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2025-2026

CLASSIFIED STAFF HANDBOOK

Our Mission

Student-Focused
Strongly Connected
Success-Driven

Our Vision

Our Willard family is growing
student leaders to become
life-ready graduates



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GREETINGS FROM THE SUPERINTENDENT

Dear Willard School District Staff Members,

I am honored to welcome you to another great school year! As the Superintendent of the Willard School District, I am excited to work alongside each and every one of you to provide the best education possible for our 4,200 students.

This year marks Year 3 of our Strategic Plan, and we are building strong momentum. We're also proud to be rolling out our new Portrait of a Tiger, which represents the skills, character, and competencies we want every Willard graduate to possess. This work will help guide us as we continue preparing students to be life-ready.

Thanks to the support of our community, the recently passed bond issue is allowing us to move forward on several important projects across the district. These improvements will benefit students and staff for years to come and reflect the trust our community places in us.

At Willard, our mission is to grow life-ready graduates. We believe that every student has the potential to achieve excellence, and it is our responsibility to provide them with the resources and support they need to succeed.

As a member of our staff, you play a critical role in fulfilling this mission. Whether you are a teacher, administrator, support staff member, or otherwise, your dedication and hard work are vital to the success of our students. Together, we can help our students develop the knowledge, skills, and character they need to be successful in life.

Included below is our new employee handbook, which contains important information about our policies, procedures, and expectations. Please take the time to read through this handbook carefully and refer to it as needed. If you have any questions, please do not hesitate to reach out to your supervisor or administrator.

Thank you for your commitment to our students and for all that you do to support their growth and success. Together, we will continue to build on the excellence that has always been associated with Willard Public Schools.

Thank you,

Eric Wilken, Ed.D.

Willard R-II Superintendent

One Team One Willard

HANDBOOK INTRODUCTION

The Employee Handbook provides a reference for new and experienced Willard Schools employees when questions arise relating to the terms and conditions of employment. Not all Board policies and procedures are included in this handbook.

This handbook is neither a contract nor a substitute for the official Board Policy Manual. It is not intended to alter the at-will status of employees in any way. It is simply a guide to help answer any questions you may have. Willard School District Board policies and procedures can change at any time.

For more detailed information, employees may refer to the District’s Policy Manual that is posted on the Willard School District website at www.willardschools.net.

DISTRICT INFORMATION

MISSION STATEMENT

“Student Focused, Strongly Connected, Success Driven ”

VISION

“Our Willard Family is growing student leaders to become life-ready graduates.”

STRATEGIC PLAN

The District has a Board-approved Strategic Plan guided by the mission and vision statements, and based on the District's fundamental beliefs about teaching and learning. This plan serves as the District's foundation for allocating resources, developing policies and procedures, and selecting and implementing instructional programs designed to improve student learning.

The Strategic Plan was developed during the 2022-2023 school year through the combined efforts of Board of Education members, staff, administrators, students, parents/guardians, and community members and is ongoing. Goals, strategies, and action steps are provided in sufficient detail to direct the improvement efforts of the District for at least a five-year period. The Strategic Plan is evaluated and updated as necessary.

A copy of the District's Strategic Plan is available on the [District website](#).

BELIEFS

We believe positive, personal relationships among students, teachers, and parents are vital.

We believe in developing passionate lifelong learners.

We believe every learner deserves a safe climate and culture that fosters learning in engaging and relevant ways.

We believe that transparent allocation of resources and collaborative decision making reflects that our children are our top priority.

We believe systems should be in place for all students to be supported academically, socially, mentally, physically, and emotionally.

SCHOOL DISTRICT GOALS AND OBJECTIVES

The Board of Education is charged on behalf of the patrons of the District with the responsibility of determining the goals for the Willard School District. In discharging this responsibility, the Board has addressed three focus areas: Success-Ready Students, Strategic Leadership, and Skilled Workforce . It is the commitment of the Board of Education to develop policies, rules, and regulations to implement the goals within each area.

Furthermore, it is the commitment of the Board to review annually, and restate as necessary, the goals and objectives applicable to District operations, as well as those for each administrative and/or instructional level.

GOAL 1 Success-Ready Students: We are committed to preparing all students to be college and/or career-ready, with an emphasis on each student reaching His or her full potential.

GOAL 2 Strategic Leadership: We are committed to being ethical leaders and responsible stewards of district resources.

GOAL 3 Skilled Workforce: We are committed to fostering a safe, caring, and inclusive culture where all feel valued and supported, creating a model environment in which to work, promote student success, and sustain practices to retain, Recruit and reward highly qualified personnel.

BOARD OF EDUCATION

Missouri law grants the Board of Education the power to govern and oversee the management of the District's schools. The Board is the policy-making body with the District and has the overall responsibility for curriculum, school taxes, annual budget, employment of the Superintendent and other professional staff, facilities, and expansions. The Board has complete and final control over school matters within limits established by state and federal law and regulations. The Board of Education is elected by the citizens of the District to represent the community's commitment to a strong educational 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 usually meets the third Thursday of each month with closed sessions starting at 6:00 p.m. The open session starts at 7:00 p.m. at the District Office unless specified in advance. All open session meetings are open to the public. In certain circumstances, Missouri law permits the Board to go into a closed session.

[Willard School Board Policies](#)

SCHOOL BOARD MEMBERS

President

David Menditto

Vice President

Sutton Berry

Member

Wes Burrell

Member

Jason Dixon

Member

Amanda Gooch

Member

Amanda Kastler

Member

Matthew Young

DISTRICT OFFICE ADMINISTRATION

Superintendent	Dr. Eric Wilken
Assistant Superintendent of Operations	Cathy Shoup
Assistant Superintendent of Academics	Dr. Josh Ladd
Chief Financial Officer	Chasity Daniels
Executive Director of Teaching & Learning	Dr. Shannon Cuff

SCHOOL BUILDING ADMINISTRATION

The Board of Education affirms the rights and responsibilities of the building Principals and Directors for the administration of their various programs and buildings within the broad scope of the adopted Board policies, rules, and procedures.

Acting with the approval of the Superintendent, each Principal or Director will be the Chief Administrator of his or her school or department, and shall be responsible for and have authority over the actions of students, professional, and support staff, visitors, and persons hired to perform special tasks. Staff members who work in more than one school will be responsible to the Principal or Director of the school during their time in that building.

