

# **Staff Handbook**

## **Jefferson City School District**

### **2024-2025**



## **Mission Statement**

The mission of the Jefferson City School District is to give all students hope for a better tomorrow by ensuring every student achieves his/her maximum potential through a challenging educational system characterized by pride through excellence.

**JEFFERSON CITY SCHOOL DISTRICT**  
**315 EAST DUNKLIN STREET**

ESTABLISHED IN 1838

# TABLE OF CONTENTS

<b>Index.</b> .....	<b>1-2</b>
<b>District Information.</b> .....	<b>3</b>
Board of Education .....	3
<b>Employment.</b> .....	<b>3-6</b>
Notice of Nondiscrimination. ....	3
Recruitment and Hiring Procedures.....	4
Employment Equality .....	4
Professional Staff Hiring. ....	4
Support Staff Hiring. ....	4
Miscellaneous Hiring.....	4
Professional Staff Extra Duty .....	5
Employment after Retirement.....	5
Part-time and Substitute.....	5
Verification and Employment.....	5
Criminal Record and Child Abuse Registry Check .....	5
Reassignment and Reduction of Work Force. ....	5
Staff Development .....	6
Evaluation of Staff.....	6
Personnel Records. ....	6
Notification of Members of the Public and Potential Employers.....	6
<b>Compensation and Benefits.</b> .....	<b>6-12</b>
Payroll Periods.....	6
Staff Salary Schedules. ....	6
Initial Placement on Instructional Staff Salary Schedule. ....	7
Stipends. ....	7
Administrative Staff.....	7
Payroll Deductions.....	7
Direct Deposit.....	8
Underpayment/Overpayment Status.....	8
Time Recording and Overtime Rules. ....	8
Expense Reimbursement. ....	8
Public Schools Retirement.....	8
Early Notification of Resignation/Retirement .....	8
Staff Fringe Benefits.....	9
Workers' Compensation. ....	10
<b>Employee Conduct and Welfare.</b> .....	<b>11-19</b>
Length of Teaching Day .....	11
School Calendar.....	11
Staff Conduct .....	11
Confidentiality .....	12
Prohibition Against Illegal Discrimination and Harassment .....	12-14
Reporting and Investigating Child Abuse/Neglect .....	14
Staff-Student Relations.....	15
Technology Use.....	16
Professional Dress Code .....	17

Substitute Teachers ..... 17

Tobacco-Free District. .... 17

Drug-Free Workplace. .... 18

Employee Alcohol and Drug Testing..... 18

Communicable Diseases ..... 18

Staff Health and Safety ..... 19

**Attendance, Leaves and Absences. .... 19-21**

**Complaints and Grievances ..... 21-23**

Complaints and Grievances. .... 22

Prohibition Against Illegal Discrimination and Harassment ..... 22

**Safety ..... 24**

Emergencies..... 24

Disaster Plans and Emergency Warnings ..... 24

**General Procedures. .... 24**

Student Discipline..... 24

Reporting to Law Enforcement..... 24

Student Complaints and Grievances ..... 25

Computer Software Licensing/Copying and Copyright Information ..... 25

**Termination of Employment..... 25**

Resignations..... 25

Early Notification of Resignation/Retirement ..... 25

Dismissal and Suspension ..... 25

**Notification ..... 26**

*The intent of this handbook is to provide information to all JC Schools employees. This handbook will help with questions and pave the way for a successful school year. Not all district policies and procedures are included, and those that are included have been summarized.*

*This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to, and it does not, alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. The policies stated in this handbook are reviewed and revised as needed by the Office of Human Resources. They can change at any time and will be incorporated in the handbook on a continuing basis (when they become effective as approved by the JC Schools Board of Education). These changes shall supersede any handbook provisions that are not compatible with the change. Although it is expected that this handbook will align with the district policies, to the extent any discrepancy is identified, the district policies are prevailing. To the extent this handbook varies from any other District handbook created by a specific school, department, or other school district entity, this handbook and district policies are prevailing.*

*If you have any questions, please feel free to contact the Office of Human Resources. Corrections or suggested clarifications are welcome and should be submitted in writing to the Office of Human Resources. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the Office of Human Resources. District policies can be accessed online at [www.jcschools.us](http://www.jcschools.us)*

### Board of Education

The Board of Education usually meets on the second Thursday of each month at 6:00 p.m. Meetings are open to the public. Missouri law permits the Board to enter into closed session for certain purposes, including in part, discussion of personnel matters, student discipline, litigation and other matters as authorized by Chapter 610, RSMo.

The Board of Education is charged with governing and overseeing the management of the district's schools and has overall responsibility for curriculum, taxation, budgets, employment, facilities and many other services. The Board is elected by the citizens of the district to represent the community's interest in providing a strong education program for the district's children. Board members are elected at large and serve without compensation, must be registered voters and must reside in the district.

The [Board of Education](#) information can be found on the JC Schools website.

## **EMPLOYMENT**

### **Notice of Nondiscrimination**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the district are hereby notified that the district does not discriminate on the basis of race, color, religion, gender, sexual orientation or perceived sexual orientation, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, in admission or access to, or treatment or employment in, its programs and activities.

