WEBB CITY R-7 SCHOOL DISTRICT

EMPLOYEE HANDBOOK

Dr. Anthony Rossetti, Superintendent
Dr. Trey Moeller, Assistant Superintendent for Instructional Services
Dr. Kevin Cooper, Assistant Superintendent for Business Operations

The Webb City R-7 School District is an equal opportunity employer. No person shall, on the grounds of sex, race, color, age, religion, handicap, or natural origin, be denied benefits or in any way be discriminated against.
Mission Statement

The mission of the Webb City R-7 School District is to prepare today’s youth to meet the challenges of tomorrow’s world by guiding all students in the acquisition of knowledge and development of skills that will enable each to become a productive and responsible individual.

Statement of Philosophy

The Webb City R-VII School District believes our ultimate goal is to promote the total development of the individual student so he or she may become a useful and responsible citizen in our ever-changing society. We realize the major responsibility for formal vocational, academic, and aesthetic training rests with the school; however, the family, church, and community must share in the total educational process.

We realize the uniqueness of the individual and believe in the right of each person, regardless of ability or aspirations to an education geared to his or her own needs in so far as the satisfaction of those needs does not interfere with the overall welfare of the group. It is important the student be recognized for his or her own value as a human being through the academic program, co-curricular, and extra-curricular activities. This recognition should encompass each facet of school and community life.

Throughout the educational process the democratic ideas of our heritage should be stressed so that the political, social, and economic values of our society will be perpetuated. By this, we hope each student will be given the opportunity to develop civic responsibility through awareness of and involvement in democratic processes.
FORWARD

The Webb City R-7 School District has long enjoyed a reputation of being an excellent school system. This recognition has been achieved through continuous commitment from the entire School District to provide a quality program for its youth.

The R-7 Board of Education recognizes the contributions made by the entire staff toward meeting the overall objectives of the District. It goes without saying the ultimate success of our district depends, to a large degree, upon the combined efforts and level of cooperation provided by the entire staff. It is hoped all employees will feel they are a vital part of the success of our school.

This brief handbook will provide general information as we continue to promote the spirit of cooperation that has been within this District over the years. In no way, however, can it answer all your questions, nor is it intended to replace the Board of Education policy handbook, but it may clarify many of those considered routine. Should you feel you need additional information of any type, feel free to ask your Supervisor, your building Principal, or contact the Central Office or you can access the Board policies and regulations on the Districts’ website at: http://district.wcr7.org/board-of-education/board-policies-regulations-forms.

Revised 08-2018
BOARD OF EDUCATION

The Webb City R-7 Board of Education is organized and operated by the authority and in compliance with the laws set forth by the State of Missouri. It is composed of seven members, each elected to three year terms by the registered voters of the R-7 District. Each April, an election is held to fill two positions on the Board of Education, except every third year when three are elected. The Board holds regular meetings the second Tuesday of each month at 6:30 p.m. at the Central Office, 411 N. Madison, Webb City, MO. Special meetings of the Board of Education are held on an "as needed" basis, and are announced to the media and posted at the Central Office at least twenty-four hours in advance.

The function of the Board of Education is to establish policy by which the School District operates. In order to assure the day-to-day operations are carried out, a Superintendent of Schools, as required by law, is employed to serve as chief executive officer of the Board of Education. As an employee of the Webb City R-7 School District you are agreeing to follow the policies and regulations set forth by the Board of Education. District policies and regulations are available on the Districts’ website (www.wcr7.org).

