

**Lebanon R-3 School District
Employee Handbook
2023-2024**

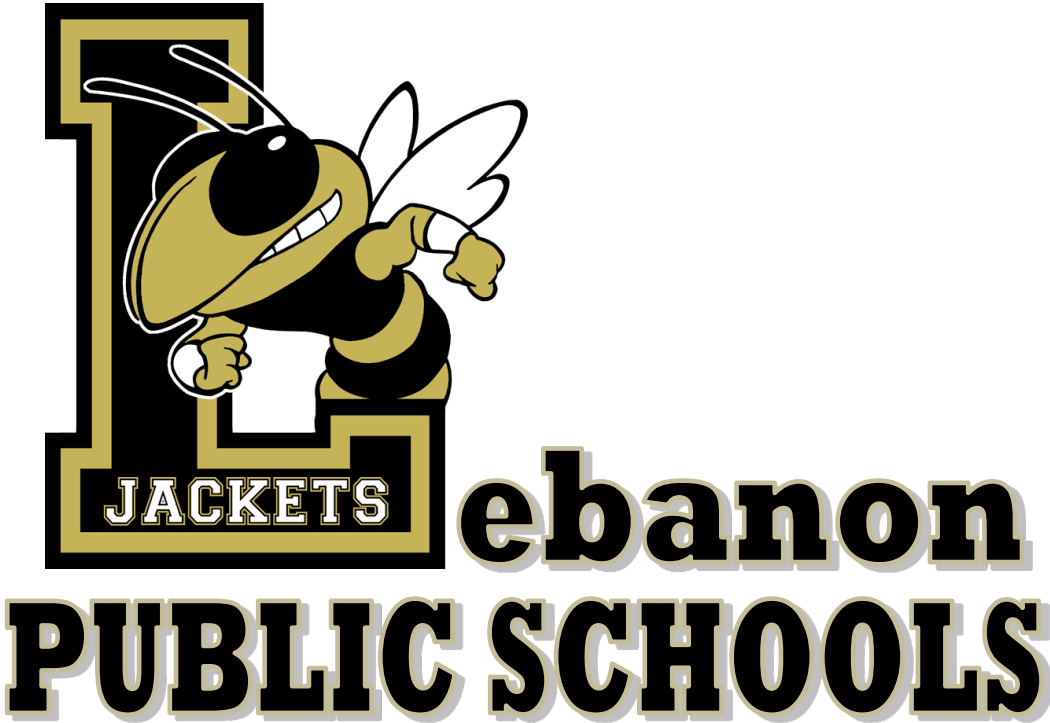


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Lebanon R-3 Employee Handbook and Policy Manual can be found on-line at www.lebanonr3.org.



Mission

Inspire a passion for learning through positive relationships, personalized experiences, and a focus on the future.

Vision

An adaptive learning community that empowers all learners with the knowledge, skills, and dispositions to be ready for their futures.

LEBANON R-3 SCHOOLS



Esther (grades K-1)

Principal: Shalyn Howe
Assistant: Paige Thornhill
1200 Clark Avenue



Lebanon Middle School (grades 6-8)

Principal: Nathan Wilkerson
Assistant: Veronica Vergara
Assistant: Greg White
2700 Buzz Pride Dr.



Early Childhood

Director: Becky Simpson
2020 Evergreen Parkway



Lebanon Senior High (grades 9-12)

Principal: Dr. Kati O'Quinn
Assistant: Bob Matthews
Assistant: Kim Hinkley
Assistant: Dustin Young
777 Brice Street



Maplecrest (grades 2-3)

Principal: Bryan Campbell
Assistant: Cindy King
901 Maple Lane



Lebanon Technology & Career Center

Director: Dr. Scott Shellhorn
Assistant: Brian Jackson
757 Brice Street



Boswell (grades 4-5)

Principal: Carla Mobley
Assistant: Kyle Nelson
695 Millcreek



Hillcrest Education Center (grades 9-12)

Director: Jaymes Wapp
301 Hoover

BRIEF HISTORY OF LEBANON PUBLIC SCHOOLS

“A Glimpse into the History of Lebanon Public Schools” - Excerpts from a manuscript by Jennifer Ponder

Schooling began in Lebanon in personal homes. In 1855 “The Old Academy” was erected as a school of higher education by a group of citizens. Students attending the Academy came from neighboring counties and traveled distances up to 75 miles. The academy closed in the 1860’s and the building became one of the early elementary schools for the Lebanon School District.

As the town of Lebanon was being settled in the 1860’s The Freedman’s Aid aided African Americans after the Civil War. They built a school for African American people in “Old Town” on McPhail Street. In 1870 the school was purchased by the Lebanon School District.

In 1870, The Lebanon School district was organized. According to newspaper records in the spring of 1870, the population of the Lebanon district numbered four hundred pupils and plans for a new schoolhouse were in order. The Adams building was built on four acres in 1871. The four acres were donated by Joseph Ivey. The building faced Fifth Street, with four rooms on each floor and four rooms in the basement. To comply with architectural design of the day, it had to have a tower as did all public buildings. The superintendent’s office was in the tower. The Adams building was originally used as an entire school, housing all grades. Later it became an elementary school and then it was part of the high school campus. The building was demolished during the 1975-1976 school year. The original entry steps to the Adams building are preserved to this day on the old junior high campus.

The Washington building was completed in the year 1912 and ready for the high school students on January 6, 1913. In the 1912-1913 school year, the first yearbook was published, and the school colors of black and gold, as well as the Yellowjacket mascot were selected. The first public school cafeteria in Lebanon was started in the basement of the Washington building in 1941. The building housed classrooms until 1970.

The Wallace building was a \$75,000 gift to Lebanon by Mrs. W. I. Wallace as a memorial to the late Judge Washington Irving Wallace. The Wallace building was completed in 1924 and became the Wallace Memorial High School. The Gymnasium in the Wallace building surpassed the majority of gymnasiums in a large number of colleges at the time. The public school enrollment for grades 1-12 in 1927 was approximately 900 students.

A new high school was built as a W.P.A. project in 1937-1938 on the same acres as the Adams, Washington, and Wallace buildings. The senior high building was added onto several times beginning in 1953, then 1975 and 1987. At the time of the last renovation of the senior high school building, the community honored Ellis C. Raney by renaming the building where he served as principal for forty years. In 1941, the Adams and Washington buildings were used for elementary schools. The Wallace building was used for the Junior high School and the Rainey building containing the High School. The Rainey building and Wallace buildings are part of the old junior high campus and are no longer in use.

In 1950, kindergarten became part of the public schools program. Maplecrest School was built in 1950 on Maple Lane. Maplecrest was the first neighborhood school. It was used for grades K-6 until the 1983-1984 school year when it was converted into a second and third grade building (the district moved away from neighborhood schools to attendance centers). Maplecrest underwent remodeling in 1996.

Hillcrest Elementary was built in 1951 on Hoover Street. Hillcrest was used as a K-6 building until the 1983-1984 school year when it was converted into an all sixth-grade school. Additions have been made to Hillcrest during the years 1988 and 1997. In 1997 new rooms added included a new computer lab. Hillcrest was changed to an Accelerated School in the fall of 1999. In 2008 it was renamed Hillcrest School. In 2016, sixth grade moved to the new middle school and Hillcrest became home to the alternative program and was renamed Hillcrest Education Center.

Donnelly Elementary, named after Lebanon’s two-time Governor Phil M. Donnelly, was built in 1957. Donnelly is located facing Brice Street. It housed grades K-6 until the 1983-1984 school year. It was then converted into a kindergarten and first grade building. The building was added onto during the years of 1987 and 1996. Donnelly remained an elementary school until it was connected to the adjacent high school in 2003.

Boswell Elementary school was built in 1959, which was named Mark Twain Elementary until 1973 when the Boswell family donated money to add onto the school. The Cafeteria was added onto in 1960 and other additions were constructed in 1972, 1982, 1992 and 1996. Boswell Elementary was used for grades K-6 until the 1983-1984 school year when it became a fourth and fifth grade building.

The State Department of Education issued an order during the 1970-1971 school year that all three-director districts would be closed as of September 1972. Lebanon R-III annexed 4 districts. As classrooms at the junior high and high school became crowded the school district ended up holding classes in several houses and trailers around the campus. One of the homes acquired by the school district was used for vocational classes.

The current vocational school was built in 1972 and named Vocational Technical Center. Vocational Technical Center was for grades 10-12. Through the years the Center has had several additions. In August 1997, the school's name and mission were changed to the Lebanon Technology and Career Center. The school serves Lebanon High School students, as well as students from area schools.

Following the building of the new high school in 1975, the Osbourne house and the Adams building were removed to add more space for the old junior high campus. Extensive remodeling took place on the interior of the old high school building to use for the junior high. A few years later, the Washington building was also removed from the campus. During the 1987-1988 school year, the junior high campus went through major remodeling. The gymnasium in the Wallace building was converted into a library and instructional space, including two computer labs. A hallway was added to connect the addition to the Rainey building. In the Rainey building, the gymnasium was converted to an auditorium with the help of the Summers family. A new gymnasium was built next to the field house. At Dr. Vic Slaughter's retirement, the Junior High School's library was named in his honor.

The current high school was completed in 1975 on Brice Street. Gifts in memory of Nellie Meents meant a new library, named in her honor. Donations in memory of George Carr meant a new gymnasium, Carr Gym. In 1994 another gymnasium was built with donations from the Boswell family, and named Boswell Auditorium. The auditorium also served to connect the high school to Lebanon Technology and Career Center. In that same year the Crestview building was connected to the senior high school and several new classrooms were added. Prior to the renovation of 2003 the high school housed grades 10-12. The major renovation to the high school when completed connected the existing high school to what was Donnelly Elementary. The connecting addition added new administrative offices, a cafeteria, and a gymnasium to the high school. This renovation allowed for the high school to house grades 9-12 and the junior high school to house grades seven and eight. The bond issue that permitted this renovation to the high school also allowed the district to build a new elementary and a transportation facility.

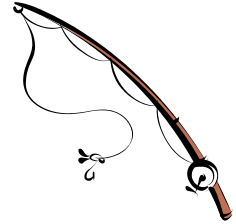
Esther Elementary was completed in 2003 to serve as a Pre-K through first grade school, on Clark Avenue. The new district's transportation facility, located on the Esther Campus is renowned throughout the region. The facility also houses the district's maintenance facility.

As the District has grown to an enrollment of approximately 4500 students, so have the diverse needs of our students. In April of 2014 the Lebanon community approved a bond issue to construct a new 6-8 grade middle school off Fremont Road. Lebanon Middle School opened in August of 2016 at 2700 Buzz Pride Drive.

The Lebanon School District continues to build for the needs of our students in pursuit of our mission to "Inspire Learning in All."

HISTORY OF LEBANON

As America expanded west from St. Louis, a road has always run through Lebanon, Missouri. At first it was just a rough Indian trail, as tribes like the Wyota and Osage roamed the Ozarks hunting for game. During the Civil War that trail became known as the "Wire Road" because of the telegraph lines installed along it between St. Louis and Springfield. Then, in the late 1920s, Route 66 was born and roughly followed that same path the Indians had marked. Today the road is called I-44.



