of the room during intermission.
- ◆ Teachers will not permit children to be taken from class or school by unauthorized people and only with consent and knowledge of the principal, parents or guardian.
- ◆ Teachers shall, under the direction of the principal, have charge of the school rooms and property and protect the same from injury. They shall enforce order in their classes and render assistance in the halls and at the opening, recess, intermissions, and dismissals as the principal may deem necessary.
- ◆ No student is to be sent to the doctor without administrative clearance.
- ◆ Teachers shall be responsible for the proper and economical use of books, stationery, and supplies furnished to their respective classes and shall frequently inspect the school books used by the pupils for the purpose of encouraging proper care thereof.
- ◆ Teachers shall see that all safety precautions are observed and shall immediately report any hazard which is beyond their ability to eliminate.
- ◆ The teacher will be responsible for leaving the classroom neat and orderly. All rooms with blinds are to be uniformly adjusted, lights turned off, windows closed, door locked and chairs on desks where possible.
- ◆ Teachers shall attend all meetings provided by the adopted policies of the board or called by the administration.
- ◆ Teachers are not to send students on errands or off school property without clearance from the principal.
- ◆ Teachers will not leave responsibility of locking the buildings or rooms to students, or leave a student in charge of other students.
- ◆ Teachers shall be respectful of office personnel's time.
- ◆ Teachers shall not smoke in the presence of students during the school day or school related activities. Smoking is not allowed in the buildings.
- ◆ Teachers and employees of the school district shall be required to dress in such a manner as to reflect their very best professional appearance.
- ◆ Teachers will attend assemblies with students and supervise as directed by the principal.
- ◆ Teachers will dismiss students according to their principal's guidelines.
- ◆ Teachers will not vary their program in regard to dismissing classes before scheduled time without the approval of the principal.
- ◆ Teachers shall exercise watchful care of the pupils in the school and avail themselves of every opportunity to instill in the pupils correct habits and observance of good manners.
- ◆ Teachers should utilize their planning period in a professional manner.
- ◆ Teachers will properly supervise students at all times and not leave students unattended.

BUILDING AND GROUNDS SECURITY (ECA)

An adequate key control system shall be established that will prevent the potential entrance of unauthorized persons. Access to school buildings and grounds outside regular school hours will be granted only to authorized personnel.

Firearms and Other Weapons

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 and regulation JG-R.

Vandalism

The Board shall seek all legal redress against persons found to have committed incidents of willful or malicious abuse, destruction, defacing and /or theft of the property of the Hamilton R-II School District.

District patrons, students and members of the staff are urged by the Board to cooperate in reporting incidents of vandalism to property belonging to the district, as well as the name(s) of the person or persons believed to be responsible.

The superintendent and/or principal shall be authorized to sign a complaint, press charges and pursue civil action against perpetrators of vandalism to school property. Restitution for the damages caused will be sought from such persons – and, in the case of minors, from their parents/guardian—under the laws of this state. Students found guilty of willfully defacing or injuring any school property shall pay for the damages caused thereby and may be suspended or expelled as provided by the law.

TEACHING ABOUT RELIGION (IGAC)

Pursuant to state and federal law, the Hamilton R-II School District may teach about religion but may not promote any particular religion or religious belief.

No course or portion of any course taught in the district will have the primary purpose or effect of illegally advancing or inhibiting religion.

Nothing in this policy is to be construed as inhibiting otherwise constitutionally protected religious expression by any individual.

INSTRUCTIONAL MATERIALS (IIA-AP)

Basic textbooks should be selected which provide material current in the field. Selection will be made with the cooperation of the faculty and administration, under the direction of the elementary and secondary curriculum directors.

FIELD TRIPS AND EXCURSIONS (IICA))

The Board believes that field and activity trips often enhance the program of instruction and add much to the education of a student. Trips may be authorized by the superintendent or delegated representative when the activities contribute substantially to the achievement of desirable educational goals. All field trips

should be planned with an educational purpose and in relation to a unit of study. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class and opportunities for students to assimilate the experience during and at the conclusion of the trip.