GENERAL INFORMATION

The Webb City R-7 School District serves approximately 4,200 students who reside within a 57 square mile area. Attendance units are as follows:

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heritage Preschool</td>
<td>1020 N. Webb</td>
<td>Webb City, MO</td>
</tr>
<tr>
<td>Franklin</td>
<td>404 E. Tracy</td>
<td>Webb City, MO</td>
</tr>
<tr>
<td>Madge T. James Kindergarten Center</td>
<td>211 W. Aylor</td>
<td>Webb City, MO</td>
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<tr>
<td>Webster Primary Center</td>
<td>704 N. Main</td>
<td>Webb City, MO</td>
</tr>
<tr>
<td>Harry S Truman Elementary School</td>
<td>810 N. Highway D</td>
<td>Webb City, MO</td>
</tr>
<tr>
<td>Bess Truman Primary Center</td>
<td>800 N. Highway D</td>
<td>Webb City, MO</td>
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<tr>
<td>Carterville Elementary School</td>
<td>210 E. Hall</td>
<td>Carterville, MO</td>
</tr>
<tr>
<td>Mark Twain Elementary School</td>
<td>1427 W. Aylor</td>
<td>Webb City, MO</td>
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<tr>
<td>Eugene Field Elementary School</td>
<td>510 S. Oronogo</td>
<td>Webb City, MO</td>
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<tr>
<td>Webb City Middle School</td>
<td>603 W. Aylor</td>
<td>Webb City, MO</td>
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<tr>
<td>Webb City Junior High School</td>
<td>807 W. First</td>
<td>Webb City, MO</td>
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<tr>
<td>Webb City High School</td>
<td>621 N. Madison</td>
<td>Webb City, MO</td>
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<tr>
<td>Webb City CARES</td>
<td>30 S. Jefferson</td>
<td>Webb City, MO</td>
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<tr>
<td>Student Services Office</td>
<td>20 S. Jefferson</td>
<td>Webb City, MO</td>
</tr>
</tbody>
</table>

The Central Administration Office (Office of the Superintendent of Schools) is located at 411 N. Madison in Webb City. Directly east of this building is the Bus Maintenance building (known as the "bus barn"), and the bus storage facility. School District owned buses and other vehicles are housed and maintained at this site.

The annual school term begins, operates, and ends according to the calendar adopted by the Board of Education.
GENERAL PERSONNEL INFORMATION

1. **EMPLOYEE CLASSIFICATION** - Employees shall be classified as follows:
   
a. **CERTIFICATED** - Employees who hold a current valid MO teacher license.

   b. **REGULAR** - Employees who work four or more hours a day and occupy a position authorized to be a continuous position. These positions may be either nine, ten or twelve month positions.

   c. **SUPPLEMENTAL** - Employees who work fewer than four hours daily, or are serving in a temporary position of limited or specified duration.

2. **EMPLOYEE IDENTIFICATION** - All District employees are issued an ID badge with photo. These badges are required to be worn during their working hours. This identifies you are in the building as an employee. *Should the ID badge be misplaced, please notify your supervisor immediately. A $5.00 fee is associated with the replacement badge.*

3. **EMPLOYEE CONDUCT AND ETHICAL BEHAVIOR** – Please refer to Policy 4630, located at the back of the handbook, page 15.
   
a. Employees of the district are expected to conduct themselves in actions, dress, and general behavior in a manner to bring credit to their school and community.

   b. Employees are expected to maintain the trust of the general public and not engage the use of public funds and/or facilities for personal benefit or gain.

4. **COMMUNICATION WITH STUDENTS** – Employee personal communication with students, in all forms is to be appropriate and consistent with Board policy. Personal communication will deemed inappropriate if it is sexual in nature; sexually suggestive; suggests romantic activity with student(s); or is inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal. Please refer to Policy 4650, located at the back of the handbook, page 17.

5. **CONFIDENTIALITY** - As public educators, we are entrusted with private matters and other “Personally Identifiable Information” of students, their parents, and our staff. Webb City R-7 has in place, board adopted assurances that state we WILL uphold the right to privacy. Bus drivers, cooks, secretaries, as well as teachers, paras, and administrators all share the responsibility to protect information that is personally identifiable. You will all have the opportunity to SEE, HEAR, and READ information that is protected. Please be discrete and selective of information you share with others, information you allow others to see, or what you might witness while dealing with our students. You do have the right and responsibility to share information with other employees of the district on a “need to know” basis.

