

August 17, 2016

Dear Faculty and Staff Members:

Annually, you receive a district-level handbook which highlights important board policy. At any time, you can retrieve board policy from the district website or ask for relevant copies from Jody, Tammi, or myself.

In the handbook, you will find the following Sections of information:

- Section 1 Welcome (Hard copy)
School Calendar (Hard copy)
- Section 2 Required forms and acknowledgements (Hard Copy—please retain a copy for your records)
 - District Handbook Acknowledgement
 - Job Description Signature
 - Other forms needed by central office
- Section 3 2015-2016 Comprehensive School Improvement Plan (online)
- Section 4 Select District Policies and Regulations (online)
- Section 5 Health Services Manual (online)
- Section 6 Crisis Manual (hard copy)
- Section 7 Building level handbook (online)

Please refer to this handbook throughout the year.

This is going to be a wonderful year. As always, challenge yourself and have fun.

Sincerely,

Dr. Kevin T. Goddard, Superintendent

ACKNOWLEDGEMENT

I acknowledge I have reviewed a copy of the Employee Handbook, and that I have been made aware it is an electronic version available on the District's website. I agree that if there is any policy or provision of the Handbook that I do not understand, I will seek clarification from my principal or direct supervisor.

I acknowledge that this Handbook is not a contract, either express or implied. I understand that except as provided to the contrary by the Missouri Teacher Tenure Act or other applicable law, or by individual contract, the District is an "at-will" employer. For "at-will" employees, employment is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, at any time, and without prior notice, unless otherwise agreed to by the Board and me in a writing signed by both the Board President and me.

I understand that the policies, procedures and benefits described in this Employee Handbook are regularly reviewed by the administration and the Board, and may be amended, modified, or deleted unilaterally by the Board at any time. I further acknowledge that the provisions in this Handbook are for informational purposes only and to the extent they differ from Board of Education policy, rules or regulations, the Board of Education Policy, rules or regulations are controlling.

Printed Name: _____

Signature: _____

Date: _____

CONFIDENTIALITY TRAINING ACKNOWLEDGEMENT

I acknowledge that I have received training provided by the Sarcoxie R-II School District regarding the importance of confidentiality as it pertains to student records and other confidential information regarding students and their families.

I acknowledge that during the performance of my assigned duties, I will have access to confidential records and other information required for student instruction; interaction with parents; communication with other staff members, administrators, and outside agencies; and compliance with responsibilities to students and families under state and federal law – as well as for other purposes.

I agree not to disclose any confidential information, whether oral or written, regarding students and/or their families without the proper authorization, in accordance with state and federal law, including but not limited to, the Missouri Safe Schools Act; the Missouri Open Meetings Act, Mo. Rev. Stat. § 610.010 et seq.; the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; the Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.; the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq.; and any interagency agreements that may apply.

In compliance with the preceding paragraph, I agree that all discussions, deliberations, information, and records created or maintained in connection with my duties will be managed and stored appropriately, and will not be disclosed to any unauthorized person, whether intentionally or by failure to exercise sufficient care to prevent such disclosure.

I understand that the prohibition against unauthorized disclosure applies at all times, whether during or outside the regular school day and school year, and shall continue after (1) a student is no longer enrolled in the district and/or (2) I am no longer associated with the district.

I understand that intentional or careless release of confidential information in oral or written form to any unauthorized person is prohibited and may be grounds for legal and/or disciplinary action under state and federal law, and/or Board of Education policy.

Date of Training: _____

Location of Training: _____

Name of Employee (print): _____

Signature of Employee: _____

Date of Signature: _____

District Policies and Regulations

The following policies and regulations are of particular importance to all staff members. Complete policies and regulations can be found on the district website, in each building, and in the Superintendent's office.