Although Lebanon appears flat if you just drive through it, the original part of the town was actually built on a bluff overlooking what is now the main part of the city. Water, provided by the Gasconade and Osage Fork Rivers, was plentiful. Nearby forests provided game to feed the early settlers. Self-sufficiency was the byword for these hardy pioneers, as a round trip to St. Louis in the 1840s took nearly a month.

CIVIL WAR YEARS

Lebanon really came into its own as a town in the 1850s. It took its name from the Tennessee hometown of one of its leading citizens, the Reverend Benjamin Hooker. The Academy provided higher education to the area's young people, and also served as the cultural center of the community.

During the Civil War, Lebanon was continually occupied, usually by Union troops trying to protect the telegraph line. Sentiment for and against both sides ran strong in a town populated by people from border states. Sometimes the divisions even split up families.

THE RAILROAD

The railroad came to Lebanon in 1869 and it changed the town forever. The Frisco Railroad built the station a mile away from the main part of town, because the city fathers had refused to donate land to them. A "new" town grew parallel to the tracks and Lebanon on the hill started to decline.

MAGNETIC WATER

Perhaps the most unique piece in Lebanon's history is the magnetic water. A worker digging a new city water well in 1889 found that his tools could pick up nails. The water had magnetized them. Bathing in the magnetic waters was said to have healing powers and visitors came to bathe in them. The Gasconade Hotel was built to accommodate them and no grander building has ever been seen in Lebanon. The frame structure could house up to 500 guests, who were transported from the depot via an electric railroad. Never a great success, the Gasconade burned after only 10 years.

IMPORTANT HISTORICAL FIGURES

Two important politicians have made their homes in Lebanon. Richard Parks Bland, a native Kentuckian, represented Missouri in Congress from 1872-1899 and was a leading Democratic candidate for president in 1896. Phil Donnelly was a hometown boy who became the first man in Missouri history to serve two terms as the state's governor. Donnelly occupied the Governor's Mansion from 1945-49 and again from 1953-57 (consecutive terms were prohibited at the time). Harold Bell Wright, author of "The Shepherd of the Hills," served the First Christian Church as pastor from 1905-07, the time period when his most famous work was published. Wright set his next book, "The Calling of Dan Matthews," in the fictional town of Corinth. Lebanon residents recognized many similarities with their town, however, and weren't happy with the depiction of their city.

PRESENT DAY LEBANON

Today Lebanon is an energetic, thriving town of 15,000 residents. It is known as the aluminum fishing boat capital of the world with companies such as Tracker Marine, G3 Boats, Lowe Boats, Landau Boats, and Osagian Canoes all having factories here. Our major employers are Emerson Climate Technologies, The Durham Co., Carmeco, Detroit Tool Metal Products, and Marine Electric Products.

History of Lebanon provided by the City of Lebanon Web Site

INTRODUCTION

Policy CHCA

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included in this handbook. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Department.

This handbook is neither a contract nor substitute for the official district policy manual. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to and a brief explanation of district policies. District policies and procedures can change at any time. All employees are required to maintain an updated knowledge and understanding of District policies and procedures. For more information, employees should refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Board policies can be found online on the district website.

BOARD OF EDUCATION

School Board Duties

Policy BBA

The Board of Education is a representative body elected by the registered voters of the Lebanon R-III School District of Laclede County. It is the purpose and the role of the Board of Education to exercise general supervision over the schools of the district, and to ensure that the schools are maintained as provided by the state statutes, the rules and procedures of the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education, and the policies, rules, and procedures of the school district.

Board Members:

Merri Hess – President (April 2017 - April 2023)

Scott McCowan – Vice President (April 2016 – April 2025)

Amy Waterman – Treasurer (April 2022 – April 2025)

Robert O’Neil – Member (April 2009 - April 2024)

Mary Russell – Member (April 2020 - April 2023)

Charlie Darnell – Member (April 2023 – April 2026)

Nicole Walters – Member (April 2023 – April 2024)

Board Secretary - Mrs. Robin Gower

School District Legal Status (*Policy AA*)

The State of Missouri must establish and maintain free public schools in accordance with the Missouri Constitution and state law. The State has delegated certain responsibilities to local school districts. This school district is governed by a seven-director School Board. Directors are elected or appointed in accordance with law.

The official name of the school district shall be Lebanon R-III School District. In accordance with state law, the Board of Education shall keep a common seal with which to attest its official acts relative to district operations.

School Board Information (*Policies BCA, BDA, BDDB, BDDA*)

Meetings of the Board of Education shall be open to the public and the press unless closed as authorized by law. Closed session may occur for such things as discussing certain personnel matters, security matters, student discipline, the lease, purchase or sale of real estate by the district where public knowledge of the transaction might adversely affect the amount to be received or spent by the district, or to consult with attorneys.

Meeting Notice

Public Notice of meetings shall be given in accordance with Board policy and law. Notice of all Board meetings shall be given at least 24 hours in advance of the meeting, exclusive of weekends and holidays when school is closed, unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given.

Regular Board Meetings

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

The Board will hold its regular meeting on the second Tuesday of each month at 6:00 p.m. at the Lebanon R-III Schools Administration Office unless otherwise specified in the publicized notice of the meeting.

The Board of Education recognizes that public school education is a function of the state and that it belongs to the people, and is supported by the community for the education of its children and adults. Therefore, whenever possible, meetings of the Board of Education will be conducted in open session and every effort made to keep the public informed concerning the schools.

Agendas

A tentative agenda for each meeting of the Board shall be prepared by the superintendent, in consultation with the Board president, and shall be included in the public notice of such meetings. The tentative agenda must reasonably inform the public of matters to be considered. Any member of the Board may request items to be placed on the agenda. The tentative agenda, related materials and minutes of the previous meeting shall be provided to each member at least four (4) days prior to the stated meeting.

HELPFUL CONTACTS

R-III DISTRICT ADMINISTRATION OFFICE	657-6001 (x1000)
Benefits Coordinator	657-6110 (x1012)
Business Office	657-6109 (x1011)
Communications	657-6102 (x1002)
Curriculum & Instructional Services	657-6105 (x1006)
Custodial/ Maintenance Services	657-6011 (x1036)
Human Resources	657-6112 (x1015)
Nutritional Services	657-6010 (x1023)
Payroll	657-6108 (x1010)
Special Programs/Special Education	657-6114 (x1018)
Technology Services/Help Desk	657-6120 (x1026) Email: helpdesk@lebanon.k12.mo.us
Transportation	657-6012 (x1041)

EMPLOYMENT

Equal Employment Opportunity (Policy AC)

The Lebanon R-III School District does not discriminate on the basis of race, color, national origin, ancestry, age, genetic information, religion, marital status, pregnancy, sex, exercise of FMLA rights or disability in employment, educational programs or activities as set forth in policy AC. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the Lebanon R-III School District and individuals with whom the Board does business.

Likewise, the Lebanon R-III School District seeks to provide a workplace environment free of hazards and unproductive or unpleasant conditions. The Lebanon R-III School District expects all employees to treat each other and the public with respect and courtesy. No form of prohibited harassment or inappropriate behavior – sexual or otherwise on the basis of any protected category – will be tolerated. Employees and applicants will be protected from coercion, intimidation, interference or discrimination in asserting their rights. Personnel violating this directive will be subject to disciplinary action including possible termination of employment.

Job Vacancy Announcement

Announcements of job vacancies by position and location are distributed on a regular basis to each building and posted at the District Central Office, as well as made available on the District website: www.lebanonr3.org

Employee Absences and Tardiness (Policy GBCBC)

Consistent contact with students and coworkers is necessary for an optimal learning environment and an effective working environment. Therefore, consistent attendance is an essential duty of any employee's position. While some absences are unavoidable, when an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations are negatively impacted.

Employees may be disciplined or terminated for excessive absences or tardiness, which includes situations where employees come to work late, leave early or abandon their duties without permission from a supervisor. Unless authorized by the Board or superintendent or otherwise authorized by law, an employee's absence or tardiness will be considered excessive or unreasonable in any of the following circumstances:

1. The absence is for a reason not granted as paid or protected leave under Board policy or law.
2. The absence results in the employee exceeding the amount of leave granted by the Board.
3. The employee has not otherwise exhausted applicable leave days, but the absence exceeds 5 days a month, 20 days in a semester or 40 days per school year or is otherwise disruptive to district operations, as determined by the district.
4. The employee fails to appropriately notify the district of an absence as soon as possible after the employee knows he or she will be absent (commonly called No-Call, No-Show).
5. The employee does not provide the district complete and accurate information about the absence, does not respond to requests for information, or does not provide documentation related to the absence as requested or required.
6. The employee does not first obtain permission to be absent from the appropriate supervisor when required to do so.
7. The absence is for any reason other than the one given for the absence.

Even if the absence or tardiness is authorized by the Board or superintendent, if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked. Violation of this policy constitutes misconduct and may result in the loss of unemployment benefits if a claim is filed.

- It is important to notify one's immediate supervisor of the reason for absence as soon as possible.
- It is important to notify one's immediate supervisor if there is a need to leave before one's designated end of the scheduled workday.
- Supervisors may request specific methods of notification.

For the purpose of determining tardiness, an employee is tardy if he/she reports for work any time after the designated start of the scheduled workday. In general, road construction, traffic congestion, personal issues, and "normal" weather conditions are not acceptable reasons for tardiness.

Employees will not be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA), the Uniformed Services Employment and Reemployment Rights Act (USERRA) or other applicable law (see Board policy GBBDA).

Failure to Contact the District

If an employee without an employment contract is absent from work, does not contact his or her supervisor, and does not respond to attempts by the district to contact the employee and the employee's emergency contact, the district will assume the employee has resigned his or her employment with the district and will consider the position vacant.

If an employee with an employment contract is absent from work, does not contact his or her supervisor, and does not respond to attempts by the district to contact the employee and the employee's emergency contact, the district will send a letter and any other appropriate communication to the employee stating that if the employee does not contact the district, the district will assume the employee has voluntarily resigned from his or her position with the district. If the employee still does not contact the district, the district will assume that the employee has resigned and will consider the position vacant.

The district may share with potential employers seeking information about former employees the fact that the employee failed to contact the district or resign.

Short-Term Leaves and Absences (Policy GCBDA, GDBDA)

The district may require an employee to provide the district verification of illness from a healthcare provider or supply documentation verifying the absence before the district applies sick leave or other applicable paid leave to the absence. In accordance with the law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

The following leaves with pay will be provided to full-time professional and support staff employees. Regular part-time employees will receive these leaves on a pro rata basis. This policy does not apply to temporary or substitute members unless otherwise noted.

Absences may be charged against sick leave for the following reasons:

- a) Illness, injury or incapacity of the employee. The Board reserves the right to require a physician's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b) Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include spouse, parents, children, children's spouses, grandparents, grandchildren and siblings of an employee or employee's spouse, and any other family member residing with the employee. (Note: "Family" for FMLA purposes is more limited.)
- c) Illness, injury or incapacity of other relatives, with permission granted by the superintendent.
- d) Death in immediate family. Days granted up to the number of days listed for each relative and in-law in parenthesis: Spouse (5), child (5), parent (5), grandchild (3), grandparent (3), brother/sister (3); and any person who is wholly dependent upon or lives with the employee (3). Death of others of close relationship or connection, if requested, may be granted by the principal or director with the approval of the superintendent.
- e) Pregnancy, childbirth and adoption leave in accordance with this policy.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of the time leave is requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request. A district employee may not use personal leave days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

FAMILY AND MEDICAL LEAVE (Policy GBBDA)

The district will administer leave that qualifies for Family and Medical Leave Act (FMLA) protection in accordance with federal law. This policy is intended for guidance and shall not be interpreted to expand the district's responsibilities beyond the requirements of the law. For employees who are not eligible for FMLA leave, including employees who have exhausted available FMLA-protected leave, requests for leave shall proceed according to the district's established policies.