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

The school district has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator listed below will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office for Civil Rights, Region VII, Bolling Federal Building, 601 East 12<sup>th</sup> Street, Kansas City, MO 64106, telephone (816) 426-7277.

### **Compliance Coordinator for Laws Listed in this Notice:**

Human Resources Director  
Jefferson City School District  
315 E Dunklin Street  
Jefferson City, MO 65101  
573-659-3013

## **Recruitment and Hiring Procedures**

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

## **Employment Equality**

The district is an equal opportunity employer. The District employs, assigns and promotes according to individual qualifications and assures equality of opportunity regarding race, color, gender, religion, national origin, age, disability, genetic information, status as a covered veteran, or other protected classifications. The district hires only citizens of the United States and persons who are legally authorized to work in the United States. The district's hiring procedures comply with all federal and state laws, including laws prohibiting discrimination. The district is enrolled and actively participates in a federal work authorization program in accordance with law.

## **Professional Staff Hiring (GCD)**

Because an effective educational program requires quality staff members, the Board and the administration of the district make every effort to attract and retain the most highly qualified personnel. All teachers and administrators must have valid certification to teach in Missouri schools, in effect for the entire duration of their contracts.

Efforts are made to recruit the best-qualified candidate for each position. New or vacant positions are posted in the district's buildings, on the district's website and publicized externally by other means as determined appropriate for a period of five business (5) days. However, if it would be detrimental to wait five (5) business days, the position may be advertised for as many days as is appropriate. If the same or similar position was recently advertised, the district may utilize applications previously received without re-advertising the position. A position is not considered vacant if an existing employee is assigned to the position.

## **Support Staff Hiring (GDC)**

To provide a positive educational environment for students, the district strives to employ quality staff members in every position. Efforts are made to recruit the best-qualified candidate for each position. New or vacant positions are posted for at least five (5) business days in the district's buildings, on the district's website and publicized externally by other means as determined appropriate by the superintendent or designee. However, if it would be detrimental to wait five (5) business days, the position will be advertised for as many days as is appropriate. Further, if the same or similar position was recently advertised, the district may utilize applications previously received without re-advertising the position. Vacancies for the following school year are made known by posting vacancy lists in the office of each school building. A position is not considered vacant if the Board, superintendent or designee assigns an existing employee to the position.

## **Miscellaneous Hiring**

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

All requests for information concerning vacancies in the district should be directed to the Human Resources Office. Persons interested in positions in the district must complete a formal application and provide all necessary information requested. All candidates are considered on the basis of qualifications, training, experience and ability to fulfill the requirements of the position.

The district does not accept applications for employment from Board members. Board members who wish to apply for employment in the district must first resign from the Board.

### **Professional Staff Extra Duty ([GBAA](#))**

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

Teachers regularly assigned to duties which require extra time or responsibilities over and above basic contractual obligations receive extra compensation in accordance with an extra duty allowance salary schedule. These duties are not considered subject to the provisions of the Teacher Tenure Act. Most stipends are paid on an annual or seasonal basis, and certain assignments may be paid at an hourly rate.

### **Employment after Retirement**

Individuals receiving retirement benefits from the Missouri [PSRS](#) or [PEERS](#) systems may be employed in certain positions or on a part time basis with the district. Termination of employment means the retiree has ceased employment and is not under contract for employment with any PSRS or PEERS covered entity until after at least one month (30 days) has lapsed since the effective retirement date. A retiree is subject to working after retirement limits and the limits that apply will vary based upon the position in which the retiree works. For additional information, please contact the Payroll Manager in the Business Office.

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

The district regularly employs part-time employees. Substitutes are approved and employed through Penmac Education Staffing. Part-time employees and substitutes are required to meet the same qualifications as full-time staff, must be appropriately certified or licensed when necessary, and are subject to the same policies, procedures, and other rules as full-time employees. Part-time and substitute employees must satisfactorily complete the same background checks and screenings required of full-time employees.

### **Verification and Employment**

All employment certifications are completed by the Human Resources Office using E-Verify. All new employees are required to complete an I-9 form along with supporting documents on or prior to the first day of work.

### **Criminal Record and Child Abuse Registry Check ([GBEBC](#))**

Final candidates for positions with the district must submit to a criminal record check and the Division of Family Services' Child Abuse/Neglect screening and the results must be deemed satisfactory by the school district before hiring is complete. In addition, as a condition of employment, employees are required to submit to such checks on a regular basis, as required by law, and are required to submit an annual criminal review form to the district.

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

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

Transfer of staff members between buildings and positions can provide opportunities for professional advancement, growth, increase effectiveness and stimulate positive change and innovation. Staff members should feel free to request transfers within the district. Staff members may also need to be reassigned to meet the needs of the district. The most common of these needs occurs when enrollment patterns change and staff must be shifted between buildings.

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

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

Professional development is a high priority of the Board for its employees. The Board is committed to providing systematic professional development for educators. Training and development opportunities for non-instructional employees are also essential to the efficient and effective operation of the schools. Non-instructional employees are encouraged to grow in job skills and to participate in training that will improve those skills.