The Principal or Director is charged with the supervision and direction of the staff and the students assigned to the building, as well as with the care of the school facility and its equipment. The Principal or Director will ensure that the Board policies, rules, and procedures, as well as the directives of the Superintendent and the guidelines for the instructional program are observed. Within the framework of Board policies and the general rules and procedures established by the Superintendent, the Principal or Director may implement and enforce additional procedures as deemed advisable for efficient operation of the school.

SUPPORT SERVICES GOALS

The Board recognizes that support services are essential to the successful operation of the Willard School District. However, support services shall be established, operated and evaluated under the qualification that the primary function of the school district is the education of its youth.

In order to provide services that are supportive of the district's educational programs, the Board establishes the following support services goals.

- Provide a physical environment for teaching and learning that is safe, healthful and pleasant for the students, staff and public.
- Establish a thorough, effective and economical maintenance program including preventative maintenance that will ensure a useful life of school property, vehicles, buildings and equipment.
- Provide safe transportation for eligible students to and from school.
- Provide nutritious and tasty meals to students.
- Establish efficient and businesslike procedures for the management of offices, buildings and grounds and the various support services programs developed to meet the needs of the educational programs.

PERSONNEL POLICIES AND GOALS

The Board recognizes that the personnel employed by the district constitute the most important resource for effectively conducting a quality educational program. Important contributions to a successful educational program are made by both professional and support staff employees. The district's program will function best when it employs highly qualified personnel, conducts appropriate staff development activities and establishes policies and working conditions which enable each staff member to make the fullest contribution to the district's programs and services. It shall be the policy of the Board to select the most qualified teaching personnel, secretarial staff, custodians, and other support staff employees available in light of service to be rendered and limitations of salary schedule.

The goals of the District's personnel program shall include the following:

- Recruit, select, and employ the best qualified personnel to staff the school district.
- Provide staff compensation and benefit programs sufficient to attract and retain qualified employees.
- Provide an in-service training program for employees to improve their performance and the overall rate of retention and promotion of staff.
- Conduct an employee appraisal program that will contribute to the continuous improvement of staff performance.
- Assign personnel to ensure they are utilized as effectively as possible.
- Develop the quality of human relationships necessary to obtain maximum staff performance and personal satisfaction.

The Superintendent of schools shall formulate the duties of principals, supervisors, teachers, secretaries, custodians, food service employees, and other employees for the approval of the Board. See Board Policy [GCA](#).

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

The Willard School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination on the basis of race, color, religion, sex, national origin, age or military status should contact the Assistant Superintendent. Employees with questions or concerns about discrimination on the basis of a disability should contact the Assistant Superintendent.

JOB VACANCY ANNOUNCEMENTS

It is the responsibility of the Superintendent, with the assistance of the administrative staff, to determine the staff personnel needs of the school district and the individual schools. Building Principals and Department Directors locate suitable candidates to recommend to the Board for employment.

The District's hiring procedures comply with all federal and state hiring practices. All candidates will be

considered on the basis of qualifications, training, experience, and ability to fulfill the requirements of the position.

To the extent possible, announcements of job vacancies by position and location are viewable on the Willard District Website. See Board policy [GCD-1](#) for further information.

IN-DISTRICT TRANSFERS

Transfers will be granted only to the extent that the transfer serves the needs of the district. The Request for transfer form can be found on Frontline Central under 'Forms I Can Start'.

CRIMINAL HISTORY RECORD CHECK

The District may obtain the criminal history for each applicant for employment who, in the opinion of the District, is a serious candidate and may be offered a position. The District will obtain criminal history record information that relates to all persons employed by the District.

PROBATION/TENURE

Once the Willard Board of Education approves the employment of an individual, then they will be placed on a three month probation period. Informal and formal evaluations may be completed during this time period to introduce and initiate job responsibilities, appraise the employee's skills and abilities, and to establish work ethics.

ALCOHOL AND DRUGS

Willard Public Schools is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs during working hours may be dismissed. The District's policy on drug abuse and drug-free schools follows:

Employees shall not lawfully manufacture, distribute, dispense, possess, use or be under the influence of any of the following substances during working hours while at school-related activities during or outside of usual working hours:

- Any controlled substance or dangerous drugs defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or behavior-altering drugs.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or other chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

EXCEPTION

An employee who used a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

VIOLATIONS

Violation of any policies, regulations, and guidelines may result in disciplinary action including termination of the employee.

REPORTING OF DRUG OFFENSE

All employees must notify their Direct Supervisor or Superintendent if they are convicted of, or if they plead guilty to, or no contest to, and receive deferred adjudication for any drug related offense. Such a report must be made no later than five calendar days after such conviction or plea is entered. Failure to report such conviction or plea will be grounds for termination.

SEARCHES, ALCOHOL AND DRUG TESTING

It is the intent of the Board of Education and Administration of the Willard School District that employees comply with all federal and state laws pertaining to a drug-free workplace and a drug free school environment. Accordingly, the Board has prepared and adopted policies that define the expectations and obligations of employees in a drug-free workplace and environment. The policy specifically bans the use, possession, consumption or sale of illegal drugs, alcohol and other substances that create a risk to employees and students. Likewise, legal drugs are banned when their use in the workplace could result in danger or difficulty on the job. Employees must comply with these policies as a condition of employment. Employees of the District must recognize their responsibilities as role models for students; therefore, employees who violate these policies will be subject to disciplinary action, which may include suspension, termination and/or referral for prosecution.

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the District reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such as investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee's personal items, work areas, lockers and private vehicles parked on District premises or worksites or used in District business.

REASONABLE SUSPICION DRUG TESTING

The District reserves the right to require testing of any employee for alcohol and/or drug intoxication or use while on any District premises, facility, or worksites, or while conducting District business or attending any school-related function or activity, on or off school property. Failure to submit to such testing will be considered as testing positive and will result in appropriate action.

PROFESSIONAL DEVELOPMENT

The Board of Education of the Willard R-II School District recognizes the relationship between high-quality professional development and student achievement and therefore commits to a high-quality professional staff development program. The program will be aligned with the current Strategic Plan and should be essential to the efficient and economical operations of the school. See Board Policy [GCL](#).

PERFORMANCE EVALUATION

Evaluation of an employee's job performance is a continual process that focuses on continuous improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. TalentEd is one tool the district currently utilizes to conduct staff evaluations. Evaluation documents are housed within this platform. See policy [GDN](#).