Non-Discrimination and Anti-Harassment

- AC—Prohibition against Discrimination, Harassment, and Retaliation
- GDC—Support Staff Recruiting and Hiring
- GCD—Professional Staff Recruiting and Hiring

General Policies/Procedures

- EHB—Technology Usage
- JGA—Corporal Punishment
- JHG—Reporting and Investigating Child Abuse/Neglect
- EGAAA—Production of Copyrighted Materials
- IGAC—Teaching about Religion
- IC—Academic Calendar/Year/Day
- DJF—Purchasing
- DLC—Expense Reimbursement

General Employment Policies

- GBB—Staff involvement in Decision-making
- GBCA—Staff Conflict of Interest
- GBCB—Staff Conduct
- GBEB—Drug Free Workplace
- GBEBB—Employee Alcohol and Drug Testing
- AH—Use of Tobacco Products and Imitation Tobacco Products
- GCPB—Resignation of Professional Staff Members
- GDPB—Resignation of Support Staff Members

Leave Policies

- GDBDA—Support Staff Leaves and Absences
- GCBDA—Professional Staff Short-Term Leaves
- GCBDB—Professional Staff Long-Term Leaves and Absences
- GBBDA—Family and Medical Leave

Employee Benefits

- CBC—Superintendent's Contract/Compensation and Benefits
- GCBC—Professional Staff Fringe Benefits
- GCPC—Retirement of Professional Staff Members
- GDBC—Support Staff Fringe Benefits
- GDPC—Retirement of Support Staff Members
- GBEA—Workers' Compensation

Employee Disciplinary Policies

- GCPE—Termination of Professional Staff Members
- GDPD—Nonrenewal, Suspension, and Termination of Support Staff Members

Staff Complaints and Grievances

- GBM—Staff Grievances

Table of Contents

PAYROLL PERIODS 2016-16 6

ADMINISTRATIVE POLICY ON SALARY SCHEDULE PLACEMENT, COLLEGE CREDIT, EXPERIENCE AND CONTRACT CONDITIONS 6

 SALARY SCHEDULE PLACEMENT6

 EXPERIENCE6

 CONTRACT CONDITIONS6

 CREDITS7

ADMINISTRATIVE POLICY ON EXTRA PAY FOR EXTRA DUTIES, SUBSTITUTE EMPLOYEE SALARY ALLOWANCE..... 7

 EXTRA PAY FOR EXTRA DUTIES.....7

 EXTRA PAY FOR SUPERVISION7

 PART-TIME NON-CERTIFIED PERSONNEL7

 SUBSTITUTE EMPLOYEE SALARY.....7

ADMINISTRATIVE POLICY ON VACATION, PAID HOLIDAY, RETIREMENT AND BOARD PAID INSURANCE 8

 VACATION POLICY8

 PAID HOLIDAY POLICY8

 PAID LEAVE POLICY.....9

 PROFESSIONAL LEAVE9

 EXTRA PAYROLL PROCEDURES9

 JURY DUTY OR COURT SUBPOENA10

 EMERGENCY LEAVE10

 RETIREMENT.....10

 BOARD PAID HEALTH AND LIFE INSURANCE10

 EMPLOYEE INJURIES.....10

 WORKER’S COMPENSATION INSURANCE.....11

ADMINISTRATIVE POLICY – REGULAR DUTY HOURS 11

 OFFICE HOURS.....11

 ADMINISTRATIVE AND SUPERVISORY STAFF11

 TEACHERS11

 NON-TEACHING STAFF11

 WORKING WHEN SCHOOL IS NOT IN SESSION.....12

ADMINISTRATIVE POLICY ON TRAVEL EXPENSES, COURTESY PASSES TO SCHOOL ACTIVITIES. 12

 TRAVEL EXPENSES12

 COURTESY PASSES TO SCHOOL ACTIVITIES12

JOB DESCRIPTIONS/CLASSIFIED EMPLOYEES 12

 PAYMENT OF BILLS17

 STAFF DRESS CODE17

 PROCEDURES FOR HANDLING EMPLOYEE GRIEVANCES.....18

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT 18

PAYROLL PERIODS 2016-16

Payroll Period for Classified Personnel	Direct Deposit Date (Certified & Classified)
July 15-August 14, 2015	August 25, 2015
August 15-September 14, 2015	September 25, 2015
September 15-October 14, 2015	October 22, 2015
October 15-November 14, 2015	November 24, 2015
November 15-December 14, 2015	December 22, 2015
December 15, 2015-January 14, 2016	January 25, 2016
January 15-February 14, 2016	February 25, 2016
February 15-March 14, 2016	March 25, 2016
March 15-April 14, 2016	April 25, 2016
April 15-May 14, 2016	May 25, 2016
May 15-June 14, 2016	June 24, 2016
June 15-July 14, 2016	June 25, 2016

