ELDON
SCHOOL DISTRICT
PERSONNEL HANDBOOK
2026-2027

ELDON SCHOOL DISTRICT
112 South Pine
Eldon, Missouri 65026
(573) 392-8000
Fax: (573) 392-8080

Dear Faculty and Staff:

I would like to take this opportunity to welcome you to the upcoming school year. I am looking forward to working with all of you in the coming years to create a positive learning environment for our students. What we do is important as we work together to meet the needs of the over 2000 students we serve.

The following pages contain information regarding a number of policies and procedures related your employment in the Eldon School District. Personnel policies are established to promote consistency for all staff. If you have questions regarding a policy or procedure, you may refer to the District Policy Manual in your building or discuss with your building principal. Also remember that you now have access to all policies on our district web-site.

Once again, welcome back to what promises to be an outstanding school year. I feel blessed to have the opportunity to work with the talented education professionals of the Eldon School District as we strive to make a positive difference in the lives of our kids. Have a great year!

Thanks,

Matt Davis
Superintendent

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DISTRICT INFORMATION

Vision **(Policy AD)**

Be one of the Top 50 Schools in the State.

Mission **(Policy AD)**

Meaningful Relationships- Rigorous Learning- Relevant Applications

Motto **(Policy AD)**

Together We Rise – Family, School, Community

Board of Education Meetings (Policy BDA)
The Board will hold its regular meeting on the Wednesday after the third Monday of each month at 6:30 p.m. in Room 106A of the Eldon Career Center unless otherwise specified in the publicized notice of the meeting.

Board of Education
Christi Miller – President
Larry Salsman- Vice President
Connie Davis
Jerry Kaibel
Jay Harms
Lindsay Ahart
Taylor Bailey
Sarah Rader – Treasurer (appointed)
Cheyanne Uptergrove – Secretary (appointed)

EMPLOYMENT

Notice of Nondiscrimination (Policy AC)

The district does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, disability, age, antisemitism, sexual orientation or perceived sexual orientation in its programs, activities or employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Compliance Coordinator for Eldon School District
Aaron Berendzen
Director of Special Services
101 South Pine Street
Eldon MO 65026
Phone: 573-392-8003
Fax: 573-392-8928

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

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

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

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

Employment Equality
The district is an equal opportunity employer. The district employs, assigns and promotes according to individual qualifications and assures equality of opportunity regardless of race, color, sex, religion, national origin, age or disability. The district hires only citizens of the United States and person who are legally authorized to work in the United States. The district's hiring procedures comply with all federal and state laws, including laws prohibit discrimination. The district is enrolled and actively participates in a federal work authorization program in accordance with law.

Professional Staff Hiring (Policy GCD)
Because an effective educational program requires quality staff members, The Board and administration of the district make every effort to attract and retain the most highly qualified personnel. All teachers and administrators must have valid certification to teach in Missouri Schools.

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

If an employee under contract with the district is not released from the contract and chooses to break the contract, the district is entitled to compensation for the costs of finding a suitable replacement, training expenses and other disruptions. Because the actual damages will be difficult, if not impossible, to

ascertain, the Board agrees that the following damage amounts are a reasonable estimation of the damages:

June 1- June 30	five percent of contract amount
July 1- end of contract	ten percent of contract amount

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

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

Extra duty assignments which make major demands on a teacher's time shall be compensated in accordance with an extra-duty allowance salary schedule established annually by the Board. Extra duties shall be defined as those duties and responsibilities in conjunction with but not a part of the regular teaching assignment, but considered as a part of the teaching act. These duties are not considered subject to the provisions of the Teacher Tenure Act. Faculty members to be appointed to extra-duty positions will be recommended by the superintendent and approved by the Board. Appointees will be issued a letter of appointment for the terms of their extra-duty employment stating the particular assignment and the compensation to be paid. Professional staff members will be paid stipends that are commensurate with the demands of their specific extra-duty assignments. Most stipends will be paid on an annual or seasonal basis, although certain assignments not related to the teaching act, performed at irregular or infrequent intervals, may be paid at an hourly rate.

Part-time and Substitute Employees (Policy GB-1)
The district regularly employees part-time and substitute employees. Part-time employees and substitutes are required to meet all background checks, screenings and test required of full-time district employees. Substitute teachers must obtain certification from the Missouri Department of Elementary and Secondary Education.

Verification and Employment
All employment certification are completed by the Central Office using e-verify. All new employees are required to complete an I-9 form along with supporting documents within 3 days of their first day of work.

Criminal Record and Child Abuse Registry Check (Policy GBEBC)
The Eldon R-I School District is committed to providing a safe environment for students to learn. As part of this effort, in accordance with this policy, the district will require criminal background checks of employees as well as certain volunteers and others working on school grounds.

Reassignment and Reduction of Work Force (Policies GC, GCPA and GDI)
All personnel are subject to assignment and reassignment as the needs of the district warrant. Reassignment is the transfer to another position, department or facility that does not necessitate a change in employment contracts. The Superintendent has final placement authority in reassignments. Although the Superintendent will take the employees expressed preference into consideration, the ultimate decision must be based on the district's needs.

The district will accept requests for transfer from employees, but will only honor those requests when it is in the best interest of the district and the educational program to do so.

The Board of Education may place as many teachers on unrequested leave of absence as may be necessary due to a decrease in student enrollment, school district reorganization or the financial condition of the school district. The Board of Education shall be the sole judge that one or more of the above conditions exist.

Staff Development (Policy GCL)
The Board of Education of the Eldon R-I 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 Comprehensive School Improvement Plan (CSIP) and based on available student achievement data and the results of needs assessment at the school and district level.

Personnel Records (Policy GBL)
It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all district employees.

The file of an individual employee will be considered confidential information and a closed record, to the extent allowed by the law, and will only be available to authorized personnel and to the employee. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment are closed records under the Missouri Sunshine Law to the extent allowed by law. Pursuant to state law, the names, positions, salaries and lengths of service of all employees are public information and must be released upon request. In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

Notification to Potential Employers and the General Public (Policy GBLB)
The district will maintain information regarding current and former employees as confidential within the limits of the law. Only the superintendent or a person or persons specifically designated by the superintendent may respond on behalf of the district to a reference request for a current or former employee. District employees must direct reference requests to the superintendent or designee. Upon request, employees will assist the superintendent or designee with the preparation of accurate reference information.

Disclosing Allegations of Sexual Misconduct to Other Public Schools (Policy GBLB)
If a potential public school employer requests a reference regarding a former employee whose job involved contact with children, the district will, in accordance with state law, notify the potential public school employer if the employee was terminated, non-renewed or allowed to resign in lieu of termination as a result of allegations of sexual misconduct with a student or as a result of such allegations being substantiated by the Children's Division child abuse and neglect review board.