EMPLOYEE CONDUCT AND WELFARE

REPORTING SUSPECTED CHILD ABUSE

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a Facility). Reports to Child Protective Services can be made to a local office or to the Missouri Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the building principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concerns to the principal before making a report to the appropriate agencies. Reporting the concerns to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

STAFF HEALTH AND SAFETY

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

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

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

ILLNESS AND INJURY RESPONSE AND PREVENTION

District personnel will provide appropriate first aid and emergency treatment, and contact Emergency Medical Services (EMS) when appropriate, for any individual who is injured or becomes ill while on district property, on district transportation or at a district activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the individual unless otherwise required by law. Procedures for handling emergencies will be established and distributed in each school building.

INCIDENT REPORTS

Employees must report all injuries to their building nurse and building administration. Staff who witness any injury or observe the onset of a serious illness on district property, on district transportation, or at a district activity will prepare a written incident report on the incident form available in each building. A copy of the incident report form will be filed with the appropriate designee as soon after witnessing the event as possible. If the nature of the injury or illness is such that the employee cannot immediately

submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. 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. Upon receiving a report of an injury or illness, the Supervisor will immediately forward the report to the Superintendent or designee.

FIRST AID GUIDELINES

EMERGENCY FORMS

It is imperative that employees provide the District with current information on emergency information forms. Staff forms will be completed at the beginning of each school year and maintained in accordance with Board policy and law.

GENERAL DIRECTIVES FOR ILLNESS AND INJURY

Any individual who is taken ill or injured while on district property should report to the nurse's or school principal's office. Any individual injured on district property, on district transportation or at a district activity will be given emergency first aid care by the nurse or designee if available. Emergency first aid treatment may be rendered by other district personnel if the nurse or designee is not available. Disposition of minor illness or injury of staff members will be left to the discretion of the individual staff member.

VISITORS IN THE BUILDING

All visitors are expected to enter any District facility through the main entrance and sign in or report to the Building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge. Regular visits by family and friends during working hours are not appropriate.

FIREARMS AND OTHER WEAPONS

No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the District, except for authorized law enforcement officials. Adults and students may possess weapons on school property for the limited purpose of facilitating or participating in a school-sanctioned firearm-related event, as long as the weapons are not concealed and the weapons are not carried onto school transportation or onto the premises of any other school or school-sponsored activity. School officials are prohibited from authorizing any person to bring weapons on school property or to school activities, including concealed weapons, beyond the exceptions stated in this policy.

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

STAFF CONDUCT

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program,

employees must meet certain expectations that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
9. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules, including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
13. Refrain from using profanity.
14. Dress professionally and in a manner that will not interfere with the educational environment.
15. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination.
16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
18. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
19. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
20. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

See School Board Policy [GBCB](#)

STAFF ETHICS

EMPLOYMENT STANDARDS

An effective education program requires the service of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, all employees of the Willard School District are expected to maintain high personal and professional standards that include the following:

- Place the welfare of the children first.
- Maintain just and courteous professional relationships with pupils, staff members, and others.
- Represent the school system in a positive way on all occasions and work to gain recognition of the contributions of the school system to the community.
- Work to build friendly and intelligent cooperation between the community and the school system.
- Protect and properly use school properties, equipment, and materials.
- Transact all official business with properly designated authorities of the school system.
- Maintain efficiency and knowledge of developments in their field of work.
- In the performance of professional duties:
 - Recognize and respect the basic dignities of all individuals with whom you interact.
 - Accurately represent your professional qualifications.
 - Present all subject matter in a fair and accurate manner.
 - Extend to students the opportunity for individual action in pursuit of learning.
 - Ensure students have access to varying points of view unless just cause exists to act otherwise.
 - Keep secured information in confidence unless disclosure serves professional purpose or is required by law.
- Encourage and support merit-based appointments and promotions.
- Direct constructive criticism of other staff members, dependents, or school policies or procedures only to the appropriate school administrators and solely for the purpose of school improvement.
- Avoid using school contacts and privileges to promote partisan politics, sectarian religious views or self-serving interest of any kind.
- Take care not to imply any endorsement from the District by your individual actions.
- Promptly notify appropriate administration staff at the earliest possible time of any intent to terminate employment or resign so that the most qualified replacement can be found.

STAFF RELATIONS

The Willard School District desires to avoid misunderstandings, potential conflicts of interest, perceptions of favoritism, claims of sexual or general harassment, work disruption and a negative or unprofessional work environment that can result from romantic relationships among co-workers.

Accordingly administrators, directors, managers, and supervisors are strongly discouraged from becoming romantically involved with any other district employees. Such disclosures will not necessarily disqualify an employee from employment, but will help the district to provide accountability and coaching so that appropriate boundaries are maintained and behaviors are avoided that in the sole opinion of the district would be inappropriate or become potentially disruptive.

Failure to abide by these guidelines, disclose romantic relationships, or maintain boundaries and behaviors as instructed may, at the sole discretion of the district, result in disciplinary actions that could

include reduction in pay, demotion, job reassignment, or termination.

It is not the district's intention to overly restrict or dictate any employee's personal life, but rather, to provide all employees with a work environment that is safe, professional, productive, and effective in accomplishing the district's mission. Friendships and social contacts between employees are not a matter of concern as long as they are consistent with the above guidelines. Employees should understand that courts and other co-workers are holding organizations to high standards to insure a fair, safe, and conflict free workplace. Willard is committed to those high standards for all staff.

Employees may address any questions on these guidelines to your Building Principal or Superintendent.

USE OF CELL PHONES

Employees may use personal cell phones on a limited basis and school issued phones for business as needed. School issued phones should be carefully maintained and used only to enhance communication. Respectful consideration must be used when using a phone causing a disruption of students in class. Cell phones are not to be used while operating school equipment or driving a vehicle.

USE OF SCHOOL VEHICLES

School vehicles are for school use only. Employees must maintain a current driver's license and a good driving record. Employees are not authorized to allow other persons to ride in the vehicle without authorization from their supervisor. Mileage and gas logs must be maintained at all times.

TOBACCO USE - SMOKE FREE DISTRICT

The Willard School District is a smoke free district in and/or on all School District property. All persons are expected to refrain from the use of tobacco in any form while in and/or on school property. This includes all school and non-school events held on school property.

WORK DRESS AND APPEARANCE

It is the responsibility of all employees to project a professional and positive image. Every employee is expected to present a neat, well-groomed appearance during working hours. Apparel which distracts from the learning climate or is offensive is prohibited.