ADMINISTRATIVE POLICY ON SALARY SCHEDULE PLACEMENT, COLLEGE CREDIT, EXPERIENCE AND CONTRACT CONDITIONS

SALARY SCHEDULE PLACEMENT

(See Board Policy GCBA)

1. Salary schedule placement shall be based on:
 - i. The number of years of public school experience.
 - ii. The degrees and credits earned with the exceptions noted herein.
2. Final salary schedule placement for the current contract will be determined by August 20 according to the credits and degrees possessed and reported on that date.

EXPERIENCE

1. Out of system teaching experience will be based on whole years of experience, not parts of years.
2. Original placement of Classified personnel will be established by the Superintendent. Experience will be based on whole years of work in related occupations. Experience credit may be granted for occupational experience or skills related directly to the position for which they are employed.

CONTRACT CONDITIONS

1. A teaching period of 180 days is the basis for an annual salary on the schedule. Extra service or special assignment is beyond this schedule.
2. Salary shall be paid on a twelve (12) month basis. The monthly salary is 1/12th of the annual salary.

3. Appropriate step on the schedule shall be determined by the number of years of allowable service within the Sarcoxie R-II system with credit being allowed for other public school experience.

CREDITS

1. Teachers must present required hours of credit, no portion of which can be over five (5) years old to proceed to the next experience increment in each category below the Master’s Degree.

**ADMINISTRATIVE POLICY ON EXTRA PAY FOR EXTRA DUTIES,
SUBSTITUTE EMPLOYEE SALARY ALLOWANCE**

EXTRA PAY FOR EXTRA DUTIES

(See Board Policy GCKA)

To be eligible to receive extra pay for extra duties, the following shall apply:

1. There must be prior approval by the immediate supervisor or superintendent for the extra pay.
2. As a general rule, all duties for which extra pay for the certificated staff is allowed is outlined in the annual school budget approved by the Board of Education. Exceptions are those duties for which it would be impractical to give equal assignments to all staff members. (Example: scorekeeper at basketball games)
3. No overtime (more than that time which is normally worked) shall be worked by classified staff members without prior approval of the employee’s immediate supervisor and superintendent. All time sheets which request payment for overtime shall be signed by supervisor who authorized the overtime.

EXTRA PAY FOR SUPERVISION

Supervision for athletic events is to be scheduled through the principals’ office and will be paid as follows:

Football	\$35
Basketball/Volleyball	\$25

PART-TIME NON-CERTIFIED PERSONNEL

(See Board Policy GCE)

All part-time help or substitutes shall be approved, in advance, by the Superintendent. Part-time employees shall receive a salary set by the Superintendent and the Board.

SUBSTITUTE EMPLOYEE SALARY

Allowance for substitute salaries shall be as follows:

1. Substitute Teacher \$75 per day
2. Substitute Teacher’s Aide \$65 per day

A substitute teacher will be paid the regular sub pay for the first ten days they will be working in the same position. On the eleventh day in that position, the substitute pay will increase to base pay per day on the teacher's salary schedule.

The principal shall see that all papers authorizing payment for services rendered are forwarded to the office of the superintendent of schools. The rate of payment shall be established by the board of education and payment shall be made by the school district.

**ADMINISTRATIVE POLICY ON VACATION, PAID HOLIDAY,
RETIREMENT AND BOARD PAID INSURANCE**

(See Board Policies GCBDA and GDBDA on Staff Leave)

(See Board Policies GCBC and GDBC on Fringe Benefits)

VACATION POLICY

Vacation and time off is determined by each job classification. All vacations will be scheduled by the Superintendent. One week will be allowed for the first year of service and two weeks per year thereafter. All regular twelve (12) month employees of the school district are entitled to ten (10) days vacation with pay each year with those regular twelve (12) month employees who have been employed in excess of ten (10) years granted fifteen (15) days vacation with pay each year. Employees who have carry-over vacation days at the end of the fiscal year will be paid their current year per diem rate for the unused days.