Eligibility

To be eligible for FMLA leave benefits, the employee must:

1. Have been employed in the district for at least 12 months (but not necessarily consecutively).
2. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave.
3. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite.

An absence may qualify for FMLA protection if it is for one of the following reasons:

1. Birth and first-year care of the employee's child.
2. Adoption or foster placement of a child with the employee.
3. Serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
4. Care of a spouse, child, parent or next of kin who is a covered service member (including some veterans) with a serious illness or injury (military caregiver leave).
5. A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces.

Notice to Employees

General Notice

The district will post notice to employees explaining FMLA benefits in accordance with law. If the district employs 50 or more employees, it will include FMLA notice in an employee handbook or other written guidance to employees concerning employee benefits or leave rights or will distribute a copy of the general notice to each new employee upon hiring. Notice may be provided electronically in accordance with law.

Eligibility and Rights and Responsibilities Notices

Absent extenuating circumstances, the district will provide the employee notice of the employee's eligibility to take FMLA leave and the rights and responsibilities of the employee within five business days of the request for leave or acquiring knowledge that an employee's leave may be for an FMLA-qualifying reason. Such notice will be provided at the commencement of the first instance of leave for each FMLA-qualifying reason in the applicable 12-month period, and no subsequent notice is required in the 12-month period unless leave is taken for a different qualifying reason or the employee's eligibility status has changed.

Designation Notice

When the district has enough information to determine whether the leave is being taken for an FMLA-qualifying reason, the district will provide written notice to the employee within five business days, absent extenuating circumstances, regarding whether the leave will be counted as FMLA leave. The district will notify the employee if a fitness-for-duty certification is required before returning to work and, if required, include a list of the essential functions of the employee's position. The district will notify the employee of the number of hours, days or weeks that will be counted against the employee's FMLA leave entitlement, if known. The district may designate leave as FMLA leave retroactively if the retroactive designation will not cause harm or injury to the employee.

Employee Notice to the District

An employee must notify the district of the need for leave and explain the reasons for the leave so the district can determine whether the leave qualifies for FMLA. The leave may be delayed or denied if the employee fails to give such notice.

In all cases of foreseeable leave, the employee must provide notice, in the same manner that is required under the district's leave policies, to the superintendent or designee of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave. If an employee fails to provide the required notice, the district may delay or deny the FMLA-protected leave.

When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the district as soon as practicable under the facts and circumstances of the particular case, in the same manner that notice is required under the district's leave policies. The employee or the employee's spokesperson, if necessary, shall provide sufficient information for the district to reasonably determine whether the FMLA may apply to the leave request.

If the leave is for a qualifying exigency, an employee must provide notice as soon as practicable, regardless of how far in advance the leave is foreseeable. For all other qualifying reasons, an employee must provide 30 days' notice of the need to take FMLA leave when the need for leave is foreseeable. When 30 days' notice is not practicable, the employee must provide notice as soon as practicable and must explain upon request why 30 days' notice was not practicable. "As soon as practicable" means as soon as both possible and practical under all the facts and circumstances of the individual case.

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. 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.

Personal Leave

A maximum of two (2) days of personal leave will be available per school year. Personal Days will be subtracted from sick leave. Unused personal leave days will continue to accumulate as **sick leave**.

Absences may be charged against personal leave for the following reasons:

- a. Tax investigation.
- b. Court appearances, unless applicable law or policy provides for paid leave.
- c. Wedding or graduation.
- d. Observance of a religious holiday.
- e. Conducting personal business of such a nature that it cannot be performed on Saturday, Sunday or before or after school hours, including parent-teacher conferences.
- f. Absences under leaves authorized by law, policy or the Board that would otherwise be unpaid including, but not limited to, leave under the FMLA.
- g. Leave connected with duty as a volunteer firefighter, member of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or activation by the Federal Emergency Management Agency (FEMA) in times of national disaster.
- h. Leave for other purposes as approved by the supervisor.

Personal days will **not** be granted the day before or after a holiday or vacation, or during the first week or last week of school (5 days), except for extenuating circumstances with special permission from the superintendent.

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

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

Vacation

Vacation is awarded to eligible certified and support staff on July 1. Support staff with more than one-year of service, who are eligible for paid vacation leave, will be awarded leave annually on July 1. Staff with less than one-year of service, who become eligible for vacation leave after July 1, will be awarded vacation leave on their one-year anniversary at a pro-rata basis; after the first year, leave will be awarded on July 1. The district may restrict approved vacation leave to times when school is not in session (i.e. Christmas/Spring/Summer breaks) based on the job duties and district needs. If an employee leaves without proper notice to the district, any unused vacation is forfeited.

Pregnancy, Childbirth and Adoption Leave

A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform duties is not impaired, based on medical opinion. 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 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 (if applicable) or unpaid leave. An employee may not elect to voluntarily take unpaid leave in lieu of paid leave, when accrued paid leave is available. 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. Employees may use sick leave, personal leave or vacation leave to be of assistance during the birth of a grandchild. The employee may use up to five (5) consecutive days.

All certified staff must meet with the Asst. Superintendent for HR prior to beginning leave in order to designate which of the following two options they intend to use.

Duties of the employee on leave:

Option A

The employee will meet with the substitute teacher prior to when the leave is to begin. The meeting will be an orientation for the substitute to learn current routines, special needs of students, objectives and goals for lesson plans, etc. The employee will write the first week of lesson plans for the substitute. The substitute will take care of plans and other related duties for the duration of the leave.

Option B

The employee will meet with the substitute teacher prior to when the leave is to begin. The meeting will be an orientation for the substitute to learn current routines, special needs of students, objectives and goals for lesson plans. The employee will write lesson plans for the duration of the leave. The employee will meet as necessary with the substitute teacher to discuss student progress. The employee will be responsible for grading and recording tests and common assessments given during the leave. The substitute will be responsible for grading and recording day to day assignments. The employee will be paid a stipend of their daily rate minus the substitute pay for each day of their leave.

Student Teaching

It is the responsibility of the employee preparing to complete their student teaching assignment to contact Human Resources in person as early as possible. During the time of their absence, employees will be responsible for the payment of all voluntary insurance coverage (medical, vision, and dental) through COBRA continuation.

Group Health Insurance Eligibility

Full-time professional staff members are eligible for group insurance the 1st of the month following the first day of their employment. Full-time support staff members are eligible for group insurance coverage after a 30-day probationary period. Coverage will begin the 1st of the month immediately following the end of the probationary period. Full-time is defined as working 30 or more hours per week on a regular scheduled basis, except for bus drivers who qualify at working 20 hours or more per week on a regular basis.

Snow Day Procedures for Support Staff

Twelve-month non-custodial support staff are expected to work their regularly scheduled shifts on snow days, if they can safely make it in. If they choose to stay home, they must use leave time. Twelve-month custodial staff are expected to work due to the nature of their duties.

Non-twelve-month support staff (food service, transportation, and paraprofessionals) do not report to work on snow days, but may choose to use leave time, if available. Secretaries who are not twelve-month are not required to work on snow days, but may work if they choose to. If they stay home, they may choose to use leave time, if available.

On weather related early release days, it is up to the individual secretary, twelve-month employee and their administrator as to whether they stay or clock out early. If they leave early, they will receive less pay. **At least one administrator must stay to take care of bus issues until all students are home safely.** On inclement weather early release days, paraprofessionals should clock out and leave as soon as students are gone; other support staff should leave as soon as they are released by their director.

Professional Staff Meetings (Policy GCKB)

In addition to the regular school hours of duty, attendance at all called and regularly scheduled faculty meetings shall be considered a part of each teacher's professional contract. It is expected that such meetings shall close at a reasonable hour, and other than emergency meetings, shall be announced in sufficient time to allow teachers to plan for attendance.

Pay Periods

Payday is on the 15th of each month, except when the 15th falls on a weekend or holiday, then payday is on the Friday before. Each pay period begins on the 1st of each month and ends on the last day of each month. Direct deposit information is available on the HR Portal by midnight of the day before payday. Calculations on pay stubs should be checked by the employee monthly for accuracy and if there should be a discrepancy, the employee should notify the payroll office the same day if possible.

Direct Deposit

Direct deposit is mandatory for all employees. Direct deposit may be set up for the banking institution of your choice.

School Meal Charges for Staff

The district expects employees to pay for meals before or at the time of service. The ability to charge meals is a privilege not a right. All district staff members will be allowed to charge up to \$50.00. Once the cap is reached you will not be allowed to charge any more until that amount is paid off. Staff members will also be expected to pay their bill monthly. Accumulating charges until the end of the year will no longer be an option.

Board Awarded Raises

The Lebanon R-3 School Board has sole determination of any step or percentage increases awarded to staff. Support staff members hired after January 1 of the current school year are not eligible for any step increase awarded, but will be eligible to receive any percentage increases given.

Holiday Pay – Support Staff (*Policy GDBDA*)

Unless otherwise provided, the following leaves will be provided to full-time and part-time support staff employees. Employees must work the scheduled day before and after the holiday in order to receive pay for the holiday.

Holidays – Labor Day, Thanksgiving, the Friday following Thanksgiving, Christmas, New Year’s Day, Memorial Day, Independence Day.

EXEMPT AND NONEXEMPT EMPLOYEES (*Policy GBA*)

Compensation

Exempt and nonexempt employees will be compensated in accordance with the applicable Board policy. Unless otherwise permitted by law, exempt employees will be compensated on a salary basis. Nonexempt employees may be compensated on either a salary or hourly basis, although amounts paid for overtime work and deductions for unpaid leave will be calculated using an employee’s regular hourly rate of pay. The district will comply with minimum wage laws, when applicable.

Overtime

The Board discourages overtime work by nonexempt employees. A nonexempt employee shall not work overtime without the express approval of his or her supervisor. Nonexempt employees who begin work earlier or work later than their assigned hours without prior authorization from their immediate supervisor are subject to discipline, including termination.

Required Breaks

In accordance with law, the district will provide a reasonable break time for an employee to express milk for her nursing child each time the employee has a need to express for one year after the child’s birth. The district will provide a location, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public that employees may use to express milk.

PROFESSIONAL STAFF COMPENSATION

All Professional Staff Salary Schedules (*Policy GCBA*)

Education courses and other professional development may not be used to advance on a salary schedule unless the employee had prior administrative approval to take the course or participate in the professional development and count it for advancement on the salary schedule.

Professional Staff Development Opportunities (*Policy GCL-R*)

Professional growth is required for all certificated employees of the Lebanon R-III School District. Professional development credit (not graduate hours) may be earned through regularly established college or university credit or in one or more of the following ways: Successful attendance at workshops, meetings or seminars sponsored by school districts; collegiate, professional or technical associations; recognized educational consultants; or conventions under the associations. One unit of professional development credit shall be granted for each sixteen hours of actual attendance at these meetings.