DISTRICT SPONSORED EXTRA CURRICULAR ACTIVITIES (IGD)

All extracurricular activities must have a duly-appointed sponsor, advisor or coach who is a district employee. Before assuming the duties of a sponsor, advisor or coach, the district must have on file a recent background check of the employee. It shall be the duty of such individuals to attend all meetings, functions or practices of the various groups, to advise and supervise students, and to keep the building principal informed regarding activities. All district-sponsored extracurricular activities should be included on the school calendar.

All students participating in extracurricular activities or groups are subject to district supervision and discipline. Students must comply with all policies, eligibility requirements, rules and procedures established by the district or established by the Missouri State High School Activities Association (MSHSAA), when applicable.

Addition of District Sponsored Sports

Any student, parent, or other individual may request the addition of a sport (including the elevation of club or intramural teams) in the District's middle school or high school athletic program by submitting Form IGD-AF to the District's Activities Director. Form IGD-AF is available in the Activities Director's office, and may be found in board policy on the district website at www.hamilton.k12.mo.us.

The Activities Director, in conjunction with the District Superintendent, will consider the requestor's application within 30 days of the date of the application is submitted to the Director. If the Director rejects the application, the Director will provide the specific reason(s) for the rejection in writing to the requestor within 30 days of the decision.

The requestor shall have 10 days to appeal the Director's decision to the Board of Education and must do so in writing to the Superintendent. The Superintendent will forward the application and any related documentation to the Board of Education. The Board of Education will consider the appeal and will notify the requestor of its decision within 60 days of submission of the appeal. The Board of Education's decision shall be final.

TUTORING FOR PAY (GBCA)

An employee will not receive compensation other than the compensation received from the district for tutoring students currently enrolled in a class 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.

SICK LEAVE (GCBDA)

Professional staff employees whose assignments call for 12 months of full-time employment will be entitled to 12 days of sick leave. Staff members whose assignments call for full-time employment for ten (10) months shall receive ten (10) days of sick leave; and those whose assignments call for full-time

employment for 11 months shall receive 11 days of sick leave. Professional staff employees whose assignments call for full-time employment only during the regular school term will be entitled to nine (9) days of sick leave. An absence of over one (1) through four (4) hours shall be counted as a half-day of sick leave.

Annual sick leave days will be credited to the employee upon his or her completion of the first contracted day of work. Sick leave accumulation shall be unlimited, but no person shall use more than 90 days during any given year unless approval is granted by the Board. Part-time employees shall be pro-rated accordingly.

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 physician's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA – qualifying absences, even if such absences are paid sick leave.
- b. Illness or injury to a member of the immediate family. The Board defines "immediate family" to include spouse, parents, children, mother-in-law, father-in-law, grandparents, grandchildren, brothers and sisters of an employee or employee's spouse. (Note: "Family" for FMLA purposes is more limited.)
- c. Illness or injury of other relatives, with permission granted by the superintendent.
- d. Death of employee's spouse or children.
- e. Pregnancy, childbirth and adoption leave in accordance with this policy.

A district employee shall not be entitled to use sick days during the period the employee receives Workers' Compensation for time lost to work-related incidents. After immediate, necessary emergency treatment has been administered for a covered injury to an employee, the district will designate the health care provider for required on-going care.

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

Reimbursement – Upon teacher service retirement under the Public School Retirement System of Missouri (PSRS), or under the disability feature of the PSRS, teachers and administrators who are at the time employed by the Hamilton R-II School District, shall be paid for accumulated days of annual leave at ten (10) dollars per day after they show proof of retirement through the PSRS. Beginning with the 2010-2011 school year teachers and administrators who are at the time employed by the Hamilton R-II School District, shall be paid for accumulated days of annual leave with the following formula: (1) the first 90 days of leave will be paid your final salary times .00080; (2) the remaining leave will be paid your final salary times .00125 after employee shows proof of retirement through the PSRS.

Any employee that leaves the district in good standing will be paid for unused sick and personal days at the rate of five (5) dollars per day. Beginning with the 2002-2003 school year any employee that leaves the

district in good standing will be paid for unused sick and personal days at the rate of \$10 per day. “In good standing” means that the employee voluntarily resigns with a satisfactory work-related report from the immediate supervisor and /or principal.

Employees that have more than 90 sick days at the end of the fiscal year may apply to be paid up to ten (10) days with the following formula: annual salary times .00125. The time frame for applying for this reimbursement will be July 1-10th each year with payment being made in July.