If a potential public school employer contacts the district for a reference for any former employee about whom the CD has investigated allegations of sexual misconduct with a student and reached a finding of substantiated, the district will provide the results of the CD investigation to the potential public school employer, regardless of whether the employee's job involved contact with children.

The district must provide these notifications regardless of whether the former employee has authorized the release of information. The district will provide due process as required by law prior to releasing information in accordance with this section, if feasible. The superintendent or designee is authorized to contact the district's attorney for advice on implementing this policy in accordance with law.

COMPENSATION AND BENEFITS

All employees are paid on a monthly basis. Pay schedule is listed below. Direct deposit of paychecks into employees' bank accounts is required for all employees.
DIRECT DEPOSIT PAY DATES (Pay period runs the first day through the last day of each month)

July 23, 2026	January 22, 2027
August 21, 2026	February 23, 2027
September 23, 2026	March 23, 2027
October 23, 2026	April 23, 2027
November 23, 2026	May 21, 2027
December 23, 2026	June 23, 2027

District employees direct deposit vouchers will be available in Weblinks on pay date. A unique Weblinks login and password is issued to each employee. Questions regarding this should be directed to Tammy Kirkweg or Lexie Vaughan in Human Resources.

Direct Deposit
All employees are required to utilize direct deposit. Employees may have payroll deposited into their personal account(s) and/or issued to a paycard. Forms are available on the district website and in the Human Resources office. Please do not close any affected accounts without first discussing the matter with Human resources office as this could result in a delay in compensation.

Administrative and Certified Staff Payroll
All administrative and certified staff will be paid over a 12-month period. The first administrative payroll for the school year will be issued in July. The first certified payroll for the school year will be issued in August.

Classified Staff Payroll
The classified employee pay period will run from the first day of the month through the last day of the month and payroll will be issued the following month. The first classified 9-month employee payroll for the school year will be issued in September. The first classified 12 month employee payroll will be in July.

* **All permanent employees working 20 or more hours per week on a less than 12 month basis will be paid over a 12 month period.** The employee's annual compensation will be determined by the number of hours scheduled to work each day, multiplied by the number of days scheduled to work for the school year and multiplied by the hourly rate. The annual compensation will then be divided by 12 and paid on a monthly basis from September through August. If there are any snow days that are not made up, they will be deducted from the payroll after the school year is complete. All overtime, reduction in pay days, and/or additional days worked will be reflected on the payroll following the month in which they occur. (Exceptions may be made for reduction in pay due to maternity leave or extended illness for contracted personnel.)

* **NOTE:** All part-time staff (less than 20 hours per week) will be paid for actual hours worked on payday of the following month. Their pay **will not** be spread over a 12-month period.

In the event a separation of service occurs before the end of the 12-month payment period, the employee will be entitled to payment for the amount actually earned from the beginning of the 12-month pay period until the date of separation from service, but which has not been paid. This additional amount will be included in the final paycheck. For this purpose, "separation from service" shall have the same meaning as that term is defined in section 1.409A-1(h) of the Treasury Regulations.

Payroll Procedures

1. TIME KEEPING: Non-Certified staff, substitutes and all LEAP staff will use the KRONOS Time Keeping System or other approved time keeping system to record hours worked. Record your hours on a daily basis and submit the time sheet weekly on the Monday following the end of the week.
2. EXTRA DUTY SHEETS: All extra duty should be recorded on a monthly basis, from the first day of the month through the last day of the month. Extra duty sheets are due to the building office by the first working day of the following month and due to the central office by the 5th working day of the month.
3. LEAVE REQUESTS: Leave requests will be submitted as soon as employee is aware of the dates for leave, but no later than the day after returning to work. Leave requests will be made using the WEBLINKS program. The Supervisor will approve or deny leave and the employee making the request will be notified via email.
4. CORRECTIONS: Corrections to payroll checks will be made on the payroll of the following month.

Staff Salary Schedules, Including Placement on Salary Schedules
Instructional Staff (Policy GCBA)
An adequate salary schedule is necessary to secure new teachers who are personally competent and professionally well prepared, to encourage the professional growth of teachers while in service, and to retain the most competent teachers while in the school system. The Board of Education shall annually adopt a salary schedule having the following essential features:
► A salary for those beginning in the system, which will be at or above the minimum salary established by state statute.
► Increments shall be added for each step up to the limits provided by the schedule.

The superintendent of schools shall prepare salary schedules for approval of the Board of Education and implement the salary schedules adopted by the Board of Education. The superintendent may consult with staff members in preparing the salary schedules.

Experienced teachers who are new to the school district are allowed to receive credit for all previous teaching experience. No one can advance more than one (1) step vertically per year. The salary a teacher will receive will be determined at the time the teacher contracts with the district, or by June 1 for tenured teachers. A teacher cannot progress on the salary schedule after entering into a contract for a school year, unless authorized in the contract.

Any transcripts showing continuing education that may move a certified employee on the salary schedule need to be submitted to the Central Office on or before September 1.

Support Staff (Policy GDBA)
The Board will annually adopt salary schedules for the various categories of support staff personnel. Each support staff member will be placed on the appropriate schedule commensurate with, but not limited to, job category, experience with the district and, if re-employed, satisfactory performance in employment position. Effective July 1, 2012, newly hired classified staff will start at step one of their salary schedule.

Employees on the "old salary schedules" (in place prior to the schedules approved by the Board of Education on May 21, 2012) may move to the current salary schedule effective July 1 of the next fiscal year. Notice of the decision to change salary schedules must be given to Human Resources prior to July 1 of the next fiscal year. Once on the current salary schedule, the employee may not move back to the previous salary schedule.

The schedules adopted by the Board will remain in effect until changed or modified by the Board.

Stipends
Employees who perform certain extracurricular or supplemental duties may be paid a stipend according to the district's stipend schedule.
To be eligible to receive extra pay for extra duties, the following shall apply:

1. There must be prior approval by the immediate supervisor or superintendent for the extra pay.
2. As a general rule all duties for which extra pay for the certificated staff is allowed is outlined in the annual school budget approved by the Board of Education. Exceptions are those duties for which it would be impractical to give equal assignments to all staff members. (Example: scorekeeper at basketball games)
3. No overtime shall be worked by classified staff members without prior approval of the employee's immediate supervisor and superintendent, and all time sheets which request payment for overtime shall be signed by the supervisor who authorized the overtime.
4. Total compensation for extra duties shall be paid in equal installments during the fiscal year, subject to deductions and withholding required by law or authorized by the Board and the Employee.