   The Family Educational Rights and Privacy Act (FERPA) of 1974 is the federal mandate that establishes rules that assist schools in maintaining confidentiality of student records. This applies to all records with confidential information—not just special education. For further reading about FERPA, you will find specific information outlined in the Procedural Safeguards for Children and Parents, district policies manual, and also on the internet. Please contact an administrator or supervisor to help you obtain a copy of these records should you want to learn more.
6. **WORK SCHEDULES** - Employees are assigned work schedules, hours of work, and work stations in such a way as to bring maximum benefit to the School District. *Any modification of hours worked must be approved in advance by the supervisor.*

a. Certified staff is contracted for 9 months work 182 days; those contracted for 10 months work 202 days; those contracted for 12 months work 260 days.

b. Support staff salary is based on 181 days for 9 month employee; 201 days for 10 months employee; and 260 days for 12 months employee.

7. **EMPLOYEE DEFINITION** - Certificated staff shall be defined as any person employed for the specific purpose of instruction or administration of the School District. Support staff shall be defined as any person not employed for the specific purpose of instruction or administration of the School District, this includes certificated staff employed in a non-teaching position.

8. **COURTESY** - When conducting their assigned tasks, all District employees are expected to demonstrate appropriate courtesy toward students, the public, and their fellow employees.

9. **SAFETY** - All District employees are expected to carry out their duties in a way that will not jeopardize the general health and safety of themselves or those to whom service is rendered. The maintenance of safe conditions throughout the school district is a responsibility shared by all. Please refer to the Districts’ Safety Manual for workplace safety guidelines.

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

10. **PAID HOLIDAYS** - All regular employees who are employed at an hourly rate, rather than an annual salary, will receive regular pay (for hours normally worked each day) as holiday pay for the following days:

    Thanksgiving Day, Christmas Day, New Year's Day

Those who work twelve months will also get holiday pay for Memorial Day, 4th of July, Labor Day and Christmas Eve Day.

11. **INCLEMENT WEATHER** – In the event of inclement weather resulting in the cancellation of school, it will be announced on the radio and television. Notification will also be given on social media networks and calls will be made through the districts’ automated calling system.

12. **VACATION** - All Certificated and regular employees, employed on a 12-month basis, are granted two weeks of paid vacation per year. Those employed during the year will be granted vacation days on a prorated basis. Following the completion of 10 full years of service in a position entitled to paid vacation, the employee will be allowed three weeks of paid vacation. Unused vacation may not be accrued from one fiscal year to the next, and must be taken during the summer, unless their immediate supervisor approves special arrangements in advance.

13. **PERSONAL LEAVE** - One day per year is allowed as a personal day at full pay for all full-time certificated and regular staff. Supplemental employees do not receive this leave. One additional personal day per year (non-accumulative) is allowed for any full-time employee who did not use any sick leave or business leave the prior year. One personal day may carry over to the next year if not used. Personal leave days, however, may not accumulate to more than three. **All personal leave days must be approved by the building Principal and used prior to May 1. Personal leave days may not be used in conjunction with scheduled school holidays**
and breaks.

14. **SELLING AND SOLICITING** - There is to be no selling or soliciting by school employees during school hours or on school grounds.

15. **EMPLOYEE LEAVE** - Sick, Extended, Bereavement, Maternity, Paternity, Business, Sick Leave Buy Back:

**SICK LEAVE** - All full-time certificated and regular employees will receive, with full pay, at the rate of ten (10) days per year, accumulative to one hundred and seventy (170) days total; however, only a maximum of 150 days will be reimbursable upon retirement. Part-time (supplemental) employees are not covered under this provision. Sick leave will be granted for the following:

- Personal illness or injury
- Personal illness or injury to immediate family members (interpreted to mean mother, father, sister, brother, husband, wife, son/daughter, or guardianship)
- One day of sick leave may be used per year for a funeral other than immediate or extended family (extended family interpreted to mean grandparents, grandchildren, mother-in-law or father-in-law); see Bereavement Leave policy
- Two days of sick leave may be used at the time of the birth a grandchild