Beginning July 1, 2016 board policies GCBDA and GDBDA have been updated to include the following statement: Certified employees that have a vacation balance at the end of the fiscal year may apply to be paid up to five (5) days at ½ the rate of their current daily salary. The time frame for applying for this reimbursement will be July 1-10th each year with payment being made in July.

Personal Leave – A maximum of three (3) days of personal leave will be available per school year. Unused personal leave days will accumulate as sick leave days.

Leave will not be granted for an employee due to adverse weather conditions or for the purpose of engaging in remunerative activities.

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

A district employee shall not be entitled to use personal leave days during the period the employee receives Workers’ Compensation for time lost to work-related incidents.

Vacation – All professional staff employed on a 12-month basis will receive vacation as specified in contract. An employee must submit a written request for vacation to the superintendent and receive written authorization before taking vacation days. If the employee’s absence may disrupt district operations, the superintendent has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

A district employee shall not be entitled to use vacation days during the period the employee receives Workers’ Compensation for time lost to work-related incidents.

Upon retirement from the district staff shall be reimbursed up to a maximum of 15 vacation days at their current daily rate.

Bereavement Leave – When a death occurs in an employee’s immediate family, employees may take up to three (3) days of bereavement leave. These days are not included as part of a staff member’s accumulated personal or sick days. The district will require verification of the need for the leave via a funeral announcement or a newspaper publication. The Board defines “immediate family” to include spouse, parents, children, children’s spouses, grandparents, grandchildren and siblings of an employee or employee’s spouse, and any other family member residing with the employee. Building administrators may approve or disapprove requests.

MILITARY LEAVE (GCBDB) The Board shall grant military leave as required by law.

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

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

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

Pregnancy, Childbirth and Adoption Leave

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

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

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

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

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

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

Family/Medical Leave

Family and Medical Leave Act cases will be administered in accordance with federal law.

For all FMLA purposes, the district adopts a 12- month leave year beginning on July 1 and ending the following June 30. All eligible employees are entitled to family/medical leave for a period not to exceed 60 work days per leave year. When an employee has an absence (taken as paid or unpaid leave) AND the absence meets the criteria to be an FMLA-qualified absence, the district may designate such absence as part of the employee's total annual FMLA entitlement. If any employee is on a Workers' Compensation

absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence may also be designated as FMLA-qualifying and charged against the employee's FMLA-protected time entitlement.

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

Employees who take leave without pay under the provisions of this section shall be entitled to continued participation in the district's health plan. However, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

To be eligible for unpaid family medical leave, the employee must have:

1. Been employed in the district for at least 12 months (but not necessarily consecutively), and
2. Been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave (full-time teachers are deemed to meet this requirement), and
3. Given at least a 30-day notice for foreseeable circumstances.

FMLA-Qualified Leave includes the following reasons:

1. Birth and first-year care of the employee's child.
2. Adoption or foster placement of a child with the employee.
3. Serious health condition of the employee or the employee's spouse, child or parent.
4. Active Duty

Additional Provisions – Leave for Health-Related Reasons

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

FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced schedule leave in hourly increments. Under circumstances allowed by law, the district may require Instructional employees who request intermittent leave due to medical reasons to take block leave or to find an alternative placement for the period of planned medical treatment. However, if the intermittent leave equals more than 20 percent of instructional time, special rules apply as set forth by law. 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 better serves the interest of the district.

Notice

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

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

COMPUTER USAGE (EHB)

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

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

DRUG/ALCOHOL-FREE WORKPLACE (GBEBA)

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

DRUG/ALCOHOL REFUSAL TO SUBMIT TO TESTS (GBEBB)

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

EQUAL OPPORTUNITY EMPLOYER (AC)

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

STAFF CONFLICT OF INTEREST (GBCA)

Employees will not engage in, or have a direct financial interest in any activity that raises a reasonable question of conflict of interest with their duties and responsibilities.

Job Description

Job descriptions for employees are located in the Hamilton R-II Job Description Manual.