All personnel employed on a twelve-month basis are required to work their regular duty schedule unless the following conditions exist:

1. The employee is taking leave charged to vacation time.
2. The day is a designated holiday for the school district.
3. The superintendent declares a school holiday(s) under authority granted by Board of Education. This applies to the following situations specifically:
 - a. Christmas Vacation
 - b. Spring Break
 - c. Closures due to inclement weather
 - d. Other school closures except for regularly scheduled holidays

PAID HOLIDAY POLICY

The following are designated paid holidays for school personnel:

- | | | | |
|---------------------|-------|----------------------------|--------|
| 1) Independence Day | 1 day | 4) Christmas Day + one day | 2 days |
| 2) Labor Day | 1 day | 5) New Years Day | 1 day |
| 3) Thanksgiving Day | 1 day | 6) Good Friday | 1 day |
| | | 7) Memorial Day | 1 day |

An employee must work either the day before or the day after the paid holiday to be paid for the holiday, and if scheduled to work, the employee must work both the day before and after the holiday to be paid. An exception to this

requirement shall be made when an absence is due to a reason qualifying for paid leave time. Pay will not be given for a holiday if vacation or personal leave time is taken immediately before or after the holiday unless extenuating circumstances are approved by the superintendent.

PAID LEAVE POLICY

Each employee is allowed 10 or 12 days of leave per year depending on job classification. Leave days should not be taken the day preceding or following a school holiday or during the month of May (applies to certified staff only).

Paid leave is allowed for all employees, as well as employee's immediate family (parents or guardian, husband, wife or children), in times of illness, family emergencies or funerals.

Leave may not be transferred from one employee to another. An absence of one through four hours shall be counted as a half-day of leave.

Any teacher who is ill for more than five consecutive days (absent from school five or more consecutive days) shall submit to the Superintendent a doctor's verification of the illness.

When absent, all employees will be required to fill out an absence slip as to the reason for their absence.

Leave accumulates as follows:

Certified – 10 days per year

Classified employees – 1 day per month worked

Certified employees shall be paid a rate of \$75 per day for each unused leave day that exceeds sixty (60) accumulated leave days at the end of the school year. All unused days will be paid a rate of \$75 per day upon the employee leaving the district.

Classified employees shall be paid a rate of \$50 per day for each unused leave day that exceeds forty (40) accumulated leave days at the end of the school year. All unused days will be paid a rate of \$50 per day upon the employee leaving the district.

PROFESSIONAL LEAVE

Staff shall be allowed 2 days professional leave per year subject to administrator's approval.

EXTRA PAYROLL PROCEDURES

1. Corrections in payroll checks will be adjusted the following month.
2. Lump sum travel, PDC stipends and detentions will be paid with the December and June payroll checks.

JURY DUTY OR COURT SUBPOENA

Absences for jury duty or court subpoenas shall not be charged to accumulated leave time.

EMERGENCY LEAVE

Emergency leave may be requested by certified employees for up to 5 days. This time must be approved by the Board of Education and results in the employee's paycheck being docked only for the expense of the substitute teacher for each day granted. Request must be made through the Superintendent's office. An emergency constitutes an unforeseen circumstance.

RETIREMENT

Teaching Staff: Teachers of Missouri participate in the Missouri Public School Retirement System. Each teacher must contribute fourteen and one half percent (14.5 %) of his/her salary toward the teacher retirement fund. Sarcoxie School District also contributes a sum equal to fourteen and one half percent (14.5 %) of the teacher's salary to the fund.

Non-Teaching Staff: The non-teaching staff members of the Sarcoxie School District participate in the Non-Teacher School Employee Retirement System of Missouri. Each employee must contribute 6.86% of his/her salary toward this retirement fund. The school district contributes an equal amount to the fund.

Non-Teaching Staff: The non-teaching staff of the Sarcoxie School District participates in the Social Security Program. The District matches the employee's contribution to the fund.

BOARD PAID HEALTH AND LIFE INSURANCE

Group medical protector insurance program is provided to full-time, permanent employees of the school system, which includes hospital, surgical and major medical protection. A small group life insurance policy is also provided.

EMPLOYEE INJURIES

(See Board Policy GBEA)

If an employee is injured while at work, he/she will receive a full day's pay for the date of the injury.