Payroll Deductions (Policies GDBC, GCBC, GCPC & GDPC)
Automatic payroll deductions for the Missouri Public School Retirement System (PSRS) or Public Education Employee Retirement System (PEERS), Social Security, Medicare and Federal and State income tax are required for all full time employees as applicable.

In addition, employees may elect deductions for the employee's share of premiums for health, dental, vision, short-term disability and life insurance, flexible fringe benefit programs and tax deferred savings

plan. Employees may also request payroll deduction for payment of membership dues for CTA. Salary deductions are automatically made for unauthorized or unpaid leave.

Direct Deposit
All employees are required to utilize direct deposit. Forms are available on the district website and in the Central office. Please do not close any active accounts without first discussing the matter with Human Resources as this could result in a delay in compensation.

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

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

Non-certificated and support staff employees are typically employed at will and are notified of the required duty days, holidays and hours of work for their position on an annual basis. These employees are not exempt from overtime and are not authorized to work in excess of their assigned schedules without prior approval from their supervisor.

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

Expense Reimbursement (Policy DLC)
The attendance of teachers at professional workshops, meetings and conferences is beneficial to improving student achievement. Faculty and staff are encouraged to participate in professional growth activities.

The Eldon School District will pay expenses of meals, and lodging for employees who attend overnight workshops, meetings, conferences, and training sessions out of district, with prior authorization from a supervisor.

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).

Travel will be reimbursed at $.655 per mile paid from Eldon to the destination or from home to the destination, whichever is less.

The district will not pay for hotel expenses unless an overnight stay is necessary to attend the function or returning to the district would be unsafe or cause the Board member or employee to travel late at night. Eldon School District will not pay for lodging within a 60-mile radius of Eldon without prior approval by the Superintendent.

Payment Method

1. *Direct Payment by District* – Board members and employees are required to register for meetings and make travel arrangements through the district whenever possible so that vendors are receiving payment directly from the district or through a district-issued purchasing card when available and authorized.
2. *Reimbursement* – Board members and employees should only pay for travel costs and seek reimbursement from the district in situations where direct payment by the district is not possible or practical, such as mileage reimbursements or payment for parking fees. Under no circumstances will a Board member or employee be reimbursed above the amount authorized by the Internal Revenue Service (IRS) as reimbursable non-income for an employee.

Documentation for Use of Federal Funds

When federal funds are used for travel, the district must be able to justify the necessity of the travel to the federal program and demonstrate that the costs incurred were reasonable and consistent with the district's travel policy. Therefore, district staff or Board members using federal funds for travel must provide sufficient documentation to the superintendent or designee who oversees the applicable federal program. Such documentation may include, but is not limited to, the following:

1. An agenda of the event attended.
2. A list of attendees at the event.
3. A written statement justifying the expense.
4. Evidence of prior written approval for the expense.

The superintendent or designee may require additional information when he or she determines it is necessary.

Meals

All reimbursements require an **original** receipt. **No credit card receipts are acceptable**, only detailed invoices/receipts. The only reimbursable tax is room occupancy tax. Employees and board members are expected to follow the meal per diem guidelines according to the Office of Administration meal chart. The district will not reimburse employees or board members for the following: gratuities, alcoholic beverages, or the cost of meals that will be paid for or reimbursed by the district as part of the registration fees. Meal expenses will be reimbursed only when purchased out of district during district-approved, overnight travel.

Unauthorized Expenses

The district prohibits any expense that is unauthorized, excessive or unnecessary as determined by the superintendent or designee. Unauthorized expenses include, but are not limited to:

1. Costs associated with the travel of a spouse, child or other person accompanying an employee or Board member.
2. Care of a dependent of a Board member or employee during the course of the travel.
3. Alcoholic beverages.

4. Snacks in addition to regular meals.
5. Personal expenses, including personal telephone calls.
6. Entertainment, unless the entertainment expense is part of the registration for the event in which the employee or Board member is participating and the expense is business related and typical for the event. These expenses should be approved by the employee's supervisor before the trip begins.
7. Expenses for travel extending beyond the time required for the meeting or business unless it is in the district's financial interest to extend the travel to obtain rate advantages.
8. Expenses incurred by non-employees traveling with the staff member or Board member, including room surcharges.
9. Fines for parking or traffic violations.

Travel Outside of School District

All employees as approved by the Superintendent of Schools	Mileage plus actual expenses

Travel Within District

Superintendent of Schools	$ 3500/year
Vocational Agriculture Instructor (3)	$1000/year
Special Education Director	$ 500/year
Middle School/High School Instructors	$ 150/year
Food Service Director	$ 500/year
Athletic Director	$ 500/year
Process Coordinator	$ 500/year
Community Health Worker	$ 500/year
Employees as approved by Superintendent of Schools	Mileage

All documentation must be submitted to the superintendent or designee within 30 days of the end of the travel.

Please see District Policies DLC Expense Reimbursement and DLCA Travel Expenses for more information.

Public School Retirement (Policy GCPC/GDPC)
All professional staff members are required by law to become members of the Public School Retirement System (PSRS) of Missouri. The amount currently withheld is 14.5% of the gross salary and Board paid Health Insurance. The district matches this percentage amount by contributing to the retirement fund.

All support staff are required by law to become members of the Public Education Retirement System (PEERS) of Missouri. The amount currently withheld is 6.86% of the gross salary and Board paid Health Insurance. The district matches this percentage amount by contributing to the retirement fund.

Staff Fringe Benefits (Policy GCBC/GDBC)
The Board recognizes that fringe benefits are an integral part of the total compensation plan for employees. The Board of Education provides fringe benefits to all professional staff members who work 30 hours or more per week by offering participation in a group insurance plan.

The school district provides as fringe benefits, certain allowable absences from duty as set forth in policies GCBDA and GCBDB. Employees serving the district on less than a full-time basis are eligible for these leave benefits on a prorated basis.

Insurance
The district makes available health insurance, life insurance, dental, vision, flexible spending and other ancillary benefits for eligible employees.

Health Savings Account
Health care can be quite expensive. In cooperation with Discovery Benefits, the district offers eligible employees the option of creating a tax exempt health savings account designed to help save money for health care expenses.

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

COBRA (Policy GCBC/GDBC)
In accordance with law, the district-sponsored health insurance or group health plan will allow for continuing coverage of employees and their spouses, former spouses or dependent children after certain qualifying events upon payment of the applicable premium. This obligation applies to both district-paid and employee-paid options. Qualifying events include, but are not limited to, employee resignation from the district, most situations involving employee termination and situations where an employee's hours have been reduced so that he or she no longer qualifies for district-paid health insurance or the group health plan. The district will provide notices as required by law.