### **Evaluation of Staff ([GCN](#) and [GDN](#))**

Evaluation of an employee's job performance is a continual process that focuses on growth and improvement, and is based upon an employee's assigned job duties and other job-related criteria. To assure high quality professional and support staff performance and to advance the instructional programs of the district, the Board requires a program of comprehensive, performance-based evaluations for each staff member it employs. The evaluation is ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability.

### **Personnel Records ([GBL](#) and [GBLB](#))**

The Board of Education strives to maintain complete and current personnel files for all district employees. The file of an individual employee is considered confidential and a closed record, to the extent allowed by the law, and is only available to authorized administrative personnel and to the employee. See the Notification to Potential Employers section for additional information.

### **Notification to Potential Employers and the General Public ([GBLB](#))**

Notwithstanding the foregoing, the district is required to disclose certain information to members of the general public and potential employers in response to inquiries. Members of the public are entitled to be informed of the names, positions, salaries and lengths of service of employees. In addition, potential employers may also be allowed to receive the following information in response to a reference check: a description of the employee's job duties while employed; district-sponsored committees, activities or duties while employed; honors and awards received; documented, factual information on work performance; whether the employee resigned, was non renewed or terminated; a "yes" or "no" answer to the question as to whether the district would re-employ the employee; and allegations of sexual misconduct with a student. If the inquiry is submitted by a public school and is related to the potential hiring of an employee or former employee of the district, the district must disclose information when an employee or former employee has resigned, been terminated or non-renewed due to allegations of sexual misconduct and/or when an allegation of abuse or neglect has been substantiated.

## **COMPENSATION AND BENEFITS**

### **Payroll Periods**

Staff is paid on or about the 25<sup>th</sup> of each month. Direct deposit of paychecks into employees' bank accounts is required for all employees. Paper paychecks and pay stubs are not issued by the district. Payroll information is available on the district's employee portal. Payroll dates may be found on the Human Resources website ([HERE](#)).

**Staff Salary Schedules, Including Placement on those Schedules (Professional Staff see [GCBA](#))** The Board recognizes that an adequate salary schedule is necessary to secure teachers who are personally competent and professionally well prepared, to encourage the professional growth of teachers, and to retain the most competent teachers. Thus, the Board provides a salary for those beginning in the system which is at or above the minimum salary established by state statute and strives to remain competitive with salaries offered in the region. Annual increments are added for each school year of successful experience up to the limits provided by the schedule.

**Initial Placement on Instructional Staff Salary Schedule**

Previous experience for new hires is recognized on a year for year match through Step 15 for certified staff **and through Step 10 for newly hired classified support staff**. Partial year experience , substitute experience, and student teaching is not counted in the total for step movement.

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

**Stipends**

Employees who perform certain extracurricular or supplemental duties may be paid a stipend according to the district’s stipend schedule, which can be found on the [Human Resources](#) page of the JC Schools website.

**Administrative Staff**

The Board annually determines the salary ranges for administrative staff, with the Superintendent approving specific salary amounts.

**Payroll Deductions ([DLC](#), [GDBA](#) and [GCBC](#))**

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

In addition, employees may elect deductions for the employee’s share of premiums for health, dental, vision, short term disability and life insurance, flexible fringe benefit programs and tax deferred savings plan. Employees may also request payroll deductions for payment of membership dues to professional organizations. For other payroll deduction possibilities, please contact the Payroll/Benefits office at 659-3030 or 659-3014 Salary deductions are automatically made for unauthorized or unpaid leave. Employees may view their deductions on the employee portal.

**Professional Membership Dues**

Membership dues to professional organizations ([MNEA](#), [AFT](#) and [MSTA](#)) will be deducted as authorized by employees.

### 403b Annuity Program

The 403b amount set up by the employee with the 403b company will be deducted from each paycheck. (The 403b amount is deducted from the gross earnings before Federal and State taxes are figured, causing a reduction in taxes paid during the period.) A change to an existing 403b can be made every month.. A list of approved funds is available in the Benefits Office.

### **Direct Deposit**

All employees are required to utilize direct deposit. Forms are available electronically in the employee paperwork system (TalentEd RECORDS) and in the Human Resources Office. Please do not close any affected accounts without first discussing the matter with the Business Office as this could result in a delay in compensation.

### **Underpayment/Overpayment Status**

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

### **Time Recording and Overtime Rules**

Professional and administrative employees are exempt from overtime pay and are employed on a contractual basis, according to work schedules set by the district. School calendars are adopted each year designating the work schedule for all employees and listing holidays.

Non-certificated and support staff employees are typically employed at-will and are notified of the required duty days, holidays and hours of work for their position on an annual basis. These employees are not exempt from overtime and are not authorized to work in excess of their assigned schedules without prior approval from their supervisor. However, in some circumstances, these employees may qualify for exempt status based upon the job duties actually performed.

Employees in FLSA non-exempt positions must record all hours worked each day using the electronic time and attendance system. Overtime and compensatory time are based on hours above 40 actually worked during a work week. Meal periods and breaks of twenty (20) minutes or longer do not count as hours worked unless employees are required to perform work duties during that time. Time records are used for record keeping purposes required by law pursuant to Section 778-415. Supervisors should review and approve time records. Trips, gate keepers, scorekeepers, etc. are considered "occasional and sporadic employment" if seasonal, performed in a different capacity than regular employment and if performed on a voluntary basis.