JOB PERFORMANCE EVALUATION (GCN)

To assure high quality professional staff performance, and to advance the instructional programs of the Hamilton R-II School District, the Board will require a program of comprehensive, performance-based evaluations for each professional staff member it employs. The procedures and instruments for professional staff evaluation will be developed by the administration in consultation with the district's professional staff, and will be approved by the Board. One copy of the completed evaluation form shall be given to the staff member concerned, one copy filed in the employee's file at the Board of Education and one-copy retained by the appropriate administrator/evaluator.

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS (GCI)

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

Assignments

The Board directs the superintendent to assess the professional staffing needs of the district annually and to assign professional staff as necessary to meet those needs. Although the superintendent will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs. The superintendent may reassign staff members to different positions or buildings at any time, including after a contract has been signed or in the middle of the school year.

Transfers

Professional staff may request a transfer to a different position or building by submitting the appropriate form to the superintendent or designee. Transfer requests for the following school year must be submitted on or before March 1.

Transfers in the middle of the year are discouraged and will be considered only in extraordinary circumstances. Professional staff requesting a transfer in the middle of the year must submit the appropriate form and discuss the request with both the employee's immediate supervisor and the superintendent or designee. Although the superintendent will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs.

STAFF/STUDENT RELATIONS (GBH)

Definitions

Educational Purpose – A reason associated with the staff member’s duties in the district including, but not limited to: counseling, the treatment of a student’s physical injury, or coordination of an extracurricular activity, depending on the staff member’s job description.

Staff Member– For the purposes of this policy, a staff member is any individual employed by the district, including part-time and substitute employees and student teachers.

Student– Individuals currently enrolled in the Hamilton R-II School District.

General

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student’s age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

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

Absolute Prohibitions

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

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

Exceptions to This Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the “Absolute Prohibitions” section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Failure to Maintain Boundaries

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
3. Communicating with students about inappropriate sexual topics verbally or by any form of written, pictorial or electronic communication.
4. Discussing the staff member's personal problems with or in the presence of students.
5. Being present when students are fully or partially nude with the exception of supervision directed by the administration.
6. Allowing a student to drive the staff member's vehicle.
7. Providing a student (other than the staff member's children, stepchildren, or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
8. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
9. Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication

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

The district's policies, regulations, procedures and expectation regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student

communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff member communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardian. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parent/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulation and procedures including, but not limited to, policies, regulation, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communication with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

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

Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

CORPORAL PUNISHMENT (JGA)

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Hamilton R-II School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

The staff member will submit a written report to the principal explaining the reason and /or circumstances for use of physical force against a student, including the details of its application. The principal will provide a copy of the report to the superintendent.

ATTENDANCE AT MEETINGS (GBCB)

All employees are to attend all required staff meetings called by district administration unless excused.

Travel Expenses

The Board of Education will pay reasonable travel expenses for those who travel on school district business and whose trip has been approved in advance by the employee's supervising administrator and superintendent. Actual expenses will be allowed for overnight room cost, registration fees, and commercial conveyance. Personal auto use will be reimbursed at the rate of forty (40) cents per mile. Meal expenses for a day trip that does not require an overnight stay are limited to \$10.00 for the day. Meal expenses for a trip that requires an overnight stay are limited to \$20 for the day.

The district asks that an Employee Expense Reimbursement Form accompanies all reimbursement requests. This form can be found on the Staff Documents drive titled Empe Reimbursement Form.

EXPENSE REIMBURSEMENTS (DLC)

Staff members who are in charge of large groups need to have proper documentation (such as a tax exempt form) to meet sales tax requirements.

CONDUCT (GBCB)

Dress professionally and in a manner that will not interfere with the educational environment.

STAFF CELL PHONE USE (GBCC)

The Hamilton R-II School District encourages district employees to use technology, including cell phones, to improve efficiency and safety. The district expects all employees to use such devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policy and procedures regarding cell phone use may be disciplined, up to and including termination, and may be prohibited from possessing or using a cell phone while at work. Cell phones may not be used in any manner that would violate the district's policy on student-staff relations.