Workers' Compensation (Policy GBEA)
All school employees are covered by worker's compensation insurance and are eligible for compensation for an injury incurred in the performance of their job. Any accident resulting in injury, no matter how minor, must be immediately reported your supervisor, who in turn will notify the Central Office. Central Office will schedule a doctor's appointment if necessary. **It is very important that you do not schedule a doctor's appointment for work comp claims on your own.** If immediate emergency attention is necessary please go to the Capital Region Medical Center ER located at 1124 Madison Street in Jefferson City. Following any treatment, documents from medical providers must be submitted to the Central office.

Unemployment Insurance
On January 1, 1978, school districts in Missouri came under the Unemployment Act. The Board of Education elected for the Eldon R-I School District to be self-insured. Claims paid for eligible persons will be charged dollar for dollar to the school district. Please be aware that under Section 288.040 RSMo, **employees of school districts shall not be paid unemployment, based on services in an educational institution, for any week of unemployment during the period between two successive academic years or terms if the individual has reasonable assurance of employment in the forthcoming term.**

Liability Insurance
All employees are covered by the school district's general liability insurance policy concerning complaints, which may be brought for such things as personal injury or tort liability. Also the school has another policy which provides protection in the area of errors and omissions. Both policies will provide for legal defense and will pay judgments. All employees should be aware; however, that the policies may not afford any protection if one is suspected of or charged with any criminal activity. In other words, it is highly unlikely that any employee would not have adequate protection. The above named policies are in the amount of $1,000,000 each.

Board Paid Health, Life and Long Term Disability Insurance
A group medical insurance program and a group life insurance policy is provided to full-time employees of the school system. An employee on unpaid leave for an entire pay period will be responsible for paying those benefits during that pay period, excluding unpaid leave taken under FMLA.

All permanent employees are covered under a long term disability plan.

An annuity is provided for those employees who elect not to take the group medical insurance.

EMPLOYEE CONDUCT AND WELFARE

Regular Duty Hours

A. Office Staff
   1. The school offices shall be open except on designated holidays and Christmas Break. School buildings and offices will be closed the month of July with the exception of the Central office.

B. Administrative and Supervisory Staff
   1. The regular duty schedule for the administrative and supervisory staff shall be as listed above except as special duty assignments may designate otherwise. Administrators will work the same holiday schedule as twelve month employees with the exception of Christmas break.

C. Teachers
   1. Regular duty hours for teachers at South, Upper and High School shall be 7:55 a.m. to 3:45 p.m., unless retained longer by meetings or parent conferences.
   2. Regular duty hours for teachers at the Middle School shall be 7:50 a.m. to 3:40 p.m., unless retained longer by meetings or parent conferences.
   3. Teachers on duty when school is not in session shall work the regularly scheduled hours for the administrative and supervisory staff.
   4. Non-teaching faculty members shall work the regularly scheduled hours for the administrative and supervisory staff.

D. Nurses
   1. Regular duty hours for nurses shall be 37.5 hours per week as scheduled by supervisor, unless retained longer for meetings or parent conferences.

E. Secretarial Staff
   1. School unit secretaries shall be on duty on all days except as indicated in vacation and paid holiday policy.
      * 11 month secretaries – Report to work August 1 through June 30 and are scheduled to work each day except the month of July, designated holidays and Christmas break. Expected to work PD days, Parent Teacher Conferences and non-student days except as stated in the previous sentence.

* 10 month secretaries – Report to work 2 weeks prior to the start of school and 2 weeks after the end of school. NOT scheduled to work PD days, Parent Teacher Conferences and non-student days.

2. Central office secretarial staff shall be on duty five (5) days each week, except for special duty assignments.

F. Support Staff

1. Paraprofessional: Regular duty hours for full-time Paraprofessionals shall be 37.5 hours per week as scheduled by supervisor, unless retained longer for supervisor approved duties. Less than full-time Paraprofessionals will work the schedule approved by Supervisor.
2. Custodians, Food Service Workers and Bus Drivers: Hours will be set by supervisor.

Working When School Is Not In Session (Snow days etc.)

In order to clarify who is and who is not to work on days school must be dismissed, the following provisions will apply:

1. Eleven and Twelve (11 &12) month employees WILL WORK unless excused by the Superintendent.*
2. Nine and Ten (9 & 10) month employees DO NOT WORK.**
3. Administrators WILL WORK unless excused by the Superintendent.*

*If excused by the Superintendent – Administrators and 11 & 12 month employees will be paid and will not use paid leave. (Only if approved and notified by the Superintendent)

** 9 and 10 month employees are not paid and cannot use leave time as snow days are not scheduled work days.

4. The entire Eldon School District will be closed December 25th-January 1st.

School Calendar

A school calendar is approved by the Board for each school year in the preceding spring. The calendar includes staff orientations, school attendance days, legal holidays and professional development days. When school is dismissed for professional development activities, it is expected that all teachers will attend professional development activities.

Money

Staff Members who have been approved to collect or keep money, should not keep money in desks, cabinets or in rooms overnight. Once money has been collected, the staff member should turn it in to the office at the end of each day. Money should be counted and verified. Persons collecting money should have a list of who money was received from and the dollar amount. This should then be verified by the person completing the deposit slip for the bank.

Staff Conduct (Policy GBCB)

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

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.

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

Prohibition Against Discrimination, Harassment and Retaliation (Policy AC)

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

The Board also prohibits:
1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
a) Make complaints of prohibited discrimination or harassment.

b) Report prohibited discrimination or harassment.
c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

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

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

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

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

Director of Special Education
Eldon School District
112 South Pine Street
Eldon, MO 65026
Phone: 573-392-8003
Fax: 573-392-8928

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

Superintendent of Schools
Eldon School District
112 South Pine Street
Eldon, MO 65026
Phone: 573-392-8000

Fax: 573-392-8080

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

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, 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 (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Reporting and Investigating Child Abuse/Neglect (Policy JHG/GBLB)
The Eldon R-I School District and its employees will take action to protect students and other children from harm including, but not limited to, abuse and neglect, and will respond immediately when discovering evidence of harm to a child. Employees must cooperate fully with investigations of child abuse and neglect. The district prohibits discrimination, negative job action or retaliation against any district employee who in good faith reports alleged child abuse or neglect, including alleged misconduct by another district employee.

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

In accordance with law, if a student reports alleged sexual misconduct on the part of a school district employee to an employee of this district, the employee who receives the report and the superintendent shall forward the allegation to the CD within 24 hours of receiving the information.