### **Expense Reimbursement**

The district attempts to reimburse employees and officials for reasonable travel and related expenses incurred in connection with district business. Employees may not suffer, nor gain financially, as a result of such travel or expense. Please contact the district's Business office at 659-3022 with any questions regarding expense reimbursement.

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

All professional staff members are required by law to become members of the Public School Retirement System ([PSRS](#)) of Missouri.

All support staff are required by law to become members of the Public Education Retirement System ([PEERS](#)) of Missouri.

### **Early Notification of Resignation or Retirement**

#### **Professional Staff Members [GCPB](#)**

In order for the district to recruit, employ and appropriately train replacement employees, the district will pay professional staff members, with six (6) or more years of service in a certificated position, a monetary incentive of \$750 to notify the district in writing no later than December 1 of their intent to resign or retire at the conclusion of the current school year. Such resignation must be voluntary and cannot be in lieu of disciplinary action. Payment will be remitted to the employee at the conclusion of employment.

### **Support Staff Members [GDPB](#)**

In order for the district to recruit, employ and appropriately train replacement employees, the district will pay support staff members with six or more years of service in a support staff position a monetary incentive of \$750 to notify the district in writing of their intent to resign at least 60 days prior to the effective date. Such notice must be provided during the support staff employee's respective working calendar. For employees working less than 12 months notice provided at the conclusion of the school year or during summer break will not qualify for the incentive. Such resignation must be voluntary and cannot be in lieu of disciplinary action. Payment will be remitted to the employee at the conclusion of employment.

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

The Board recognizes that fringe benefits are an integral part of the total compensation plan for employees. The Board of Education provides fringe benefits to all professional staff members who work 20 hours or more per week by offering participation in a group insurance plan. Any plan for insurance is submitted to competitive bidding at least every three (3) years and includes a provision allowing persons who retire, or who have retired, to become members of the plan if they are eligible to receive benefits under the Public School Retirement System of Missouri ([PSRS](#)) within one year of retirement and by paying premiums at the same rate as other members of the group, pursuant to the limitations set forth in § 169.590, RSMo. In addition, the Board maintains a premium-only cafeteria plan, as permitted under federal law, accessible by employees of the school district.

The school district provides, as fringe benefits, certain allowable absences from duty as set forth in policies [GCBDA](#) and [GCBDB](#). Such benefits apply equally to all full-time employees of the district, except that the professional leave benefit applies only to certificated employees, nurses, and secretaries, and the educational leave benefit applies only to certificated employees. Employees serving the district on less than a full-time basis are eligible for these leave benefits on a prorated basis.

### **Insurance**

The District makes health, dental, vision, supplemental and life insurance benefits available to eligible employees.

### **Health Savings Account**

In cooperation with Central Bank Company, the district offers eligible employees the option of creating a tax exempt health savings account designed to help save money for health care expenses.

### **Flexible Benefits Plan**

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

### **COBRA**

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

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

### ***TO QUALIFY FOR COBRA COVERAGE***

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

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

### **Workers' Compensation (GBEA)**

All district employees are covered by workers' compensation insurance and are eligible for compensation if injured, killed or are exposed to and contract any occupational disease arising out of and in the course of employment are eligible for compensation in accordance with district policy and the Missouri Workers' Compensation Law.

Any incident resulting in injury must be reported to the immediate supervisor and the building nurse, who will report the claim and notify the Benefits Office. Following treatment, proper forms must be completed and submitted.

Upon receiving a report of injury or illness, the Benefits Office will promptly forward a copy of the report to the district's worker's compensation insurance carrier and will keep the carrier informed of the employee's status. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

### Liability Insurance

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

### Unemployment Compensation Insurance

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

### Termination of Benefits

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

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

**If you have questions or need additional information regarding any of the benefits and services available to employees, please contact the Benefits Office at (573) 659-3014.**

## EMPLOYEE CONDUCT AND WELFARE

### **Length of Teaching Day**

The standard teaching day is defined as that period of time a teacher is required to be in an educational activity as a participation in the standard teaching assignment. Each teacher shall be available in the classroom before the beginning of the school and at the close of school for a reasonable amount of time as determined by the superintendent and administrative staff. In general, most buildings require 30 minutes before the start of their day, and 20 minutes after student release, unless the teacher obtains special permission, on occasion, from their principal. A teacher will have mandatory attendance at faculty meetings per the discretion of their administrator. A teacher shall not leave the school premises during school hours unless proper arrangements have been made and consent of an administrator has been obtained.

### **School Calendar**

A school calendar is available to all staff members after approval by the Board. The calendar includes staff orientation, school attendance days, legal holidays and professional development days. When school is dismissed for professional development activities, it is expected that all teachers will attend professional development activities.

### **Staff Conduct (GBCB)**

The Board expects that each professional and support staff member will put forth every effort to promote a quality instructional program in the district. In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, policy, district procedures and the employee's supervisor.
9. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules, including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
13. Refrain from using profanity in the school setting.
14. Dress professionally and in a manner that will not interfere with the educational environment.
15. School employees, other than commissioned law enforcement officers, will not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. Any strip search must be authorized by and supervised by a building administrator.
16. School employees will not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
17. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.

18. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
19. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

### **Confidentiality (JO)**

Employees of the Jefferson City School District have the duty and responsibility to safeguard the confidentiality of student information. The Family Educational Rights and Privacy Act (“FERPA”) protects the privacy of student education records and personally identifiable student information and prohibits the release of information without the written consent of the parent/guardian, with certain exceptions. Board Policy [JO](#) and its accompanying administrative procedure requires confidentiality consistent with state and federal law and imposes additional restrictions with respect to the disclosure of confidential student information.

Within the course of scope of employment, employees may have access to information concerning students and/or their families. Access to this information is restricted to the student, the parent/guardian of the student, and other persons authorized by state and federal law. Employees are not permitted to release any personally identifiable student information to any person who is not authorized to receive such information. All questions regarding the release or sharing of student information must be referred to the immediate supervisor.

The following guidance is intended to assist employees in complying with the confidentiality requirements of federal, state and local laws, policies and regulations, but is not an all-inclusive list.

1. Do not disclose confidential student information to other employees who do not have a legitimate educational interest or a need to know. Employees can only access information that is needed in order for the employees to fulfill their professional duties.
2. Do not disclose confidential student information to student teachers, volunteers or consultants who do not have a legitimate educational interest or a need to know in order to fulfill their assigned professional duties.
3. Do not disclose confidential student information to persons who are not school district employees, this includes parents, volunteers, mentors and other students.
4. Do not discuss information about students in a public place (workroom, hallway, outside the office, in the grocery store, etc.).
5. Do take steps to ensure that student information is safeguarded and shared only when, where and with whom necessary to ensure that students receive the services and supports needed.

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

The JC Schools Board is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law and this policy, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, gender, sexual orientation or perceived sexual orientation, national origin, ancestry, disability, age, genetic information, status as a covered veteran, or any other characteristic protected by law. The district is an equal opportunity employer.

The Board also prohibits:

- 1) Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a. Make complaints of prohibited discrimination or harassment.
  - b. Report prohibited discrimination or harassment.
  - c. Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.

- 2) Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
- 3) Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

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

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

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

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

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

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

**Human Resources Director**

Jefferson City School District

315 E. Dunklin

Jefferson City, MO 65101

Phone: 573-632-1938

Fax: 573-659-3807

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

**Assistant to the Superintendent, Elementary Education** (if an elementary matter)

Jefferson City School District

315 E. Dunklin

Jefferson City, MO 65101

Phone: 573-659-3145

Fax: 573-632-3807

**Assistant to the Superintendent, Secondary Education** (if a secondary matter)

Jefferson City School District  
315 E. Dunklin  
Jefferson City, MO 65101  
Phone: 573-659-3683  
Fax: 573-632-3807

**Assistant Superintendent of Special Services**

Jefferson City School District  
315 E. Dunklin  
Jefferson City, MO 65101  
Phone: 573-659-3006  
Fax: 573-632-3807

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

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

**Reporting and Investigating Child Abuse/Neglect ([JHG](#) and [GBLB](#))**  
**(Child Abuse and Neglect Hotline 1-800-392-3738)**

The district and its employees take action to protect students and other children from harm including, but not limited to, abuse and neglect, and respond immediately when discovering evidence of harm to a child. Employees must cooperate fully with investigations of child abuse and neglect. The district prohibits discrimination, negative job action or retaliation against any district employee who in good faith reports alleged child abuse or neglect, including alleged misconduct by another district employee.

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the **mandatory reporting** of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, must immediately make a report via the Child Abuse and Neglect Hotline to the Children's Division (CD) as required by law. The employee must also immediately notify the school principal or designee immediately upon making a report. An employee may consult with the school principal or designee for assistance with reporting.

In accordance with law, if a student reports alleged sexual misconduct on the part of a school district employee to an employee of this district, the employee who receives the report and the superintendent shall immediately report the allegation to the CD as set forth in law, regardless of whether the employee or superintendent has reasonable cause to suspect abuse. The CD will investigate all allegations of sexual misconduct involving district employees. The district may investigate the allegations for the purpose of making employment decisions.

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

The relationship between staff members and students should be one of cooperation, understanding and mutual respect. All employees have the responsibility to provide an atmosphere conducive to learning, which should be accomplished through effective individual and group discipline. All students and staff will treat each other with respect.

Differences and problems that arise between a staff member and a student are typically best worked out by conferences between these two persons or between the employee and the parent of the student. However, employees and students should immediately report a violation or perceived violation of the district's nondiscrimination and anti-harassment policy ([AC](#)), regardless of whether a conference has been held.

### 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. Using status as an employee to adversely influence a student of the district.
2. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
3. 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 shortly after graduation or shortly after a student has left the district.
4. Making sexual advances toward a student or engaging in a sexual relationship with a student.
5. 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.
6. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

### Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication. The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day apply to electronic communications, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

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

Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.

A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The staff member will provide notification to the parents/guardians of students participating in

classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor. Staff members are required to provide their supervisors with all education-related communications with district students upon request.