**EXTENDED SICK LEAVE** - In the event a staff member has an extended serious medical condition, including pregnancy and has not accumulated adequate sick leave to cover said illness, staff may be entitled to continue to receive their regular compensation, minus the cost of a substitute (calculated to be no more than 35% of the daily rate for regular employees), not to exceed six (6) consecutive calendar weeks from the first date of illness, subject to the following conditions:

- FMLA entitlement must have been applied for (see #14 concerning FMLA guidelines)
- All sick leave and personal day(s) must be exhausted
- Accumulated sick leave will be counted as part of the six (6) calendar week period
- Inability to work must be documented by a physician (the district retains the right to obtain a second opinion)
- The period of absence must be for a single diagnosis of illness, condition or injury
- The period of leave allowed under this provision shall be for no more than six (6) consecutive calendar weeks (Non school days falling within the six calendar week period shall be counted as part of this period and do not extend this benefit period)
- Business/Emergency Leave days shall be consumed in cases where this provision is exercised

**BEREAVEMENT LEAVE** - with full pay may be accessed from accumulated sick days to cover:

- One day of sick leave may be used per year for a funeral other than immediate of extended family (extended family interpreted to mean grandparents, grandchildren, mother-in-law or father-in-law)
- Days absent due to the death of immediate family members, interpreted to mean mother, father, sister, brother, husband, wife, son or daughter
- Two days from accumulated sick leave days (in addition to the one general funeral day leave received per year if not used previously) may be used in the death of extended family members (interpreted to mean mother-in-law, father-in-law, grandparents, or grandchildren)

**MATERNITY LEAVE** - the district provides a 6-week leave of absence, beginning with the date of delivery and continuing for 6 calendar weeks, accessible under accrued sick leave. This 6-week period is subject to Family Medical Leave Act, referred to as FMLA leave. Should time off be necessary prior to delivery due to medical
necessity, a doctor's note is required and will also be subject to FMLA leave. See #14 concerning FMLA guidelines.

a. Please refer to Extended Sick Leave section above for more information
b. In the event a staff member has adequate sick days and/or personal day(s) for the 6-week maternity leave, an additional 5 days may be requested in writing to the Assistant Superintendent of Business Operations. These 5 days will be classified as Business Leave and will exhaust all future leave for the fiscal year.

PATERNITY LEAVE - Employees are eligible for up to five days of accumulated sick leave for the birth or adoption of a child and must apply for FMLA. Sick leave and FMLA leave run concurrently for paternity. Employees are eligible to apply for FMLA, which allows up to 12 weeks of unpaid leave for the birth of a child or adoption. Please refer to #14 concerning FMLA guidelines.

BUSINESS/EMERGENCY LEAVE – Each staff member is entitled to emergency leave. This leave is designed as a benefit to employees who have personal emergencies during the school year. Business/Emergency leave must be requested in advance, in writing to the Assistant Superintendent of Business Operations. If approved, this leave will be subject to pay reduction in the amount of the cost of a substitute (calculated to be no more than 35% of the daily rate for support staff employees), regardless of whether or not a substitute is required. Business leave days may not be used in conjunction with scheduled school holiday and/or breaks.

The following circumstances are **NOT** considered emergencies, and therefore cannot be requested as leave under this policy:

- To interview for a job outside the District
- For any venture that would earn the employee income outside the District
- For any vacation travel, business or pleasure, that is personal in nature and not representative of the District
- Business/Emergency leave will not be granted in consecutive years

SICK LEAVE BUY BACK - Upon retirement, (defined to mean to begin drawing retirement benefits from either the Public School Retirement System or the Public Education Employee Retirement System) the employee will be reimbursed at the rate of fifteen (15) percent of their final daily salary for each unused day, limited to 150 days. **Failure to notify the district prior to March 1 of the intent to retire and not return for the upcoming school year will result in forfeiture of this benefit.**

This benefit will be paid following the regularly scheduled September meeting of the Board of Education.