All Employees are expected to wear their staff name badges on their person while on any Willard campus

COMPUTER USE AND DATA MANAGEMENT

The Willard School District's technology exists for the purpose of maximizing the educational opportunities and achievement of District students. Technology assists with the professional enrichment of the staff and Board, and it increases engagement of students' families and other patrons of the District, all of which positively impact student achievement. The purpose of this policy is to facilitate access to District technology and to create a safe environment in which to use that technology.

DEFINITIONS

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and resources used to access, process, store or

communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephone equipment, audio-visual equipment, internet, electronic mail, electronic communication devices and services, multimedia resources, hardware, and software.

User – Any person who is permitted by the District to utilize any portion of the District’s technology resources including, but not limited to, students, employees, School Board members, and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the District’s technology resources or to any program including, but not limited to, email and Internet access.

Password – A unique word, phrase, or combination of alphabetic, numeric, and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

AUTHORIZED USERS

The District’s technology resources may be used by authorized students, employees, School Board members, and other persons such as consultants, legal counsel, and independent contractors. All users must agree to follow the District’s policies and procedures. Unless authorized by the Superintendent or designee, all users must have a signed *User Agreement* on file with the district before they are allowed access to District technology resources.

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.

USER PRIVACY

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 email 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 email 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, or searched by district administrators or designees at any time in the regular course of business to protect users and district equipment. Any such search, access, or interception will be reasonable in inception and scope and shall comply with all applicable laws.

TECHNOLOGY ADMINISTRATION

The Board directs the Superintendent or designee to create procedures governing technology usage and to assign trained personnel to maintain the District’s technology in a manner that will protect the District from liability and will protect confidential student and employee information retained on or accessible through District technology resources.

Administrators of computer resources may suspend access to and/or availability of the District's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All District technology resources are considered District property. The District may maintain or improve technology resources at any time. 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 new programs or information, install new equipment, upgrade any system, or enter any system to correct problems at any time.

CONTENT FILTERING AND MONITORING

The District will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filtering/Blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evasion or disabling, or attempting to evade or disable a filtering/blocking device installed by the District is prohibited.

The Superintendent or designee may disable the District's filtering/blocking device to enable a non-student user access for bona fide research, or for other lawful purposes. In making decisions to disable the District's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

CLOSED FORUM

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 web page will provide information about the school district, but will not be used as an open forum.

All expressive activities involving District technology resources that students, parents/guardians, and members of the public might reasonably perceive to bear the imprimatur of the District and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing, and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the District's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

RECORDS RETENTION

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on District technology resources that complies with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State. In the case of pending or threatened litigation, the District's attorney will issue a litigation hold directive to the Superintendent or designee.

The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal, or destruction of relevant documents until the hold has been lifted by the District's attorney. Email and computer accounts of separated employees that have been placed on a

litigation hold will be maintained by the District's Information Technologies Department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary action, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

VIOLATIONS OF TECHNOLOGY USAGE POLICIES AND PROCEDURES

Use of technology resources in a disruptive, manifestly inappropriate, or illegal manner impairs the District's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the District's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the District's technology resources.

Employees may be disciplined or terminated for violating the District's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

DAMAGES

All damages incurred by the district due to a user's intentional or negligent misuse of the District's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

ATTENDANCE LEAVES AND ABSENCES

REQUESTING A SUBSTITUTE

Staff absences should be entered into [Timeclock](#), the District's absence and online time tracking system. Employees should also inform the building administrator/supervisor and follow the procedure established at the building/department level.

CANCELLATION OF SUBSTITUTE

Timeliness is important so the operations of the school day can run smoothly and effectively. Supervisors will establish the appropriate time schedules. The employee's total attendance/absence record will be periodically reviewed and the totality of that record will be considered as it relates to job performance obligations. The totality of an employee's attendance/absence record could be deemed appropriate cause for disciplinary action, including termination of employment.

Personal and professional days will not be permitted the first week and the last week of school, or the day immediately preceding and following any holiday or student vacation days except for death of a friend or relative not covered under other policy. Extenuating circumstances will be considered by the administration.

Salary deductions will be made for all absences except where the policy expressly provides leave "with

pay.” Salary deduction for unauthorized or unpaid absences for support staff personnel shall be based upon the hourly salary rate of individual employees. See Board Policy [GDBDA](#) for further information regarding sick, personal, and other leave.

LEAVE ACCRUAL AND PRORATION

All leave is awarded to employees up front at the beginning of the year. Employees who begin employment after the start of the school year or terminate employment before the end of the school year will have their leave prorated accordingly.

Any leave days used but not earned will be calculated and deducted from the employee’s final paycheck. If the final paycheck does not fully cover the amount owed, the remaining balance must be repaid to the district within 30 days.

SICK LEAVE

Professional staff employees working 6 or more hours /day will be awarded sick leave in accordance with the number of days they are contracted. Unused sick leave will be cumulative to unlimited sick leave days. An absence of over one (1) through four (4) hours shall be counted as a half-day of sick leave.

See Board Policy [GDBDA](#).

BEREAVEMENT LEAVE

Bereavement Leave - When a death occurs in an employee’s immediate family, the employee may take up to three days off with pay to attend the funeral or make funeral arrangements. The district may require verification of the need for the leave. The Board defines "immediate family" to include: the employee's spouse; the following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, great-grandparents, grandchildren, siblings, children of siblings, and any other family member residing with the employee; any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver; other relative(s) with permission granted by the Superintendent or designee. Pending supervisor approval, personal leave, sick leave, vacation leave or comp time may be used for extended bereavement leave beyond the 3 allowable working days. In the event of the death of a family friend, the employee shall notify his/her supervisor and shall be granted the amount of time necessary, not to exceed one working day. Personal days will be used for time off. Unless otherwise provided, the following leaves will be provided to full-time professional employees.

See Board Policy [GDBDA](#) for further information regarding Bereavement Leave.

SICK BANK BENEFIT

Employees who have been with the Willard School District for 5 or more years, employed at least 20 hours per week, and have at least 40 sick days as of the end of the last school year may take advantage of the sick bank payout. A maximum of 5 days will be allowed annually, and the deadline for request is October 15th. A check will be issued with November payroll. By submitting a request, employees will not be eligible to buy back redeemed days for future use. In the event of a lengthy illness, employees may be docked for missed days over the amount of available sick days. The Sick Bank Redemption form can be found on Frontline Central under ‘Forms I Can Start’.