Discipline

An employee committing any of the following violations may be suspended with/without pay or be discharged:

- ◆ Failing to be at work assignment at starting time
- ◆ Leaving work stations without authorization
- ◆ Excessive absenteeism
- ◆ Excessive tardiness
- ◆ Falsification of personnel or other records*
- ◆ Removing district property, records, or confidential information from premises without authorization*
- ◆ Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment of the property of other employees*
- ◆ Theft or misappropriation of property of employees or of the district*
- ◆ Refusal to obey proper orders of supervisor*
- ◆ Unauthorized operation of machines, tools, or equipment
- ◆ Threatening, intimidating, coercing, or interfering with employees or supervisors at any time*
- ◆ Making or publishing false, vicious, or malicious statements concerning any employee, supervisor, or the district
- ◆ Possession, consumption, or reporting to work under the influence of alcohol or nonprescribed drugs*
- ◆ Disregarding safety rules or common safety practices

- ◆ Unsafe operation of motor driven vehicle
- ◆ Unauthorized distribution of literature, written or printed matter of any description on district premises
- ◆ Posting or removing notices, signs, or writing in any form on bulletin boards or district property at any time without specific authority of administration
- ◆ Poor workmanship
- ◆ Immoral conduct or indecency including abusive and/or foul language*
- ◆ Walking off the job
- ◆ Refusal or failure to do work assignments

*Cause for immediate dismissal

Arrests

All employees must notify their immediate supervisory of any arrests or charges, other than a speeding ticket, within forty-eight (48) hours after being charged or arrested.

RESIGNATION OF PROFESSIONAL STAFF (GCPB)

Tenured teachers must notify the Superintendent of their resignation no later than June 1.

SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS (GCPD)

The Board delegates to the superintendent the authority to suspend any staff member for violation of Board policies, for violation of state law, for any other good cause or to investigate allegations of misconduct in accordance with this 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.

Employees without Contracts

The superintendent may suspend with or without pay professional staff members who are not under contract. Any employee who strip searches a student in violation of law will be immediately suspended without pay and may be terminated. The superintendent shall report any such suspension to the Board of Education. The superintendent's decision will stand approved unless reversed by the Board.

Employees with Contracts

Employees with contracts may be suspended with pay in accordance with 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. The employee must request an appeal within ten (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.

Pursuant to state law, any employee who strip searches a student in violation of law will be immediately suspended without pay and may be terminated. Prior to the suspension without pay, the 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. If the Board reverses the suspension, the employee will be reimbursed for any pay withheld. Depending on the length and nature of the suspension, the employee may receive additional due process as required by law.

TERMINATION OF PROFESSIONAL STAFF MEMBERS (GCPE)

Noncertified Personnel

Employees with Contracts

Employees with contracts will be terminated after due process in accordance with the contract and law.

Employees without Contracts

The superintendent may terminate employees who are not under contract. The superintendent shall report any such termination or suspension to the Board of Education, and the decision will stand approved unless reversed by the Board.

Certificated Personnel

Employees whose positions require a teaching certificate in accordance with law (certificated personnel) shall be terminated in accordance with the provisions of the Teacher Tenure Act of Missouri or other applicable law. In addition to termination, the district reserves the right to file and prosecute charges with the State Board of Education for the revocation of a teaching certificate, pursuant to state law. The district may also petition the office of the Attorney General to file charges with the State Board of Education on behalf of the school district for any reason other than annulment of contract.

The superintendent or designee shall immediately provide written notice to the State Board of Education and Attorney General upon learning that a certificated employee has pled guilty to or was found guilty of any offense that would authorize the State Board to seek discipline or revoke a teaching certificate.