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

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

### Reporting

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

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reports made in good faith.

### **Technology Use ([EHB](#), [EHB- AP1](#), [EHBC](#) and [EHBA](#))**

The Jefferson City School District's technology exists for the purpose of enhancing educational opportunities and achievement. Technology assists with the professional enrichment of staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district periodically conducts a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students. The district strives to facilitate access to technology and to create a safe environment in which to use technology.

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

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

search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

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

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

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

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

### **Professional Dress Code**

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

### **Substitute Teachers**

A substitute should readily be able to find lesson plans, and teachers should indicate necessary books and materials. Written instructions should include a daily schedule, a seating chart, supervisory responsibilities, location of teacher materials and supplies, emergency procedures and names of children who work with specialists or are excused from activities for medical reasons. Substitute services are coordinated through Penmac. When a substitute is needed, requests are made through *Frontline* (Penmac online management system). When issues arise with *Frontline*, Penmac can be reached at (573) 641-8490.

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

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking, using tobacco products or nicotine products such as e-cigarettes in all district facilities, on district transportation, and on all district grounds at all times. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children.

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

Student and employee safety is of the highest priority to the Board. The Board commits itself to an ongoing good-faith effort to maintain a drug-free workplace for employees. The Board will not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances, unauthorized prescription medication or alcoholic beverages 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 where students are under the supervision of the school district; or during any period of time when an employee is supervising students on behalf of the district or is otherwise engaged in district business.

When it becomes evident that an employee has consumed alcohol or controlled substances, whether off school property before or during a district activity, the employee will not be allowed on school property and will not be allowed to participate in the activity. The employee will be subject to the same disciplinary measures as for possession or consumption on school property or during the school day.

Employees may be tested for alcohol and controlled substances when the district has reasonable suspicion that the employee has violated district policy. All testing will be completed according to district policy, procedures and law. Employees who violate district policy will be subject to disciplinary action, which may include in part, suspension, termination and referral for criminal prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

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

### **Employee Alcohol and Drug Testing (GBEBB)**

No employee may manufacture, use, possess, sell, distribute or be under the influence of alcohol or drugs in violation of the district's Drug-Free Workplace policy. All employees may be tested for alcohol and drugs if the district has reasonable suspicion that the employee has consumed alcohol or drugs in violation of district policy. In addition to any disciplinary action that may be appropriate, the district will provide employees a list containing the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs when employees have a positive drug or alcohol test, refuse to take a test or otherwise request information about substance abuse treatment.

In addition to the drug testing provisions applicable to all employees, the district, which employs operators of commercial motor vehicles ("drivers"), must implement a drug and alcohol testing program that fulfills federal requirements. The district will use laboratories certified by the U.S. Department of Health and Human Services to conduct drug specimen analysis. This comprehensive program includes conducting pre-employment drug testing and reasonable suspicion, random and post-accident testing for use of alcohol or drugs by drivers; notifying drivers of the requirements and consequences of the program; maintaining appropriate records; and complying with Missouri Department of Revenue's reporting requirements. As required by law, no driver shall report for duty within four (4) hours of using alcohol. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident alcohol test, whichever comes first. Records of drug and alcohol tests and other related records shall be made available to a subsequent employer only as expressly requested in writing by the employee.

### **Communicable Diseases (EBB)**

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

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

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

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

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

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

The health and safety of all district personnel is of vital importance to the district. The Board seeks to provide safe working conditions for all employees and gives prompt consideration to those conditions that may present a threat to the health and safety of employees. The district responds to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act (ADA). The district will only make medical inquiries, require physical exams or keep medical information on an employee in accordance with law.

#### **ATTENDANCE LEAVES AND ABSENCES ([GCBDA](#) and [GDBDA](#))**

The Board promotes excellent attendance. Absences have a serious impact on the educational mission of the district, cause inconvenience to co-workers and result in increased costs. It is each employee's responsibility to maintain an acceptable attendance record. In order to attract and retain highly qualified faculty and staff, the Board has provided for temporary absences, long term leaves of absence and other absences as provided by law in order for employees to grow professionally, maintain their health, and feel secure in their positions with the district.

#### **Staff Short-Term Leaves and Absences ([GCBDA](#) and [GDBDA](#))**

Various types of leave are available for employees who must be absent from work for a short period of time. The following leaves are provided to full-time employees. Part-time employees receive these leaves on a pro rata basis:

##### Sick Leave

Employees under nine-month contract are allowed 12 days of sick leave during each contract year. For those whose are on a 10 month contract, 13 days of sick leave are given. Twelve (12) month employees accrue one day of sick leave for each full month of employment, not to exceed the maximum authorized by district policy. During the first year of employment, twelve month employees who take approved sick leave in excess of accrued totals must take such leave without compensation. Should the employees successfully complete the first full year of employment with unused and accrued sick days, such days will be credited to the employees for the uncompensated leave previously taken.

### Personal Leave

Employees may choose to use two days of their annual sick leave allotment as personal leave. A set number of personal days will be allowed to roll over as personal days. Employees with 1–15 years of experience could bank up to four days of personal leave at any one time. Those with 16+ years of experience may accrue up to six personal days at any one time. All remaining personal leave not taken after the allotted number is banked will roll over into sick leave.