For the first three days of absence due to an injury, the employee's full salary shall continue. The district will pay the cost of the substitute (if any) and no leave shall be deducted. If the employee is absent more than three days, Workmen's Compensation takes precedence, and leave is frozen at that time.

WORKER'S COMPENSATION INSURANCE

(See Board Policy GBEA)

All school employees are covered by worker's compensation insurance and are eligible for compensation for an injury incurred in the performance of their job. Any accident resulting in injury, no matter how minor, must be reported to the immediate supervisor, who in turn will notify the superintendent's office. Treatment for work related injuries should be through:

Freeman Occumed
1102 West 32nd Street
Joplin MO 64801
417-347-6625

ADMINISTRATIVE POLICY – REGULAR DUTY HOURS

OFFICE HOURS

The school offices shall be open except on designated holidays and all-school vacations. Hours in each building are 8 a.m. to 4 p.m.

ADMINISTRATIVE AND SUPERVISORY STAFF

The regular duty hours for the administrative and supervisory staff shall be as listed above except as special duty assignments may be designated otherwise.

TEACHERS

(See Board approved Academic Calendar)

Regular duty hours for teachers shall be as follows:

7:40 a.m. to 3:20 p.m.

NON-TEACHING STAFF

Regular duty hours for non-teaching staff shall be as follows:

10 month employees work the first business day of August until the final business day of May.

11 month employees work the first business day of August through the final business day of June.

Cafeteria support staff and para-professionals work all days that school is in session. These employees may occasionally be required to attend in-service or other activities that occur outside of these specified days.

12 month employees work July 1st through June 30th. See Vacation Leave for additional information.

WORKING WHEN SCHOOL IS NOT IN SESSION

In order to clarify who is and who is not to work on days school must be dismissed (inclement weather, utility outages, etc), the following provisions will apply:

Eleven and twelve (11 and 12) month employees WILL WORK unless excused by the superintendent.

Nine and ten (9 and 10) month employees DO NOT WORK.

ADMINISTRATIVE POLICY ON TRAVEL EXPENSES, COURTESY PASSES TO SCHOOL ACTIVITIES

TRAVEL EXPENSES

The attendance of teachers at professional workshops, meetings and conferences is beneficial to the improvement of classroom instruction. Teachers should be encouraged to seek self-improvement.

The board of education will pay the expenses of travel, meals and lodging of the employees in the Sarcoxie school system who attend workshops, meetings and conferences when authorized by the superintendent of schools.

The mileage rate has been established at thirty-seven (\$.37) cents per mile.

Meal allowance is limited to eighteen (\$25) dollars per day.

COURTESY PASSES TO SCHOOL ACTIVITIES

In appreciation for services to the children of the school district and for their support of the school and its activities, courtesy passes to school activities may be issued to the following school patrons:

1. Members of the Board of Education, spouses and children.
2. All regular school employees, spouses and children. Regular school employees shall be those employees who are contracted by the Board of Education to provide regular services to the children of the school district on a regular full-time or part-time basis.
3. All senior citizens over sixty-two (62) years of age who have a Sarcoxie Senior Citizen Pass issued by the district.

JOB DESCRIPTIONS/CLASSIFIED EMPLOYEES

(See full Board Approved Job Descriptions in Employee Handbooks)

Secretarial Staff

1. Secretaries will be employed by the Board of Education upon recommendation of the Superintendent.
2. Secretaries will be under the direct supervision of the Superintendent or Principals depending upon the office in which they are employed.
3. Paid holidays will include Independence Day, Labor Day, Memorial Day, Thanksgiving Day, Christmas and Easter vacations.
4. Vacation time during which pay will be allowed for full-time clerical employees is to be arranged by the administrator in charge.
5. The Superintendent may suspend employees from duty at any time. Final dismissal from service will be made by the Board of Education.
6. Full-time clerical employees will be allowed one day leave for each month worked. Leave to accumulate to forty days.
7. Work schedule is as follows:
 - Special Education and Elementary Secretaries – 10 month employees
 - High School Secretaries – 11 month employees
 - Superintendent Secretaries/Bookkeeper – 12 month employees