Tenured Teachers

I. Method

- A. A tenured teacher shall not be terminated by the Board of Education of a school district except for one (1) or more of the following causes:
 - 1. Physical or mental condition unfitting him or her to instruct or associate with children.
 - 2. Immoral conduct.
 - 3. Incompetency, inefficiency or insubordination in the line of duty.
 - 4. Willful or persistent violation of or failure to obey the school laws of the state or the published regulations of the Board of Education of the school district employing him or her.
 - 5. Excessive or unreasonable absence from performance of duties.
 - 6. Conviction of a felony or crime involving moral turpitude.
- B. In determining the professional competency or efficiency of a tenured teacher, consideration should be given to regular and special evaluation reports prepared in accordance with district policy and to any written standards of performance adopted by the Board.
- C. A tenured teacher's contract may not be terminated by the Board of Education until after service upon the teacher of written charges specifying with particularity the grounds alleged to exist for termination of such contract, notice of a hearing on charges and, if requested by the teacher, a hearing by the Board of Education.
- D. If the charges are for incompetency, inefficiency or insubordination, at least 30 days before service of the notice of charges, the superintendent will give the teacher a warning in writing stating specifically the causes which, if not removed, may result in charges. Thereafter, the superintendent or designee and the teacher shall meet in an effort to resolve the matter. Thirty days' notice is not necessary for termination for charges other than incompetency, inefficiency and insubordination.
- E. Notice of a hearing upon charges, together with a copy of charges, shall be served on the tenured teacher at least 20 days prior to the date of the hearing. The notice and copy of charges may be served upon the teacher by certified mail with personal delivery, addressed to the employee at his or her last known address. If the teacher or the teacher's agent does not within

ten (10) days after receipt of the notice request a hearing on the charges, the Board may, by a majority vote, order the contract of the teacher terminated. If a hearing is requested by either the teacher or the Board of Education, it shall take place not less than 20 or more than 30 days after notice of the hearing has been furnished to the tenured teacher.

- F. On the filing of charges in accordance with this section, the Board may suspend the teacher from active performance of duty until a decision is rendered by the Board, but the teacher's salary shall be continued during such suspension unless the law requires the suspension to be without pay. If a decision to terminate a teacher's employment is appealed and the decision is reversed, the teacher shall be paid his or her salary lost while the appeal was pending.

II. Termination Hearing

If a hearing is requested on the termination of a tenured contract or is otherwise used for the termination of a professional staff member under this policy, it shall be conducted by the Board of Education in accordance with the following provisions:

- A. The hearing shall be public.
- B. Both the teacher and the person filing charges may be represented by counsel who may cross-examine witnesses.
- C. Testimony at hearings shall be on oath or affirmation administered by the president of the Board of Education who shall have the authority to administer oaths in accordance with law.
- D. The Board shall have the power to subpoena witnesses and documentary evidence as provided in 536.077, RSMo., and shall do so on its own motion or at the request of the teacher against whom charges have been made. The Board shall hear testimony of all witnesses named by the teacher. However, the Board may limit the number of witnesses to be subpoenaed on behalf of the teacher to not more than ten (10).
- E. The Board of Education shall employ a stenographer who shall make a full record of the proceedings of the hearings and who shall, within ten (10) days after the conclusion thereof, furnish the Board of Education and the teacher, at no cost to the teacher, a copy of the transcript of the record, which shall be certified by the stenographer to be complete and correct. The transcript shall not be open to public inspection unless the hearing on the termination of the contract was an open hearing or if an appeal from the decision of the Board is taken by the teacher.
- F. All costs of the hearing shall be paid by the Board except the cost of counsel for the teacher.
- G. The decision of the Board of Education resulting in the demotion of a tenured teacher or the termination of a tenured contract shall be by a majority vote of the members of the Board of Education, and the decision shall be made within seven (7) days after the transcript is furnished them. A written copy of the decision shall be furnished to the teacher within three (3) days thereafter.

III. Appeal

- A. The teacher may appeal the decision of the Board of Education to the circuit court of the county where the district is located. The appeal shall be taken within 15 days after service of a copy of the decision of the Board of Education upon the teacher, and if an appeal is not taken within that time, the decision of the Board of Education shall become final.

The appeal may be taken by filing notice of appeal with the Board of Education, whereupon the Board of Education, under its certificate, shall forward to the court all documents and papers on the file in the matter, together with a transcript of the evidence, the findings and the decision of the board of Education, which shall thereupon become the record of the cause. Such appeal shall be heard as provided in Chapter 536, RSMo.

Probationary Teachers

A probationary teacher may be terminated during the course of a contract for any legal reason including, but not limited to, the reasons for terminating a tenured teacher.

If in the opinion of the Board of Education any probationary teacher has been doing unsatisfactory work, the Board of Education, through its authorized administrative representative, shall provide the teacher with a written statement definitely setting forth his or her alleged incompetency and specifying the nature thereof in order to furnish the teacher an opportunity to correct his or her fault and overcome the incompetency. If improvement satisfactory to the Board of Education has not been made within 90 days of receipt of the notification, the Board of Education may terminate the employment of the probationary teacher immediately. Termination on other grounds may progress immediately.