Guidelines

1. Topics of workshops should be related to the individual teacher’s teaching area or to professional development. Examples of approved professional development credit are professional development workshops sponsored by universities and colleges, other school districts, recognized educational consultants or professional organizations.
2. A limit of eight professional development credits may be earned by teachers below the master’s degree and 16 professional development credits may be earned by teachers above the master’s degree during their teaching career in the Lebanon R-III district. The maximum number of professional development credits allowed is 16. This includes 16 for a B.S. and M.S. combined. Eight hours for a B.S. and 16 hours for a M.S. is not possible.

Process

1. Forms and guidelines for professional development credit are available on the district website.
2. Only upon accumulation of one unit of professional development credit, the teacher should submit all completed professional development credit forms with certificates of attendance to their Professional Development Committee (PDC) building representative. In order to receive advancement on the salary schedule, completed forms must be submitted to each respective building’s PDC member by July 15.

3. The PDC Co-Chairs will meet in August to approve or disapprove professional development credit. If the credit is denied, the teacher has five days from notification to appeal to the PDC.
4. The PDC will turn in all approved credit forms with attached copies of successful certificates of attendance to the central office on the last Friday in August. A copy of the approved professional development credit form without certificates will be sent to each individual teacher.

Evaluation – Support Staff (*Policy GDN*)

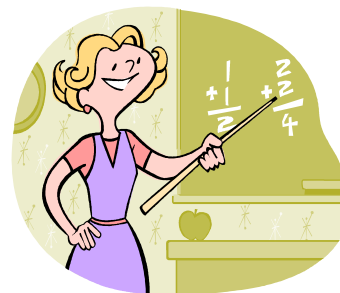
Lebanon R-III School District places a high priority on both engaging the most competent personnel available and on assisting them to develop throughout their term of employment. Support staff employees, who are at-will employees, should be evaluated no less frequently than once each fiscal year. The supervisors and/or principals will evaluate the performance of employees under their supervision in the following areas:

1. Job knowledge
2. Quality of work
3. Quantity of work
4. Initiative/Resourcefulness/Creativity
5. Dependability, including attendance and punctuality
6. Cooperation
7. Communication
8. Impact on the education environment
9. Other areas as appropriate for the specific job

This evaluation will be used to increase job proficiency, and also to determine eligibility for re-employment. The evaluator and the employee must sign to indicate that the employee has read the completed evaluation form.

Evaluation – Professional Staff (*Policy GCN*)

Lebanon R-III School District attaches a high priority to securing the most competent personnel available and, once they are employed, in assisting them in their professional growth and development throughout their careers. The evaluation is a timely process in which judgments are made about the employee's work. The performance evaluation is a continuing process for the purpose of identifying strengths and weaknesses of the individual and improving the quality of work. The Network for Educator Effectiveness (NEE) is a comprehensive system that helps educators improve student learning. The NEE uses multiple measures of educator effectiveness and provides information about professional development that addresses areas of need indicated by the data.



Tuition Reimbursement – Professional Staff

Professional staff will be eligible for reimbursement of up to six credit hours per year @ \$75.00 per hour for coursework appropriate to the following:

- Pursuit of additional area(s) of certification.
- Coursework which enhances teaching skills.
- A planned Master's degree in education or in an area of certification. A copy of the Master's program must be signed by an advisor and on file at the Central Office.
- Requested by school administration to obtain additional certification.

Professional staff must submit a completed tuition reimbursement form along with a grade report or copy of transcripts to the Human Resources office by end of each August. Payment for hours will be made following the November Board meeting. Hours will not be reimbursed after the attainment of a Master's Degree unless a teacher is requested by administration to obtain additional certification.

Employment After Retirement

Individuals receiving retirement benefits from the Teacher Retirement System may be employed in certain positions on a part-time basis without affecting their benefits, according to PSRS rules and state law. It is important that you abide by Missouri law and PSRS/PEERS Board of Trustees' regulations. The effect of post-retirement employment on your benefit payments depends on the number of hours you work, and salary earned. In order to be eligible for retirement benefits, any PSRS retiree whose retirement is effective on or after May 1 may not:

- Work in regular PSRS-covered employment for one (1) month **total separation** (no work in any capacity; as a temporary substitute, as a part-time employee, or as a volunteer) from a PSRS or PEERS covered employer. While this should not impact the start of a new school term for a July retiree,

anyone hoping to retire as of July 1 will not be allowed to work for a covered employer until August 1, which may impact working during summer school, depending on the district's school calendar.

- Sign a contract for regular PSRS-covered employment until after receiving the first PSRS retirement benefit payment.
- ALSO:
- Both employers and retirees are required to complete and maintain a record of hours worked (both systems) and compensation earned (PSRS only)

Members who violate these rules must repay any benefit payments received while ineligible.

PSRS Retiree* Working After Retirement Quick Reference Guide					
Employer	Position Requires DESE-Issued Certificate?	Limits	Report As	Annual Base Required	Contributions Required
Covered K-12 School District	Yes	Per School Year: <ul style="list-style-type: none"> • 550 hours • 50% of the annual compensation payable under the employer's salary schedule for the position or positions, given the level of work experience and education 	Non-Member Retiree (R)	Yes	None
Covered K-12 School District	No	Per School Year: <ul style="list-style-type: none"> • 60% of the minimum teacher's salary set by Missouri law, \$15,000 (The current minimum teacher salary is \$25,000.) 	PSRS as Non-Certificated (O)	No	Employer
Community College	Yes or No	Per School Year: <ul style="list-style-type: none"> • 550 hours • 50% of the annual compensation payable under the employer's salary schedule for the position or positions, given the level of work experience and education 	Non-Member Retiree (R)	Yes	None
Third-Party Employer	Yes	Per School Year: <ul style="list-style-type: none"> • 550 hours • 50% of the minimum salary for a beginning teacher with a master's degree set by Missouri law – or \$16,500 (The current minimum salary for a teacher with a master's degree is \$33,000.) 	Non-Member Retiree (R)	No	None
Third-Party Employer	No	None	N/A	No	None

Under this last provision, retirees must submit annual written notice to PSRS by the last day of the first month of full employment to avoid a disruption of benefits. Working any part of a month counts as a full month. Employees can contact the Benefits Department for additional information.

Resignation of Professional Staff Employees (*Policy GCPB*)

The district encourages employees to notify the superintendent or designee in writing 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. Resignations will be submitted to the Board for notification or approval at the next regular Board meeting, and the superintendent will make recommendations to the Board in situations where an employee is seeking release from a contract.

Employees without Contracts

Employees without employment contracts are considered at-will employees and may resign at any time by submitting a written resignation to the superintendent or designee. The resignation is considered accepted once it is received by the superintendent or designee. The district requests that employees give notice at least ten business days prior to departure so that a replacement can be found or alternative arrangements can be made. The fact that an employee resigned without adequate notice may be shared with potential employers seeking information about the employee.

Employees with Contracts

In general, professional staff members including, but not limited to, probationary teachers and principals, have a binding contract with the district once the employee and the Board have executed a contract in accordance with the law. 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.

Employees may notify the district that they will no longer work for the district at the end of the existing contract by submitting a written resignation notice to the superintendent or designee at any time. Tenured teachers who do not want to work for the district in the next school year must submit a written resignation notice to the superintendent or designee no later than June 1. In these situations, the resignation is considered accepted once it is received by the superintendent or designee.

Employees who seek to resign during the course of a contract or after a contract has been executed, even if performance has not begun, must notify the superintendent or designee in writing of the request to resign. Only the Board has the authority to release an employee from a contract in these situations. The Board considers serious illness, transfer of a spouse and military service legitimate reasons for a resignation of professional staff, but the Board will consider each resignation on an individual basis. An employee will be released from a contract unless a suitable replacement is found. 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.

Professional staff members who seek to have their resignation considered by the Board after June 1 for reasons other than those listed above will first be required to tender a written, signed letter to the district together with a check for \$750 (\$1,000 for administrative staff). The district may deduct the damage amount from the employee's paycheck or other compensation the district owes the employee. If a payroll deduction is insufficient to cover the damage amount owed by the employee, the employee must pay the balance of the damage amount within one month of submitting his or her resignation to the superintendent or designee to prevent the Board from taking legal action against the employee for breach of contract.

Nothing in this policy shall be construed to grant a right of resignation to probationary teachers during the period following acceptance of the contracts and until June 2.

If the employee does not pay liquidated damages as required, the Board reserves the right to pursue all available legal remedies when an employee breaks a contract with the district including, but not limited to, filing charges to have a teaching certificate or professional license revoked or seeking a monetary judgment. In addition, the district may share with potential employers seeking information about the employee the fact that the employee broke the contract with the district.

Resignation of Support Staff Employees (*Policy GDPB*)

Support staff members may resign by submitting a written letter of resignation to their 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 receipt by the supervisor and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The resignation need not be approved by the Board.

Unemployment Compensation Insurance

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Missouri Unemployment Compensation Act.

Employees are **not eligible** to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Human Resources Department.

Employment References (*Policy GBLB*)

This policy was created to meet the requirements of Senate Bill 54 (2011), (162.068, RSMo.) which requires every school district to adopt a written policy on information that the district provides about former employees to other public schools.

As required by law, before offering employment to any teacher who is or was employed by a Missouri school district or charter school, the superintendent or designee will contact the Department of Elementary and Secondary Education to determine the school districts or charter schools that previously employed the applicant. Minimally the superintendent or designee shall request information about the applicant's previous job performance from the most recent school district or charter school.

The district will maintain information about current and former employees as confidential within the limits of the law. Only the Assistant Superintendent for Human Resources or designee 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 Human Resources Department. Upon request, employees will assist the Human Resources Department with the preparation of accurate reference information.

Employees other than the Assistant Superintendent for Human Resources or designee may provide personal references, but by doing so, they are acting in their individual capacities and not as employees of the district. Employees providing personal references may not use district letterhead or otherwise indicate that the reference is sponsored by the district, but they may identify the working relationship they have or had with the current or former employee. The district will not endorse any reference provided outside the directives of this policy and is not responsible for providing legal advice or protection for unauthorized employees who provide references. In accordance with federal law, district employees, contractors and agents are prohibited from writing personal references or otherwise providing assistance in obtaining a new job to any other school employee, contractor or agent who has been accused of sexual misconduct regarding a minor or student, as discussed later in this policy.

Content of Reference Disclosure

In accordance with law, the following information about employees will be provided to any member of the public upon request:

1. Names
2. Positions
3. Salary
4. Length of service

Unless otherwise required under this policy or by law, before providing a reference for a current or former employee, the superintendent or designee will verify that the employee consents to the release of further information. The district may obtain a blanket consent from the employee when the employee leaves the district, contact the employee when a request is made or rely on written consent provided through the application process. Even with consent, unless otherwise authorized by the Board or the district's attorney, or unless the disclosure is otherwise required by law, the Assistant Superintendent for Human Resources or designee may provide only the following factual information when requested, without offering opinions or commentary on job performance:

1. A description of the employee's job duties when employed.
2. Additional district-sponsored committees, activities or duties the employee volunteered for or was designated to perform.
3. Honors and awards received by the employee.
4. Factual information on work performance.
5. Whether the employee resigned or was nonrenewed or terminated. Based on documentation in the personnel file, potential employers will be notified if the employment was ended due to the financial condition of the district, a decrease in enrollment or reorganization of the department, school or district.
6. When requested, a "yes" or "no" answer to a question about whether the district would re-employ the current or former employee if an appropriate position existed or whether the superintendent would recommend re-employment.
7. Allegations and findings of sexual misconduct with a student as required below.