Cafeteria Staff

1. Members of the cafeteria staff will be employed by the Board of Education upon recommendation of the Superintendent.
2. One member of the cafeteria staff will be designated as Food Service Director. This person will be under the direct supervision of the Superintendent and shall have the following additional duties:
 - a. Assist the Superintendent in the selection of food service personnel.
 - b. Be responsible for the assignment of and supervision of food service personnel.
 - c. Be responsible for purchasing supplies and proper care and storage of purchased and donated supplies and commodities.
 - d. Plan menus and supervise preparation of meals.
 - e. Supervise all work connected with lunch service.
 - f. Be responsible for supply and equipment inventories.
 - g. See that all food service employees keep clean and wear hair nets.
3. Duties and duty hours for the cafeteria employees will be established by the Food Service Director with the approval of the Superintendent. All

cafeteria employees will be required to complete and sign a time sheet each month.

4. Prior to the beginning of each school term each cafeteria employee must have a physical examination with a written report from the doctor showing that the employee is in good physical condition and free from communicable disease. The Board retains the right to designate the doctor to perform the examination. The district will reimburse the employee for the cost of the physical exam up to \$45.
5. The Superintendent may suspend cafeteria employees from duty at any time. Final dismissal from service is to be made at the discretion of the Board.
6. Full-time cafeteria employees will be allowed one day of leave for each month worked. Leave to accumulate to forty days.
7. Paid holidays will include Labor Day (1), Thanksgiving Day (1), Christmas Day + 1 (2), New Year's Day (1), and Good Friday (1).

Custodians and Maintenance Personnel

1. Custodians will be employed by the Board of Education upon recommendation of the Superintendent.
2. Custodians are under the general supervision of the Maintenance Director and the Superintendent of Schools, but they are directly responsible to the Principals of the schools for the proper performance of their work.
3. Paid holidays will include New Year's Day, Good Friday, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, and two days at Christmas.
4. Vacation time with pay will be allowed as arranged with the Superintendent.
5. Custodians shall be responsible for all supplies and equipment normally used by them. Due care must be exercised to see that no property belonging to the school is put to private use or removed from the building or grounds.
6. Custodians shall not loan school property, unlock buildings, or loan keys to any individual or organization without permission from the Superintendent or Principal.

7. No custodian shall leave the school premises during the day without informing the Superintendent or Principal.
8. Duties, responsibilities, and building assignments are determined by the Superintendent and Principal. However, custodians are expected to be courteous to teachers, students, and the public at all times.
9. The Superintendent has the right to adjust daily time schedules and to call the employee in to work in emergency situations as needed. The employee will be required to keep his/her time on a time card not to exceed 40 hours per week each week.
10. The Superintendent may suspend custodians from duty at any time. Final dismissal from service is to be made at the discretion of the Board.
11. Full-time custodians will be allowed one day leave for each month worked. Leave to accumulate to forty days.

Bus Drivers

1. Bus drivers will be employed by the Board of Education upon recommendation of the Superintendent.
2. Bus drivers will be under the direct supervision of the Transportation Director. However, all disciplinary problems will be reported directly to the Principals.
3. Prior to the beginning of each school term each bus driver must have a physical examination with a written report from the doctor showing that the driver is in good physical condition. The Board retains the right to designate the doctor to perform the examination. District will reimburse the employee the cost of the physical exam up to \$45.
4. Drivers are to drive bus routes exactly as determined and as assigned by the Transportation Director. Changes in routing must not be made without approval of the Transportation Director.
5. Drivers must keep accurate attendance records and any other records that may be required by the Superintendent.
6. Drivers must observe all laws and regulations as established by all law enforcement agencies and the State Department of Education.
7. Drivers are responsible for the conduct of pupils while driving regular routes and during the loading of the bus. The driver is to see that the

students get on the bus and remain seated. When extra trips are made, teachers will ride the bus and will be responsible for pupil behavior.

8. The Superintendent may suspend bus drivers from duty at any time. Final dismissal from service is to be made at the discretion of the Board.
9. Bus drivers will be allowed five days of leave per year. Leave to accumulate to ten days.
10. All bus drivers are to operate their buses at a safe and reasonable speed as determined by weather and road conditions. At no time will the school district be liable for fines imposed on bus drivers who violate the law.
11. Drivers shall attend in-service workshops and workshops as prescribed by the Superintendent.
12. Drivers will be expected to uphold state law in regard to bus safety and shall be required to uphold local and school policies in regard to safety.
13. Bus drivers will receive an additional \$300 after 3 years of employment and an additional \$300 after 6 years of employment.