FAMILY MEDICAL LEAVE ACT

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one (1) year and for at least 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

See [FMLA employee instructions](#) found on the District Website. Board policy [GDBDA](#).

For further information refer to [The Employee's guide to The Family and Medical Leave Act](#) found on the District Website or contact the district Benefits Coordinator.

COMPENSATION AND BENEFITS

SALARY SCHEDULES

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The District’s pay schedules are reviewed by the School Board and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. Any overtime compensation must be approved by the Assistant Superintendent of Operations or Superintendent. Other employees are generally classified as nonexempt and are paid based on hourly wages with overtime compensation for each overtime hour worked. Overtime must have prior approval from the employee’s Department Director and must be recorded in the timekeeping system.

All employees are expected to work their scheduled hours unless otherwise approved. Nonexempt employees must accurately report all time worked. Employees who are annualized will continue to be paid on an annualized schedule; however, any unpaid time due to unapproved absences or insufficient leave will be reflected in payroll adjustments.

OVERTIME COMPENSATION

Overtime is in accordance with Federal Wage and Hour Laws. Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee’s regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. Non-exempt employees must work more than 40 total hours in a week to earn overtime compensation.

For the purpose of calculating overtime a workweek begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday.

PAY PERIOD

All employees are paid on the 20th of each month. Paychecks will be direct deposited. If pay falls on a weekend, checks will be deposited on the preceding Friday. Pay statements are available through the employee portal. Payment will not be released to any person other than the District employee named on the check without the employee’s written authorization.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

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 adjustments to ensure the employee is paid correctly. Also, if the District finds that an employee is being overpaid; arrangements with the employee will be made to ensure repayment. It is the employee's obligation to verify the correctness of compensation and to notify the District office within 30 days of their first paycheck if his/her salary is incorrect.

PAYROLL DEDUCTIONS

Automatic payroll deductions for the Missouri Public Schools Retirement System (PSRS), as well as state and federal income taxes are required for all full-time employees. Medicare tax deductions are also required for all employees hired after March 31, 1986.

Other payroll deductions employees may elect, include deductions for the employee's share of premiums for health, dental, and life insurance, flexible benefit programs, and tax deferred savings plans. Employees may also request payroll deductions for payment of membership dues to professional organizations. For other payroll deduction possibilities, contact the payroll secretary at the District Office. Salary deductions are automatically made for unauthorized or unpaid leave.

TRAVEL EXPENSE REIMBURSEMENT

The district will pay for eligible travel expenses for district employees who travel outside the district for training, professional development, attendance at district-related meetings, or for other approved reasons related to their positions with the district. All persons traveling at the district's expense are expected to use good judgment, differentiate between expenditures for business and those for personal convenience, and avoid unnecessary fees and excessive charges. See [Staff Reimbursement Guidelines](#) on the district website for details.

AUTHORIZATION FOR TRAVEL

TRAVEL

District employees must obtain prior authorization from a supervisor for district-related travel before the employee is allowed to incur travel expenses. Travel costs that are charged to a federal grant or fund award must first be approved in writing by the superintendent or designee who oversees that particular federal program and, when required, the state or federal contact overseeing the federal funds at the Missouri Department of Elementary and Secondary Education (DESE).

DOCUMENTATION

Original itemized receipts are required for all travel reimbursements with the exception of mileage. Personal credit card receipts are not eligible for expense reimbursement unless the receipt is in an itemized form. The [Request for Payment form](#) is available on Frontline Central under 'Forms I Can Start' and must be completed within 60 days of the end of the travel. See School Board Policy [DLCA](#).

MEALS

Reimbursement is allowed for meal expenses, not to exceed Breakfast \$8.00, Lunch \$15.00, and Dinner \$25.00. Detailed itemized receipts are required for all meal reimbursements. Meals are reimbursable under the guidelines only when they are a part of a meeting or activity where District business is discussed and individuals from outside the District are present. The Request for Payment form can be found on Frontline Central and must be returned the 5th of each month to your direct supervisor for approval.

See [Staff Reimbursement Guidelines](#) for a detailed description.
[Out of District & In District Mileage and Travel Time Chart](#)
[Mileage Only Reimbursement Form](#)

REQUESTING BUS TRANSPORTATION

Requests for bus transportation for Field trips, Athletic Trips, and all Activity trips are made through the District's online bus request form [triptracker](#). *(Please see attached directions on triptracker)* Once the request is created it will be sent to the building administrator for approval before going to transportation. When considering requesting bus transportation, please consider the following items:

1. Please enter your trip request at the earliest possible convenience. A last minute trip request may not be fulfilled due to capacity, number of buses, lack of drivers, and absence of administrator approval.
2. Trips can not be "scheduled" until administrator approval has been granted. All requesters should monitor their requests frequently to be sure administrator approval has been obtained in a timely manner. If approval has not been obtained, a phone call, email, or personal contact may be necessary to ignite the process.
3. Administrator approval does not mean the trip has been scheduled. Again, it is important for you to monitor your request to determine if additional contact is necessary. If you have not received notification that your trip has been scheduled then you should not assume the trip is secured.
4. The maximum number of vehicles / day is set at 7. Any requester attempting to request a trip beyond 7 will be disallowed. An error message will appear that your request has exceeded the maximum number of vehicles for that day. If that occurs you will need to contact the transportation department directly to override the system. All requests beyond 7 will have to be entered by the transportation department. In many cases, more than 7 vehicles can be accommodated, however, it will be the transportation department's decision as to whether to allow the trip based on the factors mentioned in #1 above.

INSURANCE AND BENEFITS PLAN

HEALTH

Willard Public Schools offers medical coverage to all eligible employees contracted for at least 30 hours per week. Employees have 31 days from their date of hire or eligibility date to enroll, and coverage is effective the first day of the following month. A signed waiver is required for employees who choose to decline enrollment. After the initial date of hire, employees are unable to make changes to their plans unless they experience a life changing event and notify the Human Resources Benefits Office within 31

days of that event. Documentation is required except in the event of birth or death. A portion of the employee's monthly coverage will be paid by the School District each year. This amount will be determined on a yearly basis by Board vote and communicated to employees before “open” enrollment each year in May. Additional coverage is available for spouses and eligible dependent(s) for the employee to purchase.