16. **FAMILY MEDICAL LEAVE ACT of 1993** - The Webb City R-7 District complies with the Family and Medical Leave Act of 1993 (FMLA). The FMLA entitles employees to unpaid leave for certain family and medical reasons for up to 12 weeks in a 12-month period. Examples of covered leave are: maternity, serious health condition, and surgery. In some circumstances, medical certification may be required. The employee must give 30 days notice to the district. The FMLA form may be obtained by notifying the Payroll & Benefits Department at Central Office. More information is available at the Central Office or you may reference the following web site: [http://www.dol.gov/dol/esa/public/regs/compliance/whd/whdfs28.htm](http://www.dol.gov/dol/esa/public/regs/compliance/whd/whdfs28.htm)

17. **PUBLIC RELATIONS** - It is the responsibility of all employees to promote the positive image of the School District. Your friends and neighbors form their impressions of the District from what you say about it. Make sure the information you provide is accurate. **NEVER** pass along gossip, petty rumors, or other information that may have arisen from a purely emotional basis.

18. **CHAIN OF COMMAND** - The normal process of the chain of command always begins with the immediate
supervisor and continues through the Superintendent of Schools to the Board of Education. Employees are expected to attempt to resolve problems through the normal chain of command.

19. **SALARY** - Salary scale rates, and salary scales, are determined annually by the Board of Education. Employees required to submit time sheets must do so on the last full working week prior to the 10th day of each month. Those submitting time sheets are accountable for their accuracy. All time sheets must be signed by the employee and their supervisor. The Assistant Superintendent must properly approve any and all overtime, in advance. All employees who work on a rated scale may annually be provided a copy of the scale upon request.

20. **PAY DAY/PAY PERIODS/HOURS OF WORK** - All employees are paid on the 20th of each month, unless it falls on the weekend or a holiday. In such cases, pay will be issued on the last day of work prior to the 20th. All certificated, regular and supplemental employees are paid via the direct deposit program to a financial institution of the employees’ choice. An electronic copy of the check will be available for employee records.

21. **MEAL/TRAVEL EXPENSE REIMBURSEMENT** - Per the IRS, any meals to be reimbursed by the District, will be done so via payroll checks. There is no provision to exempt meal allowances from income or wages, unless the traveler is “away from home”.

   Away from home is defined as:

   1) your duties require to be away from the general area of your tax home substantially longer than an ordinary’s day work, and

   2) you need to sleep or rest to meet the demands of your work while away from home.

These wages are subject to all Federal and State Income Tax Withholding. However, these wages will not be retirement eligible.

Additionally, travel expenses, such as mileage reimbursement, will also be paid through payroll. Other miscellaneous travel expenses necessary to carry out the purpose of a trip, which will be approved in advance by the Superintendent or his designee, will also be reimbursed through payroll, such as taxis, shuttles, parking, fuel. Receipts are required for all reimbursements. Gratuities should not exceed 15% of the bill. No taxes will be withheld from travel expenses, with the exception of meals if they fall within the above guidelines. This reimbursement is not retirement eligible.

Approved meal and mileage receipts are to be turned in on a monthly basis and will be reimbursed on the 10th of each month. All requests for reimbursement for travel expenses must be made within 60 days of the event.

**NOTE:** This does not replace the current PDC policy of arranging travel.

22. **SOCIAL SECURITY** - All regular and supplemental employees are subject to F.I.C.A. taxes. Certificated employees working in a non-teaching position are also subject to F.I.C.A. taxes.

23. **RETIREMENT** –

   a. All certificated staff working more than seventeen hours per week on a regular basis will participate in the Missouri Public School Retirement System (PSRS) as required by law.

   b. Any certificated staff working more than seventeen hours per week in a non-teaching position, will pay into PSRS at a reduced rate and are also subject to FICA taxes.

   c. All regular employees working more than twenty hours per week are required to be a member of the Missouri Public Education Employee Retirement System (PEERS) and are also subject to FICA taxes.
24. **INSURANCE** - All full-time employees working are eligible to participate in the Districts’ health insurance program. The R-7 School District contributes a portion of the cost each month toward the insurance premium, with the employee paying the remaining monthly premium balance. For health insurance information please contact the Payroll & Benefits Department at Central Office.

If an eligible employee enrolls himself and any eligible dependent for coverage within thirty-one (31) days of the employee's date of hire, coverage will become effective the first of the month following twenty-eight (28) days of active regular employment.