Any motion to terminate the employment of a probationary teacher shall include only one (1) person and must be approved by a majority of the members of the Board of Education. A tie vote thereon constitutes termination. A probationary teacher will receive due process as required by law prior to termination. The district may utilize the process for dismissal of tenured teachers.

Certificated Administrative Staff Ineligible for Tenure

Certificated employees ineligible for tenure (other than the superintendent) in their present positions, such as principals and assistant principals, may be terminated during the course of a contract for any legal reason including, but not limited to, the reasons for terminating instructional personnel. No improvement period is required prior to the notice of charges. If an administrator other than the superintendent is also a tenured teacher, the district will provide the terminated administrator a teaching position if a position is available in accordance with law, unless the teaching contract has also been terminated. An administrator will receive due process prior to termination as required by law. The district may utilize the process for dismissal of tenured teachers.

GRIEVANCE PROCEDURES (GBM)

It is the intent of the Board of Education to address staff complaints and grievances at the earliest possible time and at the lowest level of supervision. Therefore the Board directs the superintendent or designee to create a procedure detailing how employees may bring complaints and receive responses to their complaints.

If a complaint has been made to the employee's immediate supervisor, building-level supervisor, and the superintendent or their designee and the employee has received responses from these persons, the employee

may appeal to the Board of Education. The employee must submit a written request for an appeal within five (5) workdays after receiving a decision from the superintendent. The decision of the Board will be final.

Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because a complaint was filed.

1. Definition

Complaint and/or Grievance – An employee’s assertion that he or she is adversely affected by a violation, misinterpretation or misapplication of a published district policy, procedure or regulation, or of an employee handbook, employee contract or existing law. Complaints relating to discrimination or harassment will be resolved in accordance with policy AC and regulation AC-R.

2. Exclusions

This regulation shall not apply to complaints for which state law establishes a procedure for obtaining a Board hearing. In addition, complaints about non-renewal of a probationary teacher’s contract, or about any other official Board action, shall be directed to the Board; and hearing on the same, unless required by state law, shall be discretionary with the Board. Complaints concerning evaluations, except those which lead to loss of pay, will be excluded.

REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT (JHG)

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the school principal or designee, including any report of excessive absences that may indicate educational neglect. The school principal or designee will then become responsible for making a report via the Child Abuse Hotline to the CD, as required by law. This policy does not preclude any employee from directly reporting abuse or neglect to the CD. However, the school official or employee must notify the school principal or designee immediately after making a report.

When the CD receives a child abuse report alleging that an employee of a school district has abused a student, the report is immediately referred to the superintendent (or the president of the School Board in situations concerning the superintendent), who will conduct an initial investigation. If the report relates to a spanking by a certificated school employee administered pursuant to written district policy, the use of reasonable physical force against a student for the protection of other persons or property by any district personnel, or if it is determined that the sole purpose of the report is to harass a school employee, the superintendent, Board president or the Board president’s designee will jointly investigate the matter with the juvenile officer or a law enforcement officer designated by the juvenile officer. The superintendent and Board president are authorized to contact and utilize the district’s attorney to assist in the investigation. Findings and conclusions will be issued as required by law.

Payroll Information/Fringe Benefits

Pay Periods

Certified employees are paid on the 20th of each month with the exception of when a payday falls on a week-end and payday shall be before the week-end. Direct deposit of payroll checks is available. Direct deposit of payroll checks is required.

Payroll deduction for professional membership dues (CTA, MSTA, etc) will be withheld if a teacher gives written authorization through the association for such withholding.

Salary Deductions (DLB)

All salary deductions will normally be subject to Board approval and are voluntary on the part of the individual employee, except for deductions for absences not covered by paid leave or those required by law. The employee must authorize all voluntary deductions in writing.

Retirement Plan (GCPC)

Professional staff members shall be participants in the Public School Retirement System (PSRS) of the State of Missouri or in the Public Education Employee Retirement System (PEERS) as allowed by law.