**Life changing events include but are not limited to marriage, divorce, job loss, and birth of newborn. Application must be made within 31 days of date of event.*

LIFE INSURANCE

Willard Public Schools purchases a \$15,000 AD&D life insurance policy for all employees contracted for at least 30 hours per week. Enrollment is required when first eligible/hired to be effective the first of the month following date of hire/eligibility. Additional life insurance may be purchased for a spouse and dependents at time of initial enrollment. Employees are guaranteed Supplemental Life Insurance Policy not to exceed \$150,000, spouses are guaranteed up to \$30,000 and \$10,000 for children with employee enrollment. Coverage added or increased after the guarantee issue date, enrollment will be subject to underwriting requirements with the insurance company and may not be approved for enrollment.

SUPPLEMENTAL INSURANCE BENEFITS

Employees who work a minimum of 30 hours per week are eligible to enroll in our voluntary benefits such as dental, vision, life insurance, and health insurance.

CAFETERIA PLANS (SECTION 125)

Employees who work a minimum of 30 hours per week may participate in the Cafeteria Plan (Section 125) and under IRS regulations, must either accept or reject this benefit annually. This plan enables employees to pay certain insurance premiums on a pretax basis. Willard offers Flexible Spending Accounts (FSA's) for reimbursable medical and childcare expenses. This provides you with the ability to set aside money on a pre-tax basis for an IRS-allowed health or child care expense. A third-party administrator handles employee claims made on these accounts and employees should contact the Benefit's Office for more information.

EMPLOYEE WELLNESS PROGRAM

1. Create a **culture** that emphasizes our belief in the importance of wellbeing. This focus will create a positive, stable learning environment for all stakeholders.
2. Encourage employees to become advocates for their own **personal wellness** through individual goals, recognition of their achievements, and support in maintaining this lifestyle change.
3. Ensure we are **good stewards of healthcare services** to stem the increase in insurance premiums.

STAFF PROTECTION

WORKER'S COMPENSATION

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

REPORTING

An employee must report all injuries immediately to his or her immediate supervisor by completing the District's incident report form. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. 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. Upon receiving a report of an injury or illness, the supervisor will immediately forward the report to the Superintendent or designee. The Superintendent or designee will promptly forward a copy of the report to the District's Workers' compensation insurance carrier and will be responsible for keeping the carrier informed of the employee's status.

USE OF LEAVE

The District does not permit the use of paid leave for absences during the period when the employee receives workers compensation wage benefits. Because by law an employee will not receive workers' compensation wage benefits for the first three (3) days of absence if the total absence is less than 14 days, the district will apply available paid leave for those days. However, the employee will only receive compensation for those days once the District knows that the employee will not receive workers' compensation wage benefits for those days.

Employees who are absent due to an illness or injury compensable under workers' compensation and who are receiving such compensation will not lose seniority or any accumulated paid leave due to the absence. However, the employee will not continue to accumulate paid leave during the absence. Employees are required to use accumulated paid leave to receive medical treatment, evaluation, or to attend physical rehabilitation during work time. If paid leave has been exhausted and the employee must be absent during work time to receive medical treatment, evaluation, or to attend physical rehabilitation in conjunction with a work-related injury or illness, the employee may be granted unpaid leave.

MEDICAL PROVIDERS

The District may designate medical providers to be used in the administration of workers' compensation claims and treatment. A list of district-designated providers will be available to employees upon request. If a medical provider has been designated by the District and the employee chooses to use his or her own provider, the employee is responsible for all costs associated with the provision of those services.

LOSS OF BENEFITS

An injury caused by the failure of employees to use safety devices provided by the District or obey rules adopted by the District for the safety of employees will result in the reduction of benefits payable under this policy and pursuant to law. Violation of the District's Drug-Free Workplace policy or any other district policy, procedure or rule relating to the use of alcohol or non-prescribed controlled substances will result in a reduction or loss of benefits payable under this policy and pursuant to law if the injury was sustained in conjunction with the use of alcohol or non-prescribed controlled substances. The Board authorizes post-injury testing for non-prescribed controlled substances or alcohol in accordance with Board policy and law. Refusal to submit to the test will result in the loss of benefits. An employee is disqualified from receiving temporary total disability worker's compensation benefits during any period of time in which the employee receives unemployment benefits. Temporary, partial, or total disability

worker's compensation benefits are not payable if an employee is terminated from employment for misconduct post-injury.

DISMISSAL AND SUSPENSION

The Superintendent and Assistant Superintendents are invested with the authority to suspend any staff member for a violation of the policies, procedures, and regulations of the Board of Education, or for violation of state law. Action shall be taken when, in their judgment, the best interests of the school will be served by suspension.

Any employee who is charged with a criminal offense may be suspended from employment with the school district or removed from association with children until final decision on the charges is made by a court of competent jurisdiction, or the District has sufficient information from which the need for disciplinary action can be determined.

HARASSMENT ISSUES

See School Board Policy [AC](#)

Harassment of a coworker or student motivated by race, color, religion, national origin, disability, or age is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive education or work environment.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the building principal or supervisor. If the building principal or Supervisor is the subject of a complaint, the employee shall report the complaint to the Superintendent. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor.

Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or Supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The district will not retaliate against an employee who in good faith reports perceived harassment.

SEXUAL HARASSMENT/EMPLOYEE-TO-EMPLOYEE

Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or otherwise offensive work environment.

Employees who believe that they have been sexually harassed by another employee are encouraged to come forward with complaints. The District will promptly investigate all allegations of sexual harassment and will take prompt appropriate disciplinary action against an employee found to have engaged in conduct constituting sexual harassment of other employees.

SEXUAL HARASSMENT/EMPLOYEE-TO-STUDENT

Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, request for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between District employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversation for the purpose of personal sexual gratification.
- Inappropriate engagement of students at home or elsewhere through any form of communication which may include but is not limited to telephoning, texting, social media, etc.
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

In most instances, sexual abuse of a student by an employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the building principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse will also be reported to the appropriate authorities, as required by law.

GENERAL PROCEDURES

PURCHASING PROCEDURES

No purchase, charges, or commitments to buy goods or services for the District can be made without a District requisition form for proper authorization. No purchases, charges, or commitments to buy goods or services for the District can be made without a proper authorization. The District will not reimburse employees or assume responsibility for purchases made without authorization. Contact your immediate supervisor for additional information on purchasing.

EMERGENCIES

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

BAD WEATHER CLOSING

The District may close school because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. All staff will be notified utilizing the district school messenger system and other such forms of communication. School Closing Information may be accessed on the [Willard Web Page](#).