### Vacation

Administrators and other personnel employed on a 12-month basis receive two weeks of vacation per year (in addition to the five inclement weather days referenced below).

### Inclement Weather

The district will remain open during most periods of inclement weather and 12-month employees are expected to work during these periods. However, where extraordinary circumstances warrant, the district reserves the right to close. Regardless of whether the district is open or closed, it is each employee's decision as to whether to show up for work during such weather. If an employee elects not to work on a given day, the district requests the courtesy of a phone call to the appropriate supervisor. The cancellation or late start of the school day does not constitute closure of the district.

Twelve-month employees receive an additional five (5) vacation days that must be used for absences resulting from periods of inclement weather during which the district remains open. If additional days remain after utilization for inclement weather, employees may use these additional days for personal absences.

When it becomes necessary to open late or to release early, radio and television stations will be notified by school officials, and employees will be notified through the district's automated calling system.

### Bereavement Leave

A maximum of five (5) days of bereavement leave per death will be granted in the event of a death of the employee's spouse, child and/or someone living in the household. These days will not accumulate. Any additional days used will come from sick leave or personal leave.

Additionally, a maximum of two (2) days of bereavement leave per death will be granted for parents, children, spouses, grandparents or siblings.

### Professional Leave

Teachers may be excused for professional experiences when permission for such absence has been previously granted by a building or central office administrator. These absences may not exceed three days in any one school year and are not charged against sick leave time, nor are they payroll-deductible. In addition, nurses and secretaries may be granted professional leave upon the approval of their immediate supervisor. Professional leave must be arranged well in advance and is not considered district leave.

### Military Leave

The Board grants military leave as required by law. Employees shall provide the district an official order verifying that they are required to report to duty.

### Election Leave

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

### Leave to Vote

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

### Jury Duty Leave

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

### Leave for Court Subpoena

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

### Crime Victim Leave

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

### Firefighter Leave

Employees will be allowed to use district, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. Employees will not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees must make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.

### Family and Medical Leave (GBBDA)

Leave that qualifies for Family Medical Leave Act (FMLA) protection will be administered in accordance with federal law.

### Pregnancy, Childbirth and Adoption Leave

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

## **COMPLAINTS AND GRIEVANCES**

### **Ensuring a Positive Learning and Working Environment**

Jefferson City School District strives to maintain a positive working and learning environment for all students and staff. Over the course of a school year we recognize that there will undoubtedly be situations of concern/complaints to students, parents, staff and the public. Such concerns/complaints are best resolved by addressing them at the level where the concerns originate through communication with appropriate staff members.

### **Students, Parents and Public**

If a student and/or parent have a concern/complaint with an issue related to a specific class, program or staff member, they should schedule a time to meet with those individuals in order to communicate respectfully and professionally the specific concerns.

If after that meeting the student and/or parent are not satisfied with the action taken or answers provided, they should schedule a time to meet with the building administrator who is responsible for the immediate supervision of that class, program or staff member. Again, concerns/complaints should be communicated both respectfully and professionally. If after meeting with the building administrator the concerns/complaints have not been resolved the student and/or parent may address the question to the appropriate chain of supervision at the District's Central Office.

If after meeting with the appropriate Central Office administration and the Superintendent, and if the student and/or parent are still dissatisfied with the decision, they may request that the Board of Education consider the issue by submitting a written request to the superintendent or secretary of the Board detailing the specific concern and requested action. Pursuant to Board Policy [KL](#), the Board will address the matter in an appropriate and timely manner.

### **Staff**

JC Schools Board Policies [GBM-1](#) and [GBM-2](#) reiterate the most desirable way to resolve concerns and conflicts is through free and informal communication at the level of the concern.

If an employee has a concern or complaint with another employee s/he should address the concern or complaint in a respectful and professional manner with that individual whenever possible. If the employee would like an administrator to be present to assist with efforts to resolve the concern, s/he needs to provide a request to the administrator responsible for the direct supervision of the individual or subject matter in question.

If the employee's concern is with an administrator, that employee may ask the supervisor of the administrator to be present to assist with resolving the issue.

According to the above referenced policies, if an employee believes that s/he has a grievance, s/he shall, within 10 days following knowledge of the act or condition that is the basis for the grievance, discuss the issues involved with the appropriate individuals before initiating a grievance.

This procedure, as well as the JC Schools Board Policies governing this process, should be viewed as a positive and constructive effort to establish the facts upon which concerns or grievances are based and to accurately implement JC Schools Board policies. Discrimination and retaliation against any employee filing a grievance are strictly prohibited by JC Schools Board policy. In addition, JC Schools Board policy directs all district employees to cooperate in the grievance process. Allegations of illegal discrimination or harassment will be resolved in accordance with policy [AC](#).

Ensuring a positive learning and working environment is the responsibility of each individual. Open and frequent communication and adherence to established policies are also the responsibility of each employee. JC Schools Board policies [CF](#) (School Building Administration) and [GBCB](#) (Staff Conduct) outline several of the responsibilities and codes of conduct for both building administration and district staff. In order for our schools and JC Schools to be successful in providing a quality education to all students we must all be committed to both respectful and professional communication and interaction with students, parents, community and each other.