The District does not offer an open enrollment for health insurance. Therefore if an employee declines health insurance upon employment, a qualifying event must occur to be eligible for enrollment. A qualifying event is a life event; such as marriage, death of spouse, birth or adoption of child, etc.

25. **FLEXIBLE BENEFITS PROGRAM** - The R-7 School District provides a plan to enable employees to pay insurance premiums and other medical expenses with pretax dollars and thus save on Federal taxes. (Unless directed by the employee to the contrary, all eligible insurance premiums are deducted pretax.) Election of benefits may be made only once per year and cannot be altered or discontinued except under circumstances allowed by law. If you have questions concerning eligibility for changing your plan please contact the Payroll & Benefits Department at Central Office. All full-time employees are eligible.

26. **LIFE INSURANCE** – All full-time employees are eligible to participate in the Districts’ life insurance program. The $50,000 life insurance policy is free to all full-time employees; the employee must fill out the beneficiary information at the bottom of the health insurance form.

27. **MEDICAL SPENDING ACCOUNTS** – The R-7 School District offers a medical spending account, enrollment and administration of funds are handled by a third party. Enrollment is at the beginning of each school year.

28. **TAX SHELTERED ANNUITY AND/OR DEFERRAL COMPENSATION** - These programs are offered as a means of saving money and putting off paying taxes on your income until you retire. All full-time employees are eligible to participate in these programs. Additional information is available from at the Central Office. Please contact the Payroll & Benefits Department at Central Office for a list of approved companies. Please be advised the school district does not recommend any particular vendor nor guarantee the ability of any product to perform. The District only facilitates the decision of an employee by making withholdings and payment to the selected vendor at the direction of the employee.

29. **SEVERANCE PAY** - Upon separation from the school district, all employees shall be entitled to any earned wages. If all time sheets have been submitted and other obligations taken care of, wages will be paid no later than the next regular payroll date.

30. **REST PERIODS (BREAKS)** - It is obvious there is no end to tasks that must be performed within the District. It is reasonable, however, to allow one fifteen (15) minute break per each four-hour work segment. Breaks of greater frequency and longer duration often mean assigned work is being left undone.

31. **TRANSFERS** - Employees who wish to transfer to another school or job classification should make requests in writing to the Superintendent of Schools. Priority is given to employees who seek transfers and/or promotions to those who currently work within the job classification area. If no person within a job classification area applies for a vacancy, current employees from other areas will be considered over new applicants.

32. **SENIORITY** - When all other qualifications are equal, employees with the greatest seniority will be given first consideration for promotion within their job classification. Seniority is not a determining factor in reassignments not considered as promotions, or position enhancements.
33. **GRIEVANCE PROCEDURES** - In situations where employees wish to express concerns relative to their jobs, the employees should do so by first contacting their immediate supervisor. If it then becomes necessary to carry the matter further, they should contact the Superintendent of Schools.

34. **EMPLOYMENT REVIEW AND PROGRESSIVE EMPLOYEE DISCIPLINE** - It is anticipated all employees will have a satisfactory relationship with the School District. However, when problems do arise, a verbal warning or correction may be warranted. When a problem is serious, a written notice will be issued at the first offense. If an employee is placed on probation, his/her pay raises will be suspended until probation is ended.

There are situations that will result in immediate termination. These are, but are not limited to: stealing from the School District, falsification of time sheets, abuse and/or fraudulent use of sick leave, deliberate insubordination, drug and/or alcohol abuse, failure to pass any required physicals, failure to be able to obtain any license that is a prerequisite to the position, revocation of insurability or bond eligibility, and criminal activities (in the case of pending charges, an employee may be suspended until the matter is resolved).

35. **NOTICE OF ARREST, ABUSE COMPLAINT, TRAFFIC CITATION** - Every employee and volunteer who is arrested for a criminal act, felony, or misdemeanor must notify their supervisor in writing within three (3) work days of the arrest. Similarly, every employee/volunteer must notify their supervisor within the same time period of notice of a child abuse complaint against them. Traffic violations related to Driving Under the Influence will be treated as a criminal arrest. In addition to the preceding, transportation employees must notify their supervisors of any moving traffic violations whether or not on work time.