Social Security Program

Unless they hold Missouri teacher certification, all non-certified employees must contribute an amount as required by law to Social Security. The Hamilton R-II District also contributes an amount as required by law. Under government regulation all employee earnings must be reported with the Social Security numbers. Because of this regulation, no payroll checks can be written without the employee's Social number. Any employee noting an error in his/her Social Security number should contact the Superintendent's Office immediately.

Life Insurance

A term life insurance policy is provided for full-time employees. This life insurance coverage terminates upon the last day of the month following last day of employment. A beneficiary form must be completed and presented to the Superintendent's Office for filing.

Health Insurance (GCBC)

The board provides health insurance to all full-time employees beginning the first of the month following their hire date. This will not include members of the family of those who are employed. However, family members may be covered by the district plan at employee expense. In the event of retirement, health insurance may be continued with the district plan at the individual's expense. In the event a staff member leaves the Hamilton R-II School District, board paid health insurance will expire at the end of the specific month the employee stops working for the district. This does not include staff retiring from the district.

COBRA

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

Worker's Compensation

All employees of the Hamilton R-II School District are covered under the Worker's Compensation law for accidents, which occur on the job. All accidents must be reported to the immediate supervisor within twenty-four (24) hours. The district chosen doctor will treat the injury.

Garnishments

All garnishments are processed under the regulations of the Federal Garnishment Law.

Current Personal Information

In the event an employee has a change in name, address, telephone number of dependents, the employee shall immediately notify his/her department's administrative office and the superintendent's office of the change.

Personnel File

A personnel file is maintained for each employee in the Superintendent's Office. The file shall contain information pertinent to the individual's employment relationship with the district. An employee may review the contents of his/her personnel file in the presence of the superintendent or his designee at a mutually convenient time. All personnel files must be complete, including original teaching certificate and copy of transcripts by September 1, or paycheck will be held.

Career Ladder (GCLB)

The district participates in the Career Ladder Program. The intent to participate in Career Ladder must be filed with the Administration Office no later than September 1 of the current school year. Staff members choosing to leave the Hamilton R-II School District will be ineligible to teach summer school for pay or career ladder hours.

Purchasing Information (DJF)

Purchasing of Materials

A budget is established by the Board each year. Spending is limited to the budgeted amount unless special approval is granted. Requisitions must be submitted and approved by the superintendent prior to purchase.

- ◆ The requisition must be approved by the building principal.
- ◆ The requisition is submitted to the superintendent for signature.
- ◆ All items must be approved for purchase, and the purchase..
- ◆ All purchase tickets must be signed by the person picking up items.
- ◆ If you anticipate a bill that has to be paid at the time of the service, you must get approval for the payment in advance.

Receipt of Funds

- ◆ Obtain a receipt from the person receiving the funds.
- ◆ Issue a receipt if you collect funds.
- ◆ Two individuals must tabulate funds.
- ◆ Deposit all monies on a daily basis.
- ◆ Do not keep money in your desk.

Activity Fund Procedures

- ◆ No fundraising projects will be initiated by any club, organization, class or individual without first receiving approval from the principal and superintendent.
- ◆ Organizations may not run their fund balances in the negative.

Invoices and Reimbursement Requests

Invoice and reimbursement requests must be submitted for payment by the 10th of each month. Items submitted after this date will be scheduled for payment at the following board meeting.

Miscellaneous Information

Activity Passes

Activity passes are provided to all district employees through the Athletic Director's office. These passes exclude all State-sponsored activities

Use of Personal Vehicles for School Use (EEAE)

The driver of a private automobile shall have a valid Missouri operator's license. The driver of other vehicles transporting to and from school shall be licensed in accordance with Section 302.272, RSMo. Private automobiles are defined as any motor vehicle not regularly used by the general public engaged in the transportation of persons or property for hire.

Loss of Personal Property

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

Personal Legal Liability

Employees having concerns or questions pertaining to their legal liability for acts performed in the scope of their employment in the district should address these concerns to their supervising principal, director, or coordinator for referral to the superintendent. The principal, director, or coordinator shall not undertake to give legal advice to employees individually or collectively.

Business Gifts (GBCA)

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 \$300.

Copyrighted Materials (EGAAA)

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.

Lunchroom Charges (EF)

To ensure financial accountability of the Food Service Program, lunch charges should be kept at a minimum.