Willard Public Schools has instituted the practice of releasing one of the following statements to the media regarding inclement weather and school and /or office closing:

- **WILLARD PUBLIC SCHOOLS ARE CLOSED**

- District office, building administrators, directors, and building secretaries have the option of working from home or coming into the office. Communicate with your supervisor. If you do not work from home or come into the office, you must take a vacation or personal day.
- **Essential Workers** must report to work unless otherwise instructed by their director. Essential workers include custodians, grounds, and maintenance.

LATE START

The Late Start Schedule allows traffic and plows to clear roads a little longer, allows students that drive to do so in full daylight and after rush hour, and allows buses extra time to get on the roads and start their routes.

- Grades 7-12 begin at approximately 9:25AM (2 hours later than normal)
- Grades PreK-6 begin at approximately 10:40AM (2 hours later than normal)

Above times may vary by a few minutes building-to-building to accommodate bus schedules. **Please note the following important details regarding late start:**

1. **Breakfast Service:** We will not be serving breakfast on late start days. Please ensure that your child has had a nutritious breakfast prior to coming to school.
2. **Lunch Service:** Lunch will be provided as usual.
3. **TigerTALES:** There will be **no morning** TigerTALES on late start days. Afternoon TigerTALES will be provided on late start days. Regular TigerTALES programming will resume on days with normal start times.
4. **No Late Start on Mondays:** We will **not** implement late start on Mondays due to our early out schedules.
5. **School Transportation:**
 - a. **Bus Times:** Bus pick up times will be delayed by two hours from normal pick up times.
 - b. **Early Childhood Special Education (ECSE):** Morning ECSE classes will NOT meet on late start days. Afternoon ECSE will be in session with adjusted times for bus transportation. If your student utilizes afternoon ECSE bus transportation, you will be contacted with updated times.
 - c. **Pioneers:** Bus transportation for Pioneers **will not be** provided on late start days.

For many employee groups you'll report to work exactly two hours later than you typically do (teachers, paraprofessionals, etc.) Many of our classified staff that have specific winter weather duties (custodial, transportation, grounds, etc.), please refer to your director for guidance on what this means for your work schedule.

EMPLOYEE MEAL BALANCES

Employees are encouraged to pay for their meals online through LINQ Connect. While charging may need to occur occasionally, it is discouraged. Employees may not charge more than \$50 to their meal account. Should employees have a meal balance, they will receive a monthly reminder from the district office to pay that balance. If the balance persists, the employee's immediate supervisor will communicate directly with the employee to resolve the issue. In May, the regular meal balance will be sent. If there is a meal balance on the last day of school, a \$50 penalty will be incurred.

SEPARATION OF EMPLOYMENT

RETIREMENT

Classified staff members who qualify shall be a participant in the Public Education Employee Retirement System (PEERS) as allowed by law. A retired employee, as well as his or her dependents, surviving spouse and children, shall be allowed to remain or become members in non-insurance health benefit programs, self-funded plans, and insured plans by qualifying for the coverage in the manner prescribed by law under the provisions of such plan and paying the premiums of said plans.

Employees who plan to retire under PEERS should notify the District Benefit Office as soon as possible. Inquiries should be addressed to: Teacher (Non-Teacher) Retirement Systems of Missouri, P.O. Box 268, Jefferson City, Missouri 65102 or call 1(800)392-6548 or 1(573) 634-5290. You may also email memberservices@psrsmo.org

EMPLOYMENT AFTER TERMINATION OF EMPLOYMENT

Once a full-time employee has retired, resigned, or terminated employment with the District, they may not be re-employed for a period of at least 26 consecutive weeks unless special approval is granted by the Superintendent or his/her designee.

After this waiting period, individuals receiving retirement benefits from the Missouri PSRS or the Missouri PEERS system may be employed in certain positions or on a part-time basis. For those retiring on or after July 1, 2010, termination of employment means that members must end all employment with PSRS or PEERS covered employers, not be under contract for employment with any PSRS or PEERS covered employer, and not return to work for a PSRS or PEERS covered employer until at least one month has lapsed since their effective retirement date. Contact PSRS or PEERS for working after retirement rules and regulations. Refer to [PSRS/PEERS](#) for details regarding working after retirement.

RESIGNATIONS

Following the probationary period employment may be terminated during the fiscal year by the employer or employee. The employee may end this employment at any time by providing the employer with at least two week advance notice in writing. Failure to provide the required notice may, at the employer's discretion, lead to a forfeiture of any accrued leave or other benefits.

OVERPAYMENT

If at any time during or at the end of employment an employee is overpaid for any reason, the employee must reimburse the employer the amount overpaid, within 7 days of being notified of the overpayment. If

legal proceedings are necessary to collect any overpayment the employee will also be responsible for all collection costs, court costs and attorney fees related to the collection process.

ALLEGATIONS OF SEXUAL MISCONDUCT WITH A STUDENT

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

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

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

(Policy [GDPB-1](#))

UNEMPLOYMENT COMPENSATION INSURANCE

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the District Office.

NOTICE OF NONDISCRIMINATION

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

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

All persons with disabilities requiring accommodations to participate in district programs, activities or employment are encouraged to contact the Compliance Officer at the **District Office 417.742.2584.**

In the event that the Compliance Officer is unavailable or is the subject of a grievance that would otherwise be made to the Compliance Officer, reports should be directed to the acting Compliance Officer at the **District Office 417.742.2584**.

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

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550
Facsimile: (816) 268-0559
Email: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission
Robert A. Young Federal Building
1222 Spruce St., Rm. 8.100
St. Louis, MO 63103
Phone: 1.800-669-4000
Fax: (314) 539-7894

OR

Gateway Tower II
4th & State Ave., 9th Floor
Kansas City, KS 66101
1-800-669-4000 TTY: 1-800-669-6820

U.S. Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, NW
Disability Rights Section - NYAV
Washington, DC 20530
1-800-514-0301 TTY: 1-800-514-0383

Missouri Commission on Human Rights
3315 W. Truman Blvd., Rm 212
P.O. Box 1129
Jefferson City, MO 65102-1129
Phone: 573-751-3325
Toll-Free Complaint Hotline: 1-877-781-4236
mchr@labor.mo.gov

Title I of the Americans with Disabilities Act of 1990 prohibits employment discrimination against qualified individuals with disabilities by employers with 15 or more employees. The U.S. Equal Employment Opportunity Commission and the Office for Civil Rights are the agencies assigned to enforce Title I of the ADA.