Disclosing Allegations of Sexual Misconduct

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, nonrenewed 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 (CD) 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.

Notice

The district will notify all current employees of this policy. The Assistant Superintendent for Human Resources or designee will provide notification of the existence of this policy to all potential employers who contact the district for a reference. The notification must also include a statement that the district's responses are limited to the scope of this policy. The district will also provide copies of the policy to former employees upon request.

Immunity

Any district employee who is permitted under this policy to respond to requests for references regarding former employees and who communicates only the information authorized by this policy in good faith and without malice is entitled to immunity against any civil action for damages brought by the former employee arising out of the communication of such information, in accordance with law. District employees responding to requests for references in accordance with this policy may request the attorney general to defend them if sued.

EMPLOYEE CONDUCT AND WELFARE

Staff Conduct (*Policy GBCB*)

The Board of Education expects every employee to act professionally, ethically and responsibly; use good judgement; and do what is necessary to maintain a safe learning environment and positive relations with students, parents/guardians, coworkers and the public. In addition to expectations in other Board policies and directives from supervisors, district expectations for employees include, but are not limited to, the following:

1. Become familiar with, enforce and follow all applicable Board policies and regulations, administrative procedures, other directions given by district administrators and supervisors, and state and federal laws.
2. Maintain courteous and professional relationships with students, parents/guardians, other district employees and the public. Transmit constructive criticism to the particular school administrator or supervisor who has the administrative responsibility to address the concern. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors
3. Actively participate in professional development and obtain information necessary to effectively perform the employee's job duties.
4. Conduct all official business in a professional and timely manner. Meet deadlines set by the district, administrative staff and supervisors. Conduct business with the appropriate designated person or department.
5. Care for, properly use and protect school property. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation in order to protect the safety of students and others. Take appropriate action to prevent loss or theft of district property, and immediately report loss or theft of district property.
6. Attend all meetings called by supervisors or the district administration unless excused. Arrive at work and leave work at a time specified by the district or as directed by a supervisor, and follow district policies, procedures and directives regarding absences. All nonexempt employees must receive permission from a supervisor prior to working overtime.
7. Maintain records as required by law, Board policy and procedure, and do not destroy records unless authorized to do so. Keep all student records, medical information and other legally protected information confidential. Submit all required documents, information, data or reports at the time requested. Employees must not falsify records, create misleading records or compromise the accuracy and security of district data.
8. 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. Employees must not leave students unsupervised except as necessary to handle an emergency situation.
9. Obey all safety rules, including rules protecting the safety and welfare of students.
10. Communicate clearly and professionally. Employees will not use profanity and will not raise their voices unless necessary. Written communication must be grammatically correct. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
11. Dress in a professional manner that does not interfere with the educational environment and as directed by administrators or supervisors.
12. Other than commissioned law enforcement officers, school employees 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 students or others and a commissioned law enforcement officer is not immediately available.

13. 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.
14. 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.
15. Unless otherwise allowed by law, employees may not engage in political campaigning during the working day or during times when they are performing their official duties.
16. Employees will not represent their personal opinions as the opinions of the district and, to avoid confusion, are required to clearly indicate when they are speaking or writing as an individual and not a representative of the district.

Drug-Free Workplace (Policy GBEBA) & Employee Alcohol and Drug Testing (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.

Any employee who violates this policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and notify the superintendent or designee of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent or designee in writing no later than five (5) calendar days after conviction. The superintendent or designee will provide notice in writing of such violation to the United States Department of Education or other appropriate federal agency within ten (10) calendar days after the superintendent or designee receives such notification if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education (DESE).

Marijuana

Under the federal Drug-Free Workplace Act, marijuana is not allowed on school property, regardless of if an individual has a medical marijuana card. Employees may not come to work under the influence of marijuana. Employees may be drug tested for marijuana if the District has reasonable suspicion that an employee is under the influence. Individuals in safety-sensitive positions may be randomly drug tested for marijuana and may be disciplined for it even if they have a medical marijuana card (i.e. bus driver).

Use of Tobacco Products and Imitation Tobacco Products (Policy AH, JG, KG, KK)

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, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine healthcare, daycare or early childhood development services to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services.

Students and employees who violate this policy will be disciplined in accordance with applicable Board policies and may be offered referrals to smoking cessation programs. Employees may be terminated for repeated violations. Visitors who violate this policy may be asked to leave or may face other consequences in accordance with district policies and procedures.

Recording Student Attendance

In accordance with state guidelines and to maintain a safe learning environment, accurate student attendance must be taken and recorded in the District's student information system. Each elementary teacher will enter student attendance at the beginning of the school day. Secondary level teachers will enter student attendance before the end of each class period. Teachers who fail to maintain accurate attendance records will be subject to discipline, including verbal and/or written reprimand, suspension, or termination, in accordance with Board policy.

Staff Communication Device Use (Policy GBCC)

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

General Use

The district prohibits any employee communication device use that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the device used is owned by the employee or provided by the district.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use a communication device when they are responsible for supervising students unless any of the following conditions occurs:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of an employment-related duty.
3. The employee has received specific and direct permission from a supervisor.
4. There is an emergency

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

Regardless of other provisions of this policy and in accordance with law, employees shall not use communication devices when:

1. Driving district-provided vehicles, regardless of whether the vehicle is owned, leased or otherwise obtained for district use in a district activity.
2. Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations when such supervision is part of the employee's job.

The district will make an exception to the rules in this section when the communication device is used to:

1. Report illegal activity.
2. Summon medical or other emergency help.
3. Prevent injury to a person or property.
4. Relay necessary, time-sensitive information to a dispatcher with a device permanently affixed to the vehicle, in the manner allowed by law.
5. Play music, as long as the employee operating the vehicle does not turn on, select or otherwise manipulate the device while operating the vehicle or supervising students as described above.
6. Obtain directions from a global positioning or navigational system, as long as the system is being used in association with the employee's job and adequate safety precautions are taken.

Even in these situations, employees should first take all possible safety precautions before using communication devices.

CRIMINAL BACKGROUND CHECKS (*Policy GBEC*)

The Lebanon R-III School District is committed to providing a safe environment for students to learn. As part of this effort, the district will require criminal background checks of employees as well as certain volunteers and others working on school grounds in accordance with this policy. The Board directs the superintendent or designee to develop procedures and practices consistent with this policy.

Any offer of employment is contingent upon the satisfactory outcome of the criminal background check, when required. The district has the sole and absolute discretion to determine whether the outcome is satisfactory.

Reporting of Alleged Violations of Law

The Lebanon School District is committed to protecting the safety and security of students, employees, and visitors. To fulfill this requirement, the District desires to monitor arrests of its employees, the filing of charges against its employees, the disposition of criminal proceedings involving employees, and reports, complaints, or findings of child abuse or neglect against its employees. As a condition of continuing to work within the district, all employees and other persons required to submit to a criminal background check pursuant to this policy must notify the district if they are charged, convicted, plead guilty to or are otherwise found guilty of any misdemeanor or felony, regardless of the imposition of sentence. This notification must be made as soon as possible, but no later than five (5) business days after the event.

- The term “criminal charge(s)” used above include a felony, a misdemeanor, or any alcohol or drug related traffic offense, such as Driving Under the Influence or Driving While Intoxicated.
- The term “disposition” used above shall include the following:
 - Conviction, plea of guilty, plea of nolo contendere (no contest), entry of an Alford plea, suspended imposition or execution of sentence, deferred adjudication or sentencing, pre-trial diversion agreement, or any other penalty imposed by a court of law.
- The employee is required to communicate accurately the following information:
 - The nature of the criminal charge(s) or the incident causing arrest;
 - The city, county and jurisdiction where the charges are pending or the arrest occurred;
 - Information regarding court or hearing dates, times, and locations;
 - The date and nature of the disposition of the criminal charge(s)

Failure to provide notification of an arrest/filing of charge(s)/disposition of criminal charge(s) may result in disciplinary action up to and including separation from employment.

Volunteers

The Board of Education recognizes that community and parent volunteers make valuable contributions to the district’s schools and encourages volunteer participation in district programs. Further, parent and community involvement are essential components of high student achievement. The Board endorses a volunteer program and expects its professional staff to encourage and strengthen community and parent involvement in the schools.

The district will require a criminal background check on all individuals volunteering in positions where they may be periodically left alone with a student or have access to student records. Volunteers who chaperone students on overnight trips or are sponsors, advisors or coaches of district-sponsored activities, must satisfactorily complete a criminal background check. The superintendent or designee is directed to identify the volunteer positions in the district that require a criminal background check. The superintendent or designee must receive the results of the background check and officially approve the volunteer before he or she may begin service in the identified volunteer position.

BULLYING (*Policy JFCF*)

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

Definitions

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

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

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

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

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

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

Reporting Bullying

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

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

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

Investigation

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

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

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

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

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

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

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

Mandated Child Abuse/Neglect Reporting (*Policy JHG*)

All Lebanon R-III School District employees are mandated to report suspected child abuse/neglect.

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, shall directly and immediately make a report to the CD, including any report of excessive absences that may indicate educational neglect. No internal investigation shall be initiated until such a report has been made, and even then the investigation may be limited if the report involves sexual misconduct by a school employee. Employees who make such reports to the CD must notify the school principal or designee that a report has been made. The principal or designee will notify the superintendent or designee and the district liaison(s) about the report.

Child abuse is legally defined as any act of omission or commission that endangers or impairs a child's physical or emotional health and development. Categories include:

- ❖ **Physical abuse:** unlawful corporal punishment or injury.
- ❖ **Physical neglect:** general and severe neglect.
- ❖ **Sexual abuse:** sexual assault; exploitation.
- ❖ **Emotional maltreatment/deprivation:** willful cruelty or unjustifiable punishment.

Indicators of suspected child abuse are listed below to assist in recognizing potential or existing problems. Please note that these indicators are merely examples and not all-inclusive.

Physical abuse

- ❖ Bruises, burns, abrasions, lacerations or swelling caused by other than accidental means.
- ❖ Belt buckle marks, handprints, bite marks and pinches.
- ❖ History of recurring injuries.
- ❖ Unexplained injuries: conflicting explanations or reasons for injury.

Physical neglect

- ❖ Child is lacking adequate medical or dental care.
- ❖ Child is often sleepy or hungry or appears malnourished.
- ❖ Child is often unsupervised. Home conditions are unsafe or unsanitary.

Sexual abuse

- ❖ Child makes statements about sexual activity with parents, relatives, friends of the family or other adults.
- ❖ Unusually seductive with classmates and/or adults
- ❖ Child shows an early or exaggerated awareness of sex.
- ❖ Child is known to be a victim of other forms of abuse.

- ❖ Child (under age 17) makes statements showing that child is having a sexual relationship with a person over the age of 18.

Emotional abuse

- ❖ Child is frightened of parents/caretakers or at the other extreme is overprotective of parent/caretaker or is frightened of going home.
- ❖ Child is extremely passive, overly compliant, apathetic, withdrawn or fearful or at the other extreme, excessively aggressive, destructive or physically violent.
- ❖ Child is clingy and forms indiscriminate attachments, or is wary of physical contact.