Staff-Student Relations (GBH)
Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and

fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

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

Absolute Prohibitions

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

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

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication. The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.

A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.

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

The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Reporting

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

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

Technology Use (Policy EHB)

The Eldon R-I School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

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

Tobacco Free District (Policy AH)

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

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

When it is evident that an employee has consumed alcoholic beverages or controlled substances off school property before or during a district activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on district property.

Staff members will be tested for alcohol and controlled substances if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district transportation must submit to alcohol and drug testing as otherwise required by law. All testing will be conducted in accordance with Board policy, administrative procedures and law.

Staff members are charged with the responsibility of strict adherence to any medical advice concerning activities restrictions in the work place while under the influence of prescription drugs.

Employee Alcohol and Drug Testing (Policy GBEBG)
No employee may manufacture, use, possess, sell, distribute or be under the influence of alcohol or drugs in violation of the district's Drug-Free Workplace policy. All employees may be tested for alcohol and drugs if the district has reasonable suspicion that the employee has consumed alcohol or drugs in violation of Board policy.

In addition to the drug testing provisions applicable to all employees, the Eldon R-I School District, which employs operators of commercial motor vehicles ("drivers"), is required to implement a drug and alcohol testing program that fulfills federal requirements. The district will use laboratories certified by the U.S. Department of Health and Human Services to conduct drug specimen analysis. This comprehensive program shall include conducting pre-employment drug testing and reasonable suspicion, random and post-accident testing for use of alcohol or drugs by drivers; notifying drivers of the requirements and consequences of the program; maintaining appropriate records; and complying with Missouri Department of Revenue's reporting requirements.

As required by law, no driver shall report for duty within four (4) hours of using alcohol. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident alcohol test, whichever comes first.

Records of drug and alcohol tests and other related records shall be made available to a subsequent employer only as expressly requested in writing by the employee.

Hazardous Materials (Policy EBAB and EBAB-AP1)

To promote the health and safety of the students, staff and patrons of the district, and to ensure that hazardous materials are handled appropriately, the Board of Education of the Eldon R-I School District directs the administration, under the guidance of the superintendent, to develop procedures that address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the district.

The Board directs district staff to avoid using hazardous materials to the extent feasible and to minimize the quantities of such substances used by or stored in the school district. In addition, district employees shall follow the procedures developed by the administration and shall take the necessary precautions recommended by manufacturers' warnings when handling or transporting hazardous materials.

The procedures developed by the administration shall comply with all local, state and federal laws and regulations that pertain to the proper management of hazardous materials. The superintendent or designee is responsible for identifying any substances that may be hazardous and ensuring such substances are properly disposed in a state-approved facility or landfill.

Communicable Diseases (Policy EBB)
The Eldon R-I School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff. Students or employees infected with chronic communicable diseases that do *not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection.

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

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

Staff Health and Safety (Policy GBE)
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.

ATTENDANCE LEAVES AND ABSENCES (Policy GCBDA/GDBDA)

The regular classroom teacher is considered the most vital factor in quality education and his/her presence in the classroom is crucial. To offer a quality educational program, regular attendance of all employees is important.

Request to be absent from any duty during the time school is in session should receive serious consideration. Requests for absences, without pay, in excess of two (2) days must be approved by the Superintendent of Schools. If an employee is aware in advance of an absence, a request to their immediate supervisor should be submitted in writing. If an absence cannot be pre-arranged, the employee must contact their immediate supervisor as soon as possible. The absence shall be recorded in writing and submitted to the immediate supervisor when the employee returns to duty. All leave time will be taken in ½ or full day increments.

*Absences which do not qualify for paid leave time nor as professional leave shall not be approved in excess of five (5) days per year. Absences by employees in excess of five (5) day per year, for unauthorized purposes, while school is in session, shall be considered unreasonable absences and the teacher may be subject to dismissal under Section 169.114, Missouri Statutes in compliance with the Teacher Tenure Law.

Any pay deductions for absences from duty will be pro-rated on the basis of the total number of days contracted. (Ex: for each absence, $1/184^{th}$ of the total contract will be deducted for personnel on a regular salary schedule; $1/198^{th}$ for each day absent of ten (10) month personnel; $1/220^{th}$ for each day absent of ten and one-half month personnel; $1/230^{th}$ for each day absent of eleven (11) month personnel who are contracted on a calendar month basis and $1/260^{th}$ for each day absent of twelve (12) month personnel.

Staff Short Term Leaves and Absences

Various types of leave are available for employees who must be absent from work for a short period of time. The following leaves are provided to full –time employees. Part-time employees receive these leaves on a pro rata basis. Paid leave is prorated for employees not working a full year.

Sick Leave

All professional & support staff employees, whether their assignments call for 12 months of full-time employment or a nine-month work year, will receive one day of sick leave for each month worked, with nine-month employees receiving one additional sick day per year. Unused sick leave will be cumulative to 60 sick leave days. Sick leave cannot be used for personal or vacation days.

Personal days

Each employee will receive two personal days per year and may request up to five days of personal leave per year for whatever reason the employee may wish to transact personal business. The employee will not be required to state a reason for the request. Whenever possible, a request should be made in writing to the designated administrator at least 48 hours in advance of the leave time. However, 30 days'

notice is required by law if the leave qualifies as FMLA leave and such notice is practical. A personal day before or after a holiday may not be used to extend an employee's holiday or be used for travel time. A personal leave day may not be used during the first or last week of school or during times when the number of requests prevents a building administrator from securing acceptable substitutes. Unused personal leave will be cumulative to five personal days. Any unused personal leave days will be added to an employee's accumulated sick leave. Extenuating circumstances will be referred to the superintendent.

Absences may be charged against personal leave for court appearances, unless applicable law or policy provides for paid leave, and for leaves authorized by law, policy or the board that would otherwise be unpaid including, but not limited to, leave under the FMLA.

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

Donation of leave to other employees is not allowed.

Vacation

All regular 12-month employees of the school district receive two weeks of vacation with pay each year. Regular 12-month employees who have been employed in excess of five years will receive three weeks of vacation with pay each year. Vacation leave will be pro-rated based on a full year of service.

Bereavement Leave

When a death occurs in an employee's immediate family, employees may take up to five 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, grandchildren; siblings and any other family member residing with the employee.

► Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

After the exhaustion of the five days of bereavement leave, the employee may use personal leave. One day of bereavement/funeral leave shall be allowed for other than immediate family.