### **Complaints and Grievances ([GBM1](#) and [GBM2](#))**

The Board subscribes to an orderly, well-defined grievance procedure for the resolution of problems derived from application of published Board policies and district regulations. Grievances will be handled expeditiously in accordance with the procedures approved by the Board. 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.

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

The Jefferson City School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law and district policy, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, gender, sexual orientation or perceived sexual orientation, national origin, ancestry, disability, age, genetic information, status as a covered veteran, or any other characteristic protected by law.

The Board also prohibits:

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

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

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

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation. Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation may still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

The following individual serves as the district's compliance officer:

**Human Resources Director**

Jefferson City School District

315 E. Dunklin

Jefferson City, MO 65101

Phone: 573-632-1938

Fax: 573-659-3807

## **SAFETY (EB and GBE)**

The Board recognizes the need for a planned safety program to ensure a safe and welcoming environment for the students attending and for the professional and support staff employed by the district. The maintenance of healthful and safe conditions throughout the school district is a responsibility shared by the Board, superintendent and all professional and support staff. Every attempt is made to meet safety and health standards established by state and federal laws and regulations. The cooperation of school, home and community in providing a safe and healthful environment is encouraged by the Board.

Safe practices are a scheduled part of instruction in the classroom, laboratories and school shops. Proper supervision of students and other citizens using the school facilities is required. Hazardous conditions indicated by inspectors will be reported to the Board and corrected. Each building administrator develops and implements a safety program, reports hazardous conditions to the superintendent and holds employees and students responsible for the observance of all safety rules and procedures.

### **Emergencies**

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado and other emergency drills are conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located through all buildings. Employees should know the location of the extinguishers nearest their work place and know how to use them.

### **Disaster Plans and Emergency Warnings**

At the opening of the school year, the principal will review the school's disaster plans with staff members. Disaster drills, which may include earthquake, building evacuation, bus evacuation, tornado alerts and hazardous materials responses are scheduled at intervals to ensure a high standard of safety preparedness. Each school develops its own plans and each room should have directions posted.

## **GENERAL PROCEDURES**

### **Student Discipline (JG, JG-R, JGA, JGB, JGD, JGE and JGF)**

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The district's comprehensive written code of conduct can be found in the policies above.

### **Reporting to Law Enforcement**

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

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.

11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

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

### **Student Complaints and Grievances ([AC](#))**

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative. Complaints regarding alleged discrimination or harassment shall be processed in accordance with Board of Education policy [AC](#).

### **Computer Software Licensing/ Copying and Copyright Information**

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

## **TERMINATION OF EMPLOYMENT**

### **Resignations ([GCPB](#) and [GDPD](#))**

Tenured teachers must notify the district of their intent to resign or retire on or before June 1 of the current school year. Resignations submitted after that deadline, or by probationary teachers or administrative employees after their contracts have been signed and returned, must be approved by the Board. Each resignation request will be considered on an individual basis.

Generally, teachers and administrative employees will not be released from a contract unless a suitable replacement is available. However appropriate consideration is given to situations involving serious illness, transfer of spouse and military service. In most cases, such resignations become effective at the end of the school year in which they are submitted.

Any support staff member who wishes to resign must submit a written letter of resignation to his/her immediate supervisor and complete a Notice of Separation in TalentEd Records. The letter should specify when the resignation is to become effective and should be submitted at least two (2) weeks prior to the effective date. A resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The resignation need not be approved by the Board.

### **Early Notice of Retirement or Resignation ([GCPB](#) and [GDPB](#))**

In order for the district to recruit, employ and appropriately train replacement employees, the district will pay professional staff members, with six (6) or more years of service in a certificated position, a monetary incentive of \$750 to notify the district in writing no later than December 1 of the current school year of their intent to resign or retire at the conclusion of the current school year. Such resignation must be voluntary and cannot be in lieu of disciplinary action. Payment will be remitted to the employee at the conclusion of employment.

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

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

## **NOTIFICATION**

IN THE EVENT OF A DISCREPANCY BETWEEN THE CONTENTS OF THIS HANDBOOK AND BOARD POLICY, BOARD POLICY PREVAILS.

EMPLOYEES MUST REVIEW AND BE FAMILIAR WITH THE POLICIES AND PROCEDURES REFERENCED HEREIN. SHOULD YOU HAVE QUESTIONS OR NEED ADDITIONAL INFORMATION ABOUT ANY OF THE SUBJECTS REFERENCED IN THIS HANDBOOK, PLEASE CONTACT THE HUMAN RESOURCES OFFICE AT 632-1938.

## **EMPLOYEE HANDBOOK RECEIPT**

Employees annually receive an employee handbook and acknowledge and affirm compliance therewith. Both the handbook and acknowledgement are provided and retained in an electronic format.

IN THE EVENT OF A DISCREPANCY BETWEEN THE CONTENTS OF THIS HANDBOOK AND BOARD POLICY, BOARD POLICY TAKES PRECEDENCE.