Staff members are not investigators and should not initiate investigations on their own when they suspect child abuse or neglect. However, under Board policy, staff members are required to notify their school principal (or designee) whenever they observe anything that gives them reasonable cause to suspect that a child has been subjected to abuse or neglect or whenever they observe conditions/circumstances that could reasonably result in abuse or neglect. If a staff member has any questions about this requirement, the staff member is encouraged to consult a school principal for guidance and assistance.

Corporal Punishment (Policy JGA)

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

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

NOTICE OF NON-DISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Lebanon R-III School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Any person having inquiries concerning our School 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 in Employment Act (ADEA), Section 504 of the Rehabilitation Act of the 1973 (Section 504), Titles II and III of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act is directed to the Compliance Coordinator below, who has been designated by our School District to coordinate our School District's efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504, and the ADA.

Our School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the U.S. Department of Education, Office for Civil Rights, On Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106; telephone (816)268-0550; facsimile: (816) 268-0599; TTY: (877) 521-2172; Email: OCR.KansasCity@ed.gov.

Questions, or to request for additional information regarding Title VI, IX, ADA, ADEA, Section 504 or the Boy Scouts of America Equal Access Act may be forwarded to the designated Title VI, IX, ADA, ADEA, Section 504 or the Boy Scouts of America Equal Access Act compliance coordinator:

Director of Special Programs
Lebanon R-III School District
224 W. Commercial St
Lebanon, MO 65536
(417) 657-6001

This notice may also be requested from the Title VI, IX, ADA, ADEA, Section 504 or the Boy Scouts of America Equal Access Act compliance coordinator in large print, on audiotape or in Braille.

Compliance Coordinator for Laws Listed in this Notice:

Director of Special Programs
Lebanon R-3 School District
224 W. Commercial St
Lebanon, MO 65536
(417) 657-6001

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION (*Policy AC*)

It is the policy of the Lebanon R-III Board of Education to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, sex, age, genetic information or disabling conditions. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the Lebanon R-III School District and individuals with whom the Board does business.

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the Lebanon R-III School District. The Board also believes in the right of every qualified individual to expect fair and equal treatment both as an employee and as an applicant for employment.

In keeping with the requirements of federal and state law, the Lebanon R-III School District strives to remove any vestige of discrimination, harassment or retaliation in its programs including its:

1. Employment, assignment and promotion of personnel.
2. Educational programs, offerings, services and vocational opportunities.
3. Assignment of students to schools and classes.
4. Student discipline.
5. Location and use of facilities and educational materials.

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 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 civil rights law and U.S. Department of Agriculture civil rights regulations and policies, the USDA, its agencies, offices and employees and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age 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.

The Board will designate an individual to act as the district's compliance officer, and will ensure that the officer's name, business address and telephone number, as well as the statements of nondiscrimination by the district, are published to patrons, employees and students on an annual basis. The Board designates the following individual to act as the district's designated Title VI, IX, ADA, ADEA, Section 504 or the Boy Scouts of America Equal Access Act compliance coordinator:

Director of Special Programs
224 W. Commercial St
Lebanon, MO 65536
Phone: 417-657-6001 / Fax: 417-532-9492

All persons who believe they have a complaint of discrimination, harassment or retaliation may utilize Lebanon R-III Board of Education policy ACC, Grievance Procedure for Resolution of Discrimination Complaints. The superintendent shall continue all necessary actions to ensure that discrimination, harassment or retaliation does not occur in the educational program, employment practices or activities of the Lebanon R-III School District.

Staff and Student Harassment (*Policy ABC*)

The Board of Education declares that it is the policy of the Lebanon R-III School District to maintain a working and learning environment that is free from harassment based on an individual's race, color, religion, sex, national origin, age, genetic information or disability. As a result, it shall be a violation of this policy for any employee of the Lebanon R-III School District to harass students or other employees of the Lebanon R-III School District because of their race, color, religion, sex, national origin, age, genetic information or disability. It shall also be a violation of this policy for students to harass employees or other students of the Lebanon R-III School District based on their race, color, religion, sex, national origin, age, genetic information or disability. In order to constitute a violation of this policy, the harassment must occur on or in Lebanon R-III School District property, including district vehicles; or, during or in conjunction with a district sponsored activity; or, directly in connection with the educational process of the Lebanon R-III School District.

Harassment – Unwelcome or inappropriate verbal, written, or physical conduct toward an employee or student of the Lebanon R-III School District because of that individual's race, color, religion, sex, national origin, age, genetic information or disability. Harassment occurs when such conduct has the effect of unreasonably interfering with an individual's work, academic or extracurricular performance, or has the effect of creating an intimidating, hostile, or offensive work or learning environment.

Harassment can take many forms. It can include offensive jokes, slurs, epithets or name calling, physical assault or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects, insignias, acronyms or pictures and interference with work or educational performance.

Harassment can be staff-on-student, student-on-student or student-on-staff. Following are examples of behaviors that may constitute harassment if based on a person's race, color, religion, sex, national origin, age, genetic information or disability:

1. Making demeaning remarks to an individual or group or in the presence of an individual or group.
2. Displaying or circulating demeaning or offensive visual or written material.
3. Damaging, defacing, or destroying personal property.
4. Using "fighting words" or expressions commonly understood to convey hatred or contempt.
5. Engaging in demeaning verbal and other expressive behavior in instructional settings.

Additional Prohibited Behavior

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

Consequences

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Definitions

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

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

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

Sexual Harassment – is considered to be any unwanted, unwelcomed, or unsolicited sexual conduct imposed on a person who regards it as offensive or undesirable. The key word in defining sexual harassment is **unwelcomed**. The Lebanon R-III School District has a **zero tolerance for any form of sexual harassment**.

How do you know it is sexual harassment?

If someone's words or actions:

- Are unwelcomed or offensive to you
- Make you feel uncomfortable or threatened
- Affect your job performance

Then it may be Sexual Harassment and should be reported to your immediate supervisor for investigation.

Reporting

All persons must report incidents that might constitute illegal discrimination or harassment. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report any observations, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint. If a person refuses or is unable to submit a written complaint, the complaint will be summarized in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

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

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination and harassment 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 any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy.

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 filling a grievance and any grievance or other document that is generated or received pertaining to grievances. 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.

Confidential Student Records Access (*Policy JO, JGF*)

Access to records of students by school staff must be severely restricted. Only those staff that have a job duty that requires continuing access should be authorized for inquiry access only. Access requires the principal's authorization. Each employee working with or having access to confidential records should be informed and acknowledge that most personally identifiable student information is confidential and only those having direct, legitimate educational interest in that student may view, access, or otherwise make use of such information.

Conflict of Interest (*Policy GBCA*)

All employees of the Lebanon R-III School District shall adhere to the laws regarding conflict of interest and avoid situations where their decisions or actions in their employment capacities violate the provisions of this policy or conflict with the mission of the district.

The Board recognizes that all business transactions in which the school system engages not only must be within the law, but also must reflect generally accepted fair trade practices. The Board further recognizes the need for all employees to refrain from engaging in inappropriate business-related behavior. Employees of the school system shall not:

- Engage in the selling, renting or leasing of property, goods or services to the Board in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transactions is made pursuant to an award on a contract let or sale made after public notice.
- No employee of the district shall perform service as an independent contractor for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.
- Employees may not act or refrain from acting by reason of any payment, offer to pay, promise to pay or receipt of anything of actual pecuniary value paid or payable, or received or receivable, to themselves or any third person. This includes a gift or contribution made or received in relationship to or as a condition of the performance of an official act.
- Employees shall not favorably act on any matter that is specifically designed to provide a special monetary benefit to them, their spouse or any dependent children in their custody.
- Employees will not use their decision-making authority for the purpose of obtaining financial gain that materially enriches them, their spouse or any dependent children in their custody by acting or refraining from acting for the purpose of coercing or extorting anything of actual pecuniary value.
- Employees shall not offer, promote or advocate for a political appointment in exchange for anything of value to any political subdivision.

- An employee will not attempt to directly or indirectly influence any district decision when the employee knows the result of the decision may be the district's acceptance of a service or the sale, rental or lease of any property to the district and the employee, his or her spouse, dependent children in his or her custody or any business with which the employee is associated will benefit financially.
- An employee will not use his or her position with the district to influence purchases made by students or parents/guardians that result in the financial gain of the employee, the employee's spouse, the employee's dependent children or businesses with which they are associated, unless authorized by the Board of Education.
- An employee will not trademark, patent, copyright or claim ownership interest in any inventions, publications, ideas, processes, compositions, programs, images or other intellectual property created by the employee in his or her capacity as an employee of the district, unless authorized by the Board of Education. The district will not pay royalties, licensing fees or other fees to employees or businesses with which they are associated for the use of intellectual property created by employees in their employment capacities, unless authorized by the Board of Education.
- Employees will not accept gifts of substantial value from vendors, individual students or parents/guardians unless authorized by the Board of Education or the employee's immediate supervisor. For the purposes of this policy, a gift has a "substantial value" if it is worth more than \$100.

STAFF/STUDENT RELATIONS (*Policy 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.

Exceptions to this Policy

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

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

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

Failure to Maintain Boundaries

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

1. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
2. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
3. Discussing the staff member's personal problems with or in the presence of students.
4. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
5. Sending students on personal errands.
6. Allowing a student to drive the staff member's vehicle.
7. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle, or the parent/guardian has agreed to the transportation.
8. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
9. Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication

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

The district's policies, regulations, procedures and 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 6:30 a.m. and 9:30 p.m., unless the student is participating in a district sponsored activity. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff 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.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the 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.
3. 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.

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

Consequences

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

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and 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.

Reporting of Child Abuse or Neglect Complaints/Proceedings

- Employees must notify their direct supervisor of any child abuse or neglect complaints or report filed against them and regarding the findings of any investigation of a complaint or report against them alleging child abuse or neglect. This reporting requirement applies to reports of any complaints, reports and investigations by any federal, state or other jurisdictions. It also applies regardless of whether or not the alleged conduct occurred on school grounds or involved a student.
- Failure to provide notification of a child abuse or neglect complaints, reports, or findings may result in disciplinary action up to and including separation from employment.

The existence of an arrest, criminal charges, adverse disposition, or child abuse or neglect report, complaint, or finding will not necessarily or automatically affect the reporting employee's employment status with the District. The District understands that an arrest, charge, or child abuse/neglect report is not proof of a criminal violation of law or of child abuse/neglect, respectively. Therefore, each report will be reviewed on an individual basis, and the employee will be kept informed of the District's decisions.

EMPLOYEE TECHNOLOGY AGREEMENT (*Policy EHB*)

Every employee is required to have a signed Employee Technology User agreement on file with the Technology Department. Any violation of policies and/or regulations referenced in the agreement may result in disciplinary action taken against the employee, including but not limited to suspension or revocation of access to district technology, and termination. Employees will be responsible for any unauthorized costs arising from use of the district's technology resources including damages.

Email Protocol for Effective Communication

Because email has become an essential means to communicate and conduct business, the District has the following list of guidelines and expectations for all email users. As a District employee, when you are provided with an email account you are expected to use it and respond to your business-related emails in a timely manner. As you use email, please be aware that there are dangers in today's cyber world. Do not respond to unknown emails and beware of hidden readers because you may never know who will read the content of your email because email is not private. To use email effectively, please observe the following recommendations.