Holidays

The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year. The following are designated paid holidays for school personnel:

Independence Day	1 day
Labor Day	1 day
Thanksgiving Day	1 day
Friday following Thanksgiving	1 day
Christmas Day	1 day
New Year's Day	1 day

Martin Luther King Day	1 day
Presidents' Day	1 day
Good Friday	1 day
Memorial Day	1 day

All employees will receive Christmas Day and New Year's Day as paid holidays. Part-time employees will receive payment on a pro-rated basis.

Full-time, nine-month employees will be paid for all holidays listed except Memorial Day and Independence Day. Other than Christmas Day and New Year's Day, part-time employees will only be paid for holidays that fall on the day of the week and the time of the school year when the employee is expected to work.

Full-time, 12-month employees will be paid for all holidays listed. In addition, 12 month employees will receive December 25- January 1 as paid days off.

Employees working in the summer solely for summer school will not be paid for Memorial Day or Independence Day.

The district reserves the right to require employees to work on a holiday if the district determines it necessary to use the holiday as a make-up day for a previously canceled school day. If this occurs, the employee will not receive an additional paid day off. With the exception of Independence Day, an employee will not be paid for a holiday if the employee takes vacation or personal leave immediately before or after the holiday unless extenuating circumstances are approved by the superintendent.

Professional Leave

Employees may be granted professional leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the immediate supervisor, arranged well in advance and is not considered personal leave.

Military Leave

The Board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 – September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.

Election Leave

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

Leave to Vote

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

Jury Duty Leave

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

Leave for Court Subpoena

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

Firefighter Leave

Employees will be allowed to use personal, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or those activated by the Federal Emergency Management Agency (FEMA) in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.

Crime Victim Leave

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

Civil Air Patrol Leave

Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counternarcotic missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotic missions without loss of time, regular leave or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri. The district may request that the employee be exempted from responding to a specific mission.

Coast Guard Auxiliary Leave

Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when

authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The district may request that an employee be exempted from responding to a specific mission.

Victims' Economic Safety and Security Act (VESSA) Leave

Employees may take unpaid leave in accordance with law for absences related to domestic or sexual violence where an employee, an employee's family member or a person residing in the employee's household has been the victim of domestic or sexual violence. Leave may be taken intermittently or on a reduced work schedule. Two workweeks of unpaid leave will be available in a 12-month period, except that employees of districts with fewer than 50 employees but at least 20 employees will be limited to one workweek of unpaid leave. Employees may use accumulated paid leave or compensatory time concurrently with unpaid VESSA leave. VESSA leave does not create a right for employees to take unpaid leave that exceeds the amount of unpaid leave time under FMLA. Employees are required to give 48 hours' notice of the need for leave unless such notice is not practicable. The district may require certification of the need for leave, which may include documentation from an entity aiding the victim, a police or court record, or other corroborating evidence. Information provided by the employee in conjunction with the use of this leave will be confidential in accordance with law.

Pregnancy, Childbirth and Adoption Leave

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. The district shall only apply up to six weeks of accrued paid leave to such absences.

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

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

On-the-Job Incentive Plan (Policy GCBDA/GDBDA)

All Eldon employees falling under this personnel absence and leave policy will be covered under an on-the-job incentive plan, which operates as follows:

Employees with an accumulated balance of over 60 sick and personal days on June 30 will receive a stipend on the first business day of July. Employees who do not complete their contracts or who terminate employment prior to June 30 are not eligible to receive on-the-job incentive pay for the

immediately preceding school year.

Unused sick and personal leave over 60 days will be paid at the current teacher substitute rate for a full-time employee (7½-hour day). Employees who work less than 7½ hours per day will receive payback at a prorated amount.

Days absent from work will be determined by the number of sick and personal leave days taken during an employee's annual scheduled work year. Unused personal days will accumulate first as personal leave up to five days then as sick leave.

Days for which payback is received may be retained up to a cumulative balance of 60 days. Leave days used and/or donated will be deducted from the current year's available balance before accumulated leave days from previous years may be used.

Available grandfathered sick leave will be used to replenish an employee's sick leave balance, up to 60 days, at the beginning of each fiscal year prior to adding days to the new year sick leave.

Accumulated Sick Leave Pay upon Retirement (Policy GCBDA/GDBDA)
It shall be the policy of this board to reimburse employees of the school district for accumulated sick leave upon retirement as follows:

- Certificated/Noncertified employees of the school district who have fewer than 20 years of consecutive service with the district shall be reimbursed at half the substitute rate in effect at the time of retirement up to 60 days when an employee submits a letter of retirement prior to February 1. Notification after February 1 will result in a 50% reduction.

- Certificated/Noncertified employees of the school district who have 20 years or more of consecutive service with the district shall be reimbursed at the substitute rate in effect at the time of retirement up to 60 days when an employee submits a letter of retirement prior to February 1. Notification after February 1 will result in a 50% reduction.

- Pay for accumulated sick leave shall be paid only upon recognized retirement by state and federal retirement systems.

- Employees who retire because of disability are entitled to full sick leave pay.

- Payout shall be prorated for employees working less than full time, based on scheduled hours at time of retirement.

COMPLAINTS AND GRIEVANCES

Staff Grievances (Policy GBM)
The Eldon R-I School District is interested in employee concerns and ideas for improving the district. District employees are encouraged to discuss concerns with supervisors and the administrative staff so that issues may be addressed in a timely fashion. Because violations of Board policies, regulations and collective bargaining agreements are particularly problematic, the Board has developed this formal process for addressing these grievances. Grievance processing should be viewed as a positive and constructive effort to establish the facts upon which the grievance is based and to accurately implement Board policies, regulations or collective bargaining agreements. The Board strictly prohibits discrimination or retaliation against an employee for filing a grievance and directs all district employees

to cooperate in the grievance process. If more than one (1) district grievance process might apply to a particular concern, the superintendent or designee will decide which process will govern. If any part of a grievance includes allegations of illegal discrimination or harassment, or if the grievance is factually similar to a complaint filed by the same employee regarding illegal discrimination or harassment, the entire grievance will be resolved in accordance with policy AC.
(Please see Policy GMB for more information on the Grievance process.)

Prohibition Against Illegal Discrimination and Harassment (Policy AC)
The Eldon R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students, or others on the basis of race, color, ethnicity, religion, sex, national origin, ancestry, disability, age, genetic information, marital status, military service, or any other characteristic protected by law. The Eldon R-I School District is an equal opportunity employer.

The board also prohibits:
Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion, or discrimination against those who:

Make complaints of illegal discrimination or harassment.

Report illegal discrimination or harassment.

Participate in an investigation, formal proceeding, or informal resolution, whether conducted internally or outside the district, concerning illegal discrimination or harassment.

Aiding, abetting, inciting, compelling, or coercing illegal discrimination, harassment, or retaliatory actions.