Transportation Director

1. Transportation Director will be employed by the Board of Education upon recommendation of the Superintendent and will be a 12 month employee.
2. Transportation Director will be under the direct supervision of the Superintendent.
3. Prior to the beginning of each school term, Transportation Director must have a physical examination with a written report from the doctor showing that he/she is in good physical condition. The Board retains the right to designate the doctor to perform the examination. District will reimburse the employee the cost of the physical exam up to \$45.
4. Paid holidays will include New Year's Day, Good Friday, Independence Day, Memorial Day, Labor Day, Thanksgiving Day and two days at Christmas.
5. Vacation time with pay will be allowed as arranged with the Superintendent.
6. Transportation Director shall be responsible for all supplies and equipment normally used by them. Due care must be exercised to see that no property belonging to the school is put to private use or removed from the building or grounds.

7. Transportation Director shall not loan school property, unlock buildings or loan keys to any individual or organization without permission from the Superintendent or Principal.
8. Transportation Director shall not leave the school premises during the day without informing the Superintendent or Principal.
9. The Superintendent has the right to adjust daily time schedules and to call the employee in to work in emergency situations as needed.
10. The Superintendent may suspend Transportation Director from duty at any time. Final dismissal from service is to be made at the discretion of the Board.
11. Transportation Director will be allowed one day leave for each month worked. Leave to accumulate to forty days.

Para – Professionals

1. Compensation will be on an hourly basis.
2. Para-Professionals will be paid for a seven (7) hour day. Time cards are to be signed and turned into the Superintendents office. The following schedule is to be followed unless special arrangement is made with building principals to accommodate before or after school duties:
 - a. 7:40 a.m. to 3:10 p.m.
3. Para-Professionals will be allowed one ten (10) minute break in the morning and one ten (10) minute break in the afternoon.
4. Leave will accrue at the rate of one day per month worked, accumulating to forty days.
5. Any grievance the employee has should be made to the Superintendent
6. The employee or school board may terminate employment with a two week notice.

PAYMENT OF BILLS

(See Board Policies DJF and DK)

All budgetary expenses will be approved monthly by the Board of Education as part of their regular meeting (3rd Thursday of the month). Employees are advised to submit all payment requests to the district office by the 5th of each month.

STAFF DRESS CODE

(See Board Policy GBCB)

Staff members shall be well groomed, neat and clean, and dressed in an appropriate manner. Employee dress should set acceptable standards for students to emulate. School employees are visible representatives of the Sarcoxie R-II Schools and as such have an impact on the public image of the district.

Employee dress shall be governed in accordance with the following:

1. Dress shall reflect the professional position of the employee.
2. Clothing should be appropriate to the assignment of the employee.
3. Attire should not be such that it would adversely affect the educational process.

If an individual's dress becomes of concern, an administrator or supervisor will contact the individual as to the appropriateness of that particular outfit or article of clothing.

PROCEDURES FOR HANDLING EMPLOYEE GRIEVANCES

(See Board Policy GBM)

Official communications concerning school business from the Board of Education to employee or from employees to the Board shall properly be made through the Superintendent of Schools.

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

(See Board Policy AC)

The Sarcoxie R-II School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or any other characteristic protected by law in its programs, activities or in employment.

The district will identify, evaluate and provide a free appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a student may have a disability—regardless of whether the student is currently enrolled in the Sarcoxie R-II School District—is encouraged to contact the district's compliance officer listed below.

All persons with disabilities requiring accommodations to participate in district programs, activities or employment are encouraged to contact the compliance officer listed below.

SEXUAL HARASSMENT

Sexual Harassment is a form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is

sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of circumstance.

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

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

The Sarcoxie R-II 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.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the Districts' Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

The District's Compliance Officer is:
Dr. Kevin Goddard, Superintendent of Schools
101 S. 17th Street, Sarcoxie MO 64862
417-548-3134