Be Clear with Your Message

- Use good judgment as to when to use an email and when to make a phone call or have a face-to-face conversation.
- Use a good descriptive subject title in the email that is appropriate for the message.
- Does the message require a formal attachment or is the email message alone appropriate?
- Be clear in your writing. There is always the chance that someone will misinterpret your message.
- The type of email message you send is a reflection of your character.
- Is this a personal email? If so, you should not use email on company time or equipment.

Practice Email Etiquette to Build Relationships

- Be polite and remember the golden rule "Type unto others as you would have them type unto you."
- End your email with Thank You, Sincerely, Take it easy, a gentle good bye.
- Do not email or respond when angry or upset. It is best to cool off and reread the email.
- Do not send an urgent email and expect everyone to act on it immediately.

Consider the Following when Sending Email to a Group

- Is this message appropriate to the group?
- Should every member of the group receive this email?
- Does this message apply to the members of this group?
- Must you feel obligated to read and respond to a group message? No, however, if you need to respond, only respond to key personnel not the entire group.

Employees should be aware that because of the ease of sending and replying to emails, it is easy to hit the wrong key and send an email inadvertently to individuals other than the intended recipient.

Therefore, caution should be taken when sending or replying to emails to ensure that they are sent to the intended recipient(s) only.

Emails containing personally identifiable student information may be considered "educational records" under the federal Family Educational Rights and Privacy Act ("FERPA") and, thus, subject to parental review. Therefore, employees must exercise care and caution when preparing and transmitting emails containing any educational information about students.

Emails should not be read during instructional time or when participating in a meeting. Parents and students may send you an email. This response should be treated as if you received a phone call. It requires a timely response and should not be substituted for a parent conference if one is required.

Emails implicating a protected category (such as race, color, religion, sex, national origin, ancestry, disability, or age) can constitute prohibited harassment. As such, they are not permissible and should not be sent either from or to District computers. In addition, the District strongly discourages the exchange of emails through District computers when such emails relate to personal matters. Such personal emails are not part of the instructional process and, therefore, should not be sent to or from District computers. The District reserves the right, at all times, to review all emails transmissions sent to or from its computers.

PURCHASING (Policy DJF)

The purpose of this policy and any related administrative procedures is to ensure that all purchases of supplies, equipment and services are made in compliance with state and federal law and good business practices. The Board recognizes the importance of a sound fiscal management program and expects district staff to maximize the resources available for the district's educational program and to be good stewards of public funds by exercising fair, competitive purchasing practices. The district will respect its financial obligations and will also require that providers meet their obligations to provide quality products and services in a timely manner to the district. All purchasing will be conducted in a manner that provides full and open competition consistent with the standards of state and federal law.

All funds deposited with the district, regardless of source, are considered district funds and are subject to this policy. No contract will be entered into or bill paid without the proper documentation and without an affirmative vote from a majority of the whole Board. Purchases not previously included in a Board-approved budget that may exceed \$50,000 must have prior Board approval unless this policy's emergency provisions are applicable.

The Board encourages district staff to purchase products manufactured, assembled or produced in the United States.

Purchasing Supervision

The Executive Director of Business will serve as the district's purchasing officer or will designate a purchasing officer. The purchasing officer will supervise district purchases of products and services and may authorize purchases on behalf of the district that comply with the Board-adopted budget and this policy.

The superintendent, in consultation with the purchasing officer, shall develop procedures to implement this policy in a manner that will meet the district's needs while protecting the district's resources. These procedures will comply with all applicable laws and will centralize and provide oversight of all purchasing decisions.

Competitive Purchasing

District staff will research all purchases and compare prices prior to making decisions regarding the expenditure of district funds unless a purchase is covered by an exception pursuant to this policy. Employees are expected to contact multiple providers before making a decision regarding purchases under \$3,500. Purchases of \$3,500 or more will be competitively bid, and sealed bids will be required for purchases that may exceed \$50,000.

The district will select the lowest or best bid as defined in DJF-AP1. The district reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

The district will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions detailed by the district. Among other factors detailed in the bid specifications, consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

When the purchasing officer determines that it is in the best interest of the district, products or services may be purchased by competitive negotiations or proposals rather than competitive bids. Likewise, the superintendent, in consultation with the purchasing officer, is directed to create procedures that allow the district to benefit from cooperative purchasing and address unusual situations such as purchasing when there is a single feasible source for the purchase. The superintendent is also directed to create a process whereby authorized providers are selected for frequent purchases, while still monitoring the competitiveness of these providers.

Purchases Involving Federal Funds

In addition to the requirements of this policy and the accompanying procedure, the provisions of policy DJFA and related procedures must be followed when federal funds are used.

Emergency Situations

Unless competitive bidding is required by law, the superintendent may waive the requirement for competitive bids or proposals when he or she determines that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary to protect against further loss of or damage to property or prevent or minimize a serious disruption in services. Emergency purchases shall be made with as much competition as is practical under the circumstances and only to the extent necessary to alleviate the emergency.

Debarred or Suspended Providers

The district will not do business with providers who have been suspended or debarred on a state or federal level. District employees are directed to verify that selected providers are in good standing before making a purchasing decision.

Confidentiality

Sealed bids and related documents will be kept confidential until bids are opened. District staff will not disclose offers, bids or price quotations to competitors except as necessary to conduct negotiations beneficial to the district or as required by law. All contract negotiations and related documents are considered closed until a contract is executed or all proposals are rejected.

Credit and Purchasing Cards

Authorized district employees and Board members may use credit cards or purchasing cards issued to the district to make purchases for the district or pay for reasonable travel expenses incurred when performing official duties. Employees and Board members will not use these cards to circumvent the bidding and purchasing requirements established by law and Board policy. All purchases made using district cards must be attributed to the appropriate budget code and must conform to the Board-adopted budget.

The district will use purchasing cards instead of credit cards to the extent feasible. Unless otherwise authorized by the Board, only the superintendent and the purchasing officer will have access to a district credit card, and the Board will set the amounts that may be charged to those cards.

The Board will approve which employee positions will be issued district purchasing cards and the limitations on the cards. The superintendent, in consultation with the purchasing officer, will annually review and revise the list of persons receiving district cards and the limitations on those cards. The annual review will ensure that only the employees who appropriately utilize the cards have access to them and that the limitations on the cards do not exceed the amounts of the projected expenditures to be made with the cards. The Board will annually approve all modifications prior to implementation.

The Board may authorize the issuance of purchasing cards to Board members in the same manner that they are issued to employees. Board members who choose to use a district purchasing card are subject to the same policies and procedures as district employees. The superintendent is directed to notify the Board president if any Board member fails to follow district policies and procedures regarding purchasing card usage, and the Board member's usage may be temporarily suspended by the Board president until the issue is presented to the full Board. If the Board member in question is the president, or if the president is not available, the vice president will act as president in the matter.

Any employee or Board member using a district card shall sign a card usage agreement and will receive training on applicable procedures for card use. District employees and Board members issued a card must provide documentation, such as receipts and applicable budget codes, justifying expenditures. The purchasing officer will examine all documentation prior to payment and will notify the superintendent or designee immediately if any purchase was made in violation of law or district policies or procedures.

All employees and Board members issued a district card must take all reasonable measures to protect the cards against damage, loss, theft or misuse. Any damage, loss, theft or misuse of the card must be reported to the superintendent immediately. No person may use the card other than the authorized employee or Board member to whom the card was issued. District employees and Board members will surrender all cards upon completion of their employment or term with the district or upon demand by the district.

Prohibited Activity and Reporting Requirements

The district expects all staff members to comply with the letter and intent of all district policies and procedures regarding purchasing. Under no circumstances may employees use district funds to make unauthorized or personal purchases. Staff members may not artificially divide purchases to avoid bidding requirements or design bid specifications to favor a particular provider.

All district employees must report suspected fraud, theft or misuse of district funds to the superintendent or purchasing officer immediately. District employees may be disciplined or terminated from employment for failing to follow Board policy or district procedures and for any misuse of district resources, including district credit and purchasing cards.

The superintendent or purchasing officer will contact law enforcement and file a report or sign a complaint on behalf of the district in situations where a crime may have occurred.

EMPLOYEE RELATIONS AND COMMUNICATIONS

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized through special events and activities.

District Communications (*Policy KB, BDDL*)

The district recognizes that Board members and employees have regular contact with students, parents/guardians and public in general. When interacting with the public, all district employees and Board members are responsible for communicating accurate information about district policies and programs and promoting effective school-home-community partnerships. District employees will not be disciplined for speech that is protected by law. In all communications, the Board and its employees will:

1. Disseminate accurate and timely information about district policies, programs, procedures, achievements, decisions, and critical issues.
2. Eliminate rumors and misinformation.
3. Observe confidentiality and other restrictions imposed by law and Board policy.
4. Promote a climate of trust.

Parent-Teacher Conferences

Research has shown that parental involvement is one of the most important factors in a student's success in school. For many parents, however, that involvement is limited to attendance at parent-teacher conferences. Therefore, it is essential that teachers make the most out of this opportunity. All teachers are expected to attend parent-teacher conferences at the dates and times scheduled by the District. Graduate class is not an acceptable reason to be absent from conferences. If it is unavoidable to be absent, teachers must notify their principal as to the reason and how they plan to arrange an alternative time to communicate with their parents. Teachers who are supervising a District sponsored activity will be excused from conferences, but will be responsible for arranging an alternative time to communicate with their parents. When possible, teachers should make arrangements outside the District scheduled conference times to confer with their own child's teacher(s).

Identification Badges

All employees are expected to visibly display, attached to their person, the approved Lebanon R-III School District identification badge while on any property owned or leased by the board, during school hours or at any time the employee is acting in the course and scope of his/her employment and remain the property of the Lebanon R-III School District. Persons who leave employment with the Lebanon R-III School District are required to turn in the ID badge to their immediate supervisor. Replacement of lost badges shall be made at the employee's expense, and can be obtained by calling the Technology Department. The Lebanon R-III School District currently extends the **courtesy** of free admission to most school athletic events upon presentation of the identification badge. This admission is for the **employee and immediate family members only**.

Media Policy (Policy KB)

The Director of Communications retains responsibility for, and direct authority over, the public information program of the entire district as authorized and instructed by the Office of the Superintendent.

Throughout the school year, the Director of Communications publishes electronic newsletters, brochures, news releases, and other communication materials. The office is also responsible for public and media relations, assists with strategic planning, special events, and crisis management. The department also encompasses the district website, Facebook and Twitter accounts.

The principal or his/her designee is the media contact for the individual school. All interviews in schools must be approved by the principal and the Communications Office. If you are contacted by a reporter, please talk with your principal or supervisor before granting interviews or providing information. Parental permission is required before individual students are interviewed or photographed by news media representatives.

Guidelines for Staff Use of Social Media

It is important to always remember that as public school employee's staff members are not just "private" citizens. School employees are always representatives of the school district and community and that means living up to a different set of standards. The following are general recommendations for staff use of social media.