Discrimination, harassment, or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy and law.
As used in this policy, "discrimination, harassment, or retaliation" has the same meaning as "illegal discrimination, harassment, or retaliation" and is limited to acts prohibited by law. All employees, students, and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment, or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law.

Sexual Harassment Reporting and District Response
Sexual harassment is prohibited under this policy and policy ACA, but policy ACA applies only to a narrower category of sexual harassment under Title IX, as defined in the federal regulations. All sexual harassment reports must be made to the Title IX coordinator identified in policy ACA and evaluated for policy ACA applicability. If a sexual harassment report is made to any other district employee, the report must be promptly referred to the Title IX coordinator for intake. Incidents of alleged sexual harassment that are not investigated under policy ACA may be referred for processing under this policy.

Additional Prohibited Behavior
Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment, or retaliation might still be unacceptable for the workplace or the educational environment. The district encourages students, employees, and the public to report such behavior so that it can be promptly addressed, but the grievance process in this policy is reserved for allegations of illegal discrimination, harassment, and retaliation.

Antisemitism
The district treats harassment of or discrimination against students or employees that is motivated by or includes antisemitism in an identical manner to discrimination motivated by race. The district prohibits antisemitic conduct that physically impedes access to district facilities or services or creates an atmosphere of fear or intimidation. Criticism of Israel that is similar to criticism directed toward any other country shall not be construed as antisemitic. Nothing in this section shall be applied in ways that diminish or infringe upon any right protected under the First Amendment to the U.S. Constitution or the Missouri Constitution.

Boy Scouts of America Equal Access Act
As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of Scouting America, the Girl Scouts of the United States of America, or any other youth group designated in applicable federal law.

School Nutrition Programs
In accordance with federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the district is prohibited from discriminating on the basis of race, color, national origin (including limited English proficiency), sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program, and the Summer Food Service Program. Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary for Civil Rights or the district's compliance officer using the process outlined in policy EF.

Interim Measures
When a report is made or the district otherwise learns of potential discrimination, harassment, or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. Such interim measures may include, but are not limited to, altering a class seating arrangement, providing additional supervision, or suspending an employee pending an investigation. The district will also take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees, and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred.

Consequences and Remedies
If the district determines that discrimination, harassment, or retaliation have occurred, the district will take prompt, effective, and appropriate action to address the behavior, prevent its recurrence, and remedy its effects. 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 district property or otherwise restricted while on district property. 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. Students, employees, and others will not be disciplined for speech in circumstances where it is protected by law. In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Definitions

Antisemitism – A certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions, and religious facilities.

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when performing duties of the compliance officer.

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

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment, or retaliation made to the compliance officer.

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, ethnicity, religion, sex, national origin, ancestry, disability, age, genetic information, marital status, or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures, or electronic images; name calling, teasing, or taunting; insults, derogatory remarks, or slurs; jokes; gestures; threatening, intimidating, or hostile acts; physical acts of aggression, assault, or violence; 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. "Sexual Harassment under Title IX" is a subset of this definition, and the district's response to qualifying allegations is set forth in policy ACA.

Behaviors that could constitute sexual harassment include, but are not limited to:
Sexual advances and requests or pressure of any kind for sexual favors, activities, or contact.

Conditioning grades, promotions, rewards, or privileges on submission to sexual favors, activities, or contact.

Punishing or reprimanding persons who refuse to comply with sexual requests, activities, or contact.

Graffiti, name calling, slurs, jokes, gestures, or communications of a sexual nature or based on sex.

Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching, or rubbing.

Comments about an individual's body, sexual activity, or sexual attractiveness.

Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability, or use of drugs or alcohol.

Gender-based harassment and acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.
Working Days – Days on which the district's business offices are open.

Compliance Officer
The board designates the following individual to act as the district's compliance officer:

Special Education Director
Eldon School District
112 South Pine Street
Eldon, MO 656026
Phone: 573-392-8003 / Fax: 573-392-8928

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

Superintendent of Schools
Eldon School District
112 South Pine Street
Eldon, MO 65026
Phone: 573-392-8000 / Fax: 573-392-8080

For matters within the scope of this policy, the compliance officer or acting compliance officer will:
Coordinate district compliance with this policy and the law.
Receive all grievances regarding discrimination, harassment, and retaliation except as provided in policy ACA.
Serve as the district's designated Title VI, Section 504, and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.

Forward reports of sexual harassment and otherwise assist in Title IX compliance as directed in policy ACA.
Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment, and retaliation do not occur; and recommend consequences.

Review all evidence brought in disciplinary matters to determine whether additional remedies are appropriate, and recommend which interim measures should be implemented.
Determine whether district employees with knowledge of discrimination, harassment, or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
Communicate regularly with the district's law enforcement unit or other law enforcement point of contact for the district to determine whether any reported crimes constitute potential discrimination, harassment, or retaliation.
Oversee discrimination, harassment, or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the board.
Seek legal advice when necessary to enforce this policy.
Report to the superintendent and the board aggregate information regarding the number and frequency of grievances and compliance with this policy.
Make recommendations regarding changing this policy or the implementation of this policy.
Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment, and retaliation.
Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
Perform other duties as assigned by the superintendent.

Public Notice
The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment, and retaliation and disseminate information on how to report discrimination, harassment, and retaliation. 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 district does not discriminate in its programs, services, activities, facilities, or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting
Students, employees, and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Reports Involving Sexual Harassment
In cases involving sexual harassment, all persons must report incidents directly to the Title IX coordinator for evaluation under policy ACA. All district employees will instruct all persons seeking to make a report or complaint to communicate directly with the Title IX coordinator. Even if the suspected victim of discrimination, harassment, or retaliation does not report on their own behalf, district employees are required to report to the Title IX coordinator any observations, rumors, or other information about actions prohibited by this policy and policy ACA.

Reports Involving Antisemitism
The compliance officer shall report incidents and complaints of antisemitic discrimination or harassment to the Title VI coordinator at the Department of Elementary and Secondary Education.

All Other Reports

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment, or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to file a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment, or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors, or other information about actions prohibited by this policy. 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 act upon finding a violation of law, district policy, or district expectations.

Even if a grievance under this policy is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment, or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable, and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment, and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. In general, administrators can immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. However, if sexual harassment is observed or alleged, the administrator must consult the Title IX coordinator to determine policy ACA's applicability to the reported facts or allegations prior to imposing discipline.

Administrators will report all incidents as directed in the "Reporting" section of this policy and will direct the parent/guardian and student to the compliance officer for further assistance. In cases not being handled under policy ACA, the compliance officer may determine that the incident has been appropriately addressed or recommend additional action.