Title II of the Americans with Disabilities Act of 1990 prohibits disability discrimination by public entities, including public colleges and universities whether or not they receive Federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title II of the ADA.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in any program or activity receiving Federal financial assistance and Title VII of the Civil Rights Act of 1964 prohibits discrimination. Programs and activities that receive Federal financial assistance from the United States Department of Education are covered by Title VI. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title VI.

Title VII of the Civil Rights Act of 1964 protects individuals against unlawful employment practices based on their race, color, sex and national origin. The Civil Rights Act of 1991 significantly extended plaintiffs' rights under Title VII. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing Title VII.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities and extends to employment and admission to institutions that receive Federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title IX.

Age Discrimination Act of 1975 protects people from discrimination based on age in programs or activities receiving Federal financial assistance. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing ADA of 1975.

Age Discrimination in Employment Act of 1967 protects individuals who are 40 years of age or older. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the ADEA.

Civil Rights Act of 1991 provides monetary damages in case of intentional employment discrimination. The U.S. Equal Opportunity Commission is the law enforcement agency charged with enforcing the CRA of 1991.

Equal Pay Act of 1963 protects men and women who perform substantially equal works in the same establishment from sex-based wage discrimination. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the EPA.

Section 504 of the Rehabilitation Act of 1973 protects people from discrimination in admission, employment, treatment or access based on disability in programs or activities receiving Federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title VI.

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

General Rule

The Willard School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, or any other characteristic protected by law is strictly prohibited in accordance with the law. The Willard School District is an equal opportunity employer. Students, employees, and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding, or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students, and visitors must immediately report to the district for investigation of any incident or behavior that could constitute illegal discrimination or harassment.

ADDITIONAL PROHIBITED BEHAVIOR

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment 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.

CONSEQUENCES

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors, or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The Superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior. In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

DEFINITIONS

Discrimination – Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule, or insult that is sufficiently severe or

pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

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

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

Grievance – A verbal or written report (also known as a complaint) of discrimination or harassment made to the Compliance Officer.

PUBLIC NOTICE

The Superintendent or designee will continuously publicize the District's policy prohibiting illegal discrimination and harassment and disseminate information on how to report discrimination and harassment. Notification of the District's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians, and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material, and the district's website will include a statement that the Willard School District does not discriminate in its programs, activities, facilities or with regard to employment. The District will provide information in alternative formats when necessary to accommodate persons with disabilities.

REPORTING

All persons must report incidents that might constitute illegal discrimination or harassment directly to the Compliance Officer or Acting Compliance Officer. All District employees will direct all persons seeking

to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the Compliance Officer any observations, rumors, or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the Compliance Officer or Acting Compliance Officer. If a person refuses or is unable to submit a written complaint, the Compliance Officer will summarize the verbal complaint in writing. A grievance is not needed for the District to take action upon finding a violation of law, District policy, or District expectations.

Students, employees, and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

INVESTIGATION

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The District Compliance Officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination or harassment, the District will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information. Whether a particular action or incident constitutes a violation of this 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.

BULLYING

GENERAL

In order to promote a safe learning environment for all students, the Willard Public School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

DEFINITIONS

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district

has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

DESIGNATED OFFICIALS

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district wide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

REPORTING BULLYING

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

INVESTIGATION

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals or designees of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

CONSEQUENCES

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

POLICY PUBLICATION

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

TRAINING AND EDUCATION

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year.

The principal of each school, in consultation with school counselors and other appropriate school employees will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student Peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

ADDITIONAL SCHOOL PROGRAMS AND RESOURCES

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

GRIEVANCE PROCESS

1. Level I – A grievance is filed with the District's Compliance Officer. The Compliance Officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the Compliance Officer receives the grievance. The Compliance Officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a

violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the Superintendent. If someone other than the Compliance Officer conducts the investigation, the Compliance Officer or Acting Compliance Officer will review and sign the report. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

2. Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the Compliance Officer’s decision to the Superintendent by notifying the Superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the Compliance Officer) to review the matter when appropriate.

Within ten (10) working days, the Superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the Superintendent conducts the appeal, the Superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the Compliance Officer or Acting Compliance Officer. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the Superintendent’s decision to the Board by notifying the Board Secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board’s decision and any actions taken are final. The Board secretary will give the Compliance Officer or Acting Compliance Officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

For further information on the grievance policy, see Board policy [GBM](#).

CONFIDENTIALITY AND RECORDS

To the extent permitted by law and in accordance with Board policy, the District will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal, or resolution of a grievance, or if necessary, to carry out disciplinary measures. The District will disclose information to the District’s attorney, law enforcement, the CD, and others when necessary to enforce this policy or when required by law. In implementing this policy, the District will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

AMERICANS WITH DISABILITIES ACT

Public Notice

The Willard Public Schools is an active participant in the Individuals with Disability Education Act – Part B (P.L. 94-142 which was reauthorized in 1991, through P.L. 101-476) which guarantees a free and appropriate public education to all children. All public schools are required to provide a free and appropriate public education to all students with disabilities including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, intellectual disability, behavior disorder/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorder, visually impaired, hearing impaired, physically/other health impaired multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Step Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Education and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Education Rights and Privacy Act (FERPA). You may contact your local District, if you wish to review the requirements provided in FERPA.

The public school has developed a local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and servicing all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurance that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the school district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address, birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

Pursuant to the requirements of state law 162.997 RSMo, the State Board of education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, “parent” is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the state. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Education and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district’s surrogate parent contact person – the person responsible for the district’s special education program.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

WILLARD R-II SCHOOL POLICIES

For a complete view of the Willard Public School Board of Education Policies go to www.willardschools.net by going to the webpage and clicking on the “Leadership” tab, then to “Board of Education” and “Board of Education policies.”

The Willard Public School Employee handbook may be accessed at www.willardschools.net.

If you wish to have a hard copy of the employee handbook, please print a copy or contact your supervisor if you do not have access to a printer.

The information in this Handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this Handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by changes. I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this Handbook. I understand that I have an obligation to inform my building principal or Central Office of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my building principal, if I have questions or concerns or need further explanation.

Note: In the event of a discrepancy between any information contained in our Employee Handbook and Board Policies, Board Policy will govern.