- Know all applicable Board policies, procedures, guidelines related to use of social media.
 1. EHB: Technology Usage
 - a. No legal expectation of privacy
 - b. Files may be intercepted, accessed, monitored, searched by the District
 2. GBCB: Staff Conduct
 - a. Maintain professional and courteous relationships with pupils, parents/guardians, other employees, and patrons
 - b. Keep all student records and information confidential
 - c. Refrain from using profanity
 3. GBH: Staff/Student Relations
 - a. Boundaries with students must be maintained regardless of student's age
 - b. Electronic communications for educational purposes only per policy
- Always remember that posts are forever and completely public. There is no expectation of privacy in anything posted online. Profile pictures, snapshots (SnapChat), etc. are all accessible and will reflect on an employee's position with the District.
- Do NOT friend, follow or otherwise communicate with students on social media - except for approved educational purposes and exceptions per policy GBH.
- Block students who attempt to contact you via social media.

- Monitor your profile pictures and social media accounts
- No pictures showing alcohol or drug use
- No pictures of yourself semi-clothed or naked
- No posting on social media during work hours unless approved by supervisor for educational purposes.
- No complaining about students, parents, your job, your supervisor, co-workers, the board, the district, etc.
- Always remember humor is subjective.
- When in doubt - don't.

Violations of policy shall result in discipline, up to and including termination of employment and possible reporting to Children's Division if required.

Parent/Student Complaints (Policy KL, JFH)

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. Parents are encouraged to discuss problems or complaints with teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the building principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response. Once all administrative complaint procedures are exhausted, parents and students can bring complaints to the Board of Education.

Visitors in the Workplace

Visitors to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visitors shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. All visitors must at all times wear proper Lebanon R-III School District identification.

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination.

Employees who observe an unauthorized individual on the district's premises should immediately direct him or her to the building office or contact the administrator in charge.

Enforcement

If a visitor prohibited from district property or events under this policy is on district property, district staff will contact law enforcement and/or escort the person from district grounds and inform the person of the district policy prohibiting his or her presence.

GENERAL INFORMATION

Personnel Files (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 administrative 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.

Files containing immigration records and files containing medical information regarding an employee will be kept separate from other personnel files.

Upon request to and in the presence of the appropriate administrative official, any employee may inspect his or her own personnel file during regular working hours, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers

The Human Resources Department will maintain an official personnel file on each employee. A separate file will be kept by the office for each employee containing the employee's health and medical records.

Daily Courier Service

The Inter-District Mail makes delivery to and from the district office and each school building daily. Mail that needs to go to the post office may also be sent through the Inter-District Mail.

Staff Development

Staff development activities occur during and after school time throughout the year. Some are district-wide in scope, while others are planned for specific groups such as subject area teachers, grade level teachers or individual school staff members. Staff development is considered a critical element in school improvement and a vital component in the district's commitment to excellence.

National Board Certification (*Policy GCL*)

The Board of Education and the Lebanon R-III School District recognizes the National Board-Certified Teacher and National Board-Certified Counselor programs as among the highest forms of professional development. In an effort to support and encourage district teachers and counselors to seek and obtain National Board Certification in their fields, the Board will grant the following for teachers and counselors currently contracted with the district:

1. The district will reimburse 100 percent of the tuition costs upon the teacher or counselor receiving National Board Certification, if the employee remains in the district the following year.
2. The district will pay an additional salary stipend of 5 percent of the employee's base pay each year for the life of the certificate.

WORKPLACE SAFETY

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.

Individuals employed by the district or through a contracted service to drive district transportation must annually file a statement from a medical examiner with the district that indicates that they are physically qualified to operate district transportation for the purpose of transporting students. A new driver must file this statement prior to his or her initial operation of district transportation.

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

Emergency Plans/Safety Drills (*Policy EBC, EBCA, ECA*)

When a violent act occurs on school property – anywhere – it affects all of us! In order to respond to any incident that disrupts the school day, a disaster, an unexpected event or a catastrophic emergency, schools need to have a pro-active, district-wide plan in place that designates specific roles and responsibilities. Lebanon R-III School District utilizes a written crisis plan for emergency planning. This plan outlines and describes the district's guidelines for responding to most crises. All staff members with a need to know are provided in-service training concerning these guidelines.

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, bomb threat, lockdown, shelter-in-place and evacuation) will be developed by the superintendent or designee in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills shall be given early in the school year, and drills shall be held regularly throughout the year.

The decision to call for and execute drills will be the responsibility of the superintendent and/or the building principal. The district will cooperate and coordinate drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees.

First Aid, CPR, and AED Certification

Nurses, physical education teachers, coaches, athletic trainers, or sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by (MHSAA) must maintain and submit to the District proof of current certification in first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED).



Communicable Diseases (*Policy EBB*)

The Lebanon R-III 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.

Universal Precautions

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

Categories of Potential Risk

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. The district will not require any medical evaluations or tests for such diseases.

Confidentiality

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. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

School Closings and Cancellations

In making the decision to close schools, the Superintendent or designee will consider many factors relating to the safety and health of children.

Conditions which would prompt consideration to close schools could be:

- Weather conditions, both existing and predicted.
- Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous.
- Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

Students, parents and staff will be informed early in each school year of the procedures which will be used to notify them in case of emergency closings.

WORKERS' COMPENSATION (*Policy GBEA*)

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

Reporting

An employee must report all injuries immediately to his or her immediate supervisor by completing the district's incident report form. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

Upon receiving a report of an injury or illness, the supervisor will immediately forward the report to the superintendent or designee. The superintendent or designee will promptly forward a copy of the report to the district's workers' compensation insurance carrier and will be responsible for keeping the carrier informed of the employee's status.

Use of Leave – Worker's Compensation

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

Employees who are absent due to an illness or injury compensable under workers' compensation and who are receiving such compensation will not lose seniority or any accumulated paid leave due to the absence. However, the employee will not continue to accumulate paid leave during the absence.

Employees are required to use accumulated paid leave to receive medical treatment, evaluation or to attend physical rehabilitation during work time. If paid leave has been exhausted and the employee must be absent during work time to receive medical treatment, evaluation or to attend physical rehabilitation in conjunction with a work-related injury or illness, the employee may be granted unpaid leave.

Employees Required to have a Commercial Driver's License

Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials.

Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving. Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs returns to duty.

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Human Resources Department.

Safety-Sensitive Positions

Employees assigned to positions that have been classified as safety sensitive shall be subject to random drug/alcohol testing under the same guidelines and procedures as established by the District for drivers of commercial motor vehicles, including school buses. The term "safety-sensitive" shall apply to all employees who have been assigned to the following job functions:

- ❖ Police officers who carry weapons or firearms;
- ❖ Motor vehicle mechanics and inspectors;
- ❖ Personnel who maintain and/or operate potentially dangerous equipment;
- ❖ Personnel who handle hazardous material or substances; and
- ❖ Any employees who operate District-owned, leased, or rented vehicles.

ILLNESS AND INJURY RESPONSE AND PREVENTION (*Policy EB & EBBA*)

In order to maintain a safe and healthful work environment the Lebanon R-III School District has an Illness and Injury Response and Prevention policy for all employees to follow. By making employee safety a high priority for every employee, injuries and illnesses can be reduced, productivity can be increased, and a safer and healthier environment can be promoted for all individuals at Lebanon R-III School District.

Diligent implementation of this policy will produce many benefits for all employees. Most notable it will:

- Protect the health and safety of employees.
- Decrease the potential risk of disease, illness, injury, and harmful exposures to district personnel.
- Reduce workers' compensation claims and costs.
- Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reducing the need to find and train replacement employees.
- Improve employee morale and efficiency as employees see that their safety is important to management.
- Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

All workers, including administrators, managers and supervisors, are responsible for complying with safe and healthful work practices. All administrators, managers and supervisors and lead personnel are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIRP.
2. Provisions for medical services and first aid, including emergency procedures.
3. Prevention of musculoskeletal disorders, including proper lifting techniques.
4. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
5. Prohibiting horseplay, scuffling, or other acts that tends to adversely influence safety.
6. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
7. Proper reporting of hazards and accidents to supervisors.
8. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling containers.
9. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

Incident Reports

Employees must report all injuries to their supervisor immediately. Staff who witness any injury or observe the onset of a serious illness on district property, on district transportation or at a district activity will prepare a written incident report on the incident form available in each building. A copy of the incident report form will be filed with the appropriate designee as soon after witnessing the event as possible.

The superintendent is charged with providing the Board periodic statistical reports on the number and types of injuries occurring on district property or at district activities as well as information on individual accidents or injuries as necessary.

Eye Protection

When required by law, the district will provide students, staff and visitors with eye protective devices that will be used during all activities defined by law. School principals are authorized to charge for loss, damage or failure to return any eye protective device.

Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the areas of our workplace. Report any workplace hazards to your supervisor, administrator, or Director of Maintenance. Material Safety Data Sheets (MSDS) are available in each building.

Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition.
3. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

Seat Belt Use

The Lebanon School District recognizes that seat belts are extremely effective in preventing injuries and loss of life. Therefore, all employees of the Lebanon School District will wear seat belts when operating a district-owned vehicle, or any vehicle on district business; and all occupants will wear a properly adjusted and fastened seatbelt or, where appropriate, in a child restraint, when riding in a district-owned vehicle, or in a personal vehicle being used for district business. The seat belt use policy applies to all employees and occupants of any vehicle driven by employees, including rentals and personal vehicles, when used on official district business. The driver of the vehicle is responsible for enforcing seat belt use by all occupants. This policy will be enforced the same as other Lebanon R-III School District policies, and employees who violate it will be subject to disciplinary action, which may include dismissal.

**Lebanon R-III Employee Handbook Receipt
&
Required Annual Training
2023-2024**

I hereby acknowledge receipt of my personal copy of the Lebanon R-III School District's Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The Information in this handbook is subject to change. I understand that changes in the district policies, regulations, rules, and/or procedures, may supersede, modify, or eliminate the information summarized in this handbook. I understand that I am responsible for maintaining an updated knowledge of District policies, regulations, rules and procedures, and that I will abide by them.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, and etc. I also accept responsibility for contacting my supervisor or the superintendent if I have questions, concerns, or need further explanation.

I hereby acknowledge being advised and trained on the following policies for the current school year.

- *Viewed Sexual Harassment: Staff to Staff video*
- *Viewed Sexual Misconduct: Staff to Student video*
- *Viewed Youth Suicide Awareness, Prevention, and Postvention video*
- *Viewed Bullying Recognition & Response video*
- *Viewed FERPA: Confidentiality of Records video*
- *Viewed Music Seizure Training for School Personnel video*
- Discipline Code, Disciplining Students with Disabilities, Dealing with School Violence (JG, JGE)
- Identifying, Preventing and Responding to Incidents of Hazing and Bullying (JFCF)
- Seclusion, Isolation and Restraint (JGGA)
- Confidentiality/Student Records (JO, JO-AP)
- Mandated Reporting of Child Abuse/Neglect and Identifying Signs of Sexual Abuse (GBH, JHG)
- Universal Precautions/Body Fluids (GBE, EBB)
- Allergy Prevention and Response, Use of Epi Pens and Rescue Medications (JHCF)
- Safety Plans and Drills - Includes Active Shooter/Intruder Response and First Aid (EBC, EBBA-AP)
- Discrimination and Harassment Policy and Grievance Procedure (AC, ACC)
- Victims' Economic Safety and Security Act (VESSA) Leave (GCBDA, GDBDA)