Investigation

The district will use the investigation process outlined in this section for any grievance filed under this policy (AC).

The district will immediately investigate all grievances submitted under this policy. 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 and/or serve in other roles and capacities under the procedures for grievance processing.

The district does not assume responsibility or liability for actions that are unrelated to the district's programs or activities. However, the district may investigate any behavior that occurs on or off district property to the extent that such an investigation is necessary for the district to meet its legal obligations to address discrimination, harassment, and retaliation that negatively impact the education or work environment. The district will address such behavior only to the extent that the district has the legal authority to do so.

In determining whether alleged conduct constitutes discrimination, harassment, or retaliation, 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 (the preponderance of the evidence standard) that discrimination, harassment, retaliation, or other prohibited behavior has occurred, the district will take prompt and effective corrective action in accordance with law.

Collaboration with Outside Enforcement Agencies
In the event an outside enforcement agency is investigating the same allegation of discrimination, harassment, retaliation, or a similar allegation, the district will make a preliminary inquiry, then follow the outside enforcement agency's investigation and response procedures instead of the formal district grievance process. During the inquiry, if the district determines that a reasonable basis for concluding this policy was violated exists, it will enforce appropriate interim measures while ensuring due process to the alleged perpetrator when required. When requested by law enforcement, the district may reasonably delay its own investigation to permit law enforcement to conduct the criminal investigation process.

Grievance Process Overview
If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the board.

An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.

Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.

To the extent permitted by law, the district will investigate all grievances filed under this policy even if an outside enforcing agency, such as the Office for Civil Rights, law enforcement, or the CD, is also investigating a complaint arising from the same circumstances.

The district will share information regarding an individually identifiable student or employee with the person filing the grievance or other persons only as allowed by law and in accordance with board policy.

Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment, or retaliation during the pending investigation.

Grievance Process
Level I – A grievance is filed with the district's compliance officer. The compliance officer may conduct the Level I investigation or assign an administrator or other qualified individual to conduct the investigation. If the compliance officer determines that the grievance allegations involve sexual harassment under policy ACA, the report will be routed accordingly.

An investigation will commence no later than five working days after the compliance officer receives the grievance. The investigator shall conduct a prompt, impartial, adequate, reliable, and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The investigator will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the investigator will complete a written report that summarizes the investigation and makes determinations as to the facts and whether the facts constitute a violation of this policy based on the appropriate legal standards. If someone other than the compliance officer conducted the investigation, the compliance officer will receive the report and either adopt the report as submitted or modify and complete the report upon further investigation and/or review of applicable policy and law. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment, or retaliation; prevent recurrence; and remedy its effects. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten 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 initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's or designee's completion of the written report, regarding whether the superintendent or designee determined that district policy was violated.

Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the board by notifying the board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the board, and the board may call for the presence of other persons the board deems necessary. The board will issue a decision within 30 working days for implementation by the administration. 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, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the board's issuance of a final decision, in accordance with law and district policy, regarding whether the board determined that district policy was violated. The decision of the board is final.

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 interim or 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. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training
The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment, or retaliation. The district will instruct employees to make all reports to the district's compliance officer or acting compliance officer (or Title IX coordinator for sexual harassment, per policy ACA) and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices, and complaint forms. The district will provide training to any person responsible for investigating potential discrimination, harassment, or retaliation.

SAFETY (Policy EB and EBC)
The Board recognizes the necessity for a planned safety program to create a safe environment for the students attending, and for the professional and support staff employed by the school district. The maintenance of healthful and safe conditions throughout the school district is a responsibility shared by the Board, superintendent and all professional and support staff.

Every attempt will be made to meet safety and health standards established by state and federal laws and regulations. The cooperation of school, home and community in providing a safe and healthful environment is encouraged by the Board.

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

As part of the implementation of the district's adopted crisis intervention plan, the superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules.

The superintendent or designee, in cooperation with the building principals, will develop emergency drills for fires, tornados, bus emergencies, bomb threats and armed intruder/active shooter situations. Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted are sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exiting procedures will be posted near the door in each building.

GENERAL PROCEDURES

Student Discipline (Policies JFCF, JG, JG-R, JGA, JG, JGD, JGE and JGF)

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

Student Records (Policy JO and JO-AP-1)

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students. The superintendent or designee will provide for the proper administration of student records in accordance with law, develop appropriate procedures for maintaining student records and standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Reporting to Law Enforcement

It is the policy of the Eldon R-I School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. The following acts, regardless of whether they are committed by juveniles, are subject to this report requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnaping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

Reproduction of Copyrighted Materials

It is the intent of the Board to abide by the provisions of current copyright and intellectual property laws as they affect the school district and its employees

TERMINATION OF EMPLOYMENT

Resignations (Policy GCPB/GDPB)
The district encourages employees to notify the superintendent as soon as they decide not to return or not to accept another contract with the district. Resignations become effective at the end of the school year in which they are submitted unless the district is notified otherwise.

A tenured teacher has a binding contract with the district for the next school year if the teacher does not notify the district of his or her resignation in writing by June 1. A probationary teacher has a binding contract with the district once the teacher and the Board have executed a contract.

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

Any support staff member who desires to resign must submit a written letter of resignation to his or her immediate supervisor. The letter should specify when the resignation is to be effective and should be submitted at least two weeks prior to the effective date. A resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The resignation need not be approved by the Board

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

SUBSTITUTE REQUEST GUIDELINES

The Sub request line is 392-8010 ext. 7. This is to be used when you find out that you cannot be at school on short notice. Subs for anticipated absences, should be arranged through your principal/director's office.
When you call the sub line, please leave the following information: PLEASE SPEAK CLEARLY!

- Your name and position, if you are a Para-professional/aide please leave the name of the student you work with and/or your supervising teacher.
- Phone number where you can be reached if necessary
- Date absent – please state if ½ day or full day. If you know you are going to be gone multiple, consecutive days, please include this information.
- The reason for your absence.

All phone calls must be made any time after 3:30p.m.* on the day before and no later than 7:00a.m.* the day of your absence. Subs needed after 7:00a.m.* should be arranged through the building principal/director. If you should become ill during the day and need to leave school, you should request a sub with your principal/director. * I am responsible only for those requests for the morning of your absence.

Subs for anticipated absences (Professional Development, Dr. Appointments, Personal Days, etc.) should be arranged through your principal/director's office.

PLEASE NOTE: If you know you are going to be absent, and it is after 3:30 p.m. on the day prior, please call the sub line as it will be checked periodically during the evening. The more advanced notice received the better chance there is to fill the position.