36. **EMPLOYEES WITH COMMUNICABLE DISEASES** – An employee may be excluded from work if the employee has or has been exposed to an acute (short duration) or chronic (long duration) contagious or infectious disease, and is liable to transmit the contagious or infectious disease, the Superintendent must be notified.

37. **SMOKING AND TOBACCO REGULATION** – All buildings, grounds and vehicles of the District are to be smoke free. Smoking is interpreted as all uses of tobacco, including cigars, cigarettes, pipes, electronic cigarettes and smokeless tobacco items. The use of tobacco (in any form) on buses or in District owned or provided vehicles is prohibited.

38. **DRUG/ALCOHOL FREE WORK PLACE POLICY** - The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and/or alcohol by a Webb City R-7 School District employee in his or her assigned workplace is deemed harmful and wrong and therefore is prohibited. This mandatory policy is enforced as follows:

1. An ongoing drug-free awareness program will be established for school employees to inform them about:
   1.1 The dangers of drug and/or alcohol abuse in the workplace;
   1.2 The school district’s policy of maintaining a drug-free workplace;
   1.3 Information regarding drug and/or alcohol counseling, rehabilitation, and employee assistance programs;
   1.4 Penalties that may be imposed upon employees for drug and/or alcohol abuse violations occurring in the workplace.

2. It is also required that each school employee who is engaged in the performance of a Federal grant be given a copy of the drug/alcohol free policy statement. Further, each school employee engaged in a Federal grant will as a condition of employment under the grant:
2.1 Abide by the terms of the drug/alcohol free policy;
2.2 Notify the school district in writing of any criminal drug and/or alcohol statute conviction for a violation occurring in the workplace no later than five (5) calendar days after the conviction.

3. Should the school district receive notice an employee is involved in a criminal drug statute conviction, the school district will within ten (10) calendar days notify the appropriate Federal agency. Upon the conviction of a school employee for drug and/or alcohol abuse, the school district will within 30 calendar days do one of the following:

3.1 Take appropriate personnel action against such an employee, up to and including termination;
3.2 Require such employee to participate in a drug and/or alcohol assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

4. Should the district have evidence of drug and/or alcohol usage, employees may be subjected to random drug and/or alcohol testing throughout the year.

39. **DISCRIMINATION/HARRASSMENT GRIEVANCE PROCEDURES** - Board of Education Regulation 2130, the Webb City School District’s nondiscrimination and student rights regulation, enforces Board of Education Policy, which prohibits harassment and/or discrimination on the basis of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. Regulation 2130 has five (5) subsections. Subsection A defines types of and gives examples of prohibited discrimination and harassment. Subsection B explains how employees or students who believe they have been subjected to discrimination or harassment, or who have witnessed discrimination or harassment can report such behavior and to whom they should report the behavior (for example, Subsection B (4) (a) provides that in each school building initial complaints can and should be submitted orally or in writing to the building principal). Subsection C explains and details how the District is to investigate reports of discrimination or harassment. Subsection D details how the District is to respond when an incident of discrimination or harassment is reported, as well as during and after the investigation into the reported incident is concluded. Any decision made pursuant to Regulation 2130 may be appealed by using the grievance procedure contained in Regulation 1310 by filing a written complaint/appeal with the District’s Title IX/Section 504 Coordinator within fifteen (15) business days from the date the grievant could reasonably become aware of such an occurrence or the decision made under Regulation 2130. Further complaint/appeal procedures can be found in Regulation 1310. Finally, Subsection E prohibits the District from retaliating against any individual based on that individual reporting an act of discrimination or harassment.

Pursuant to Subsection D (3) of Regulation 2130, students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with Webb City R-7 School District may appeal a final decision rendered by the District following the conclusion of its investigation of alleged discrimination or harassment under Subsection C by following the appropriate grievance procedure (Title IX or Section 504) outlined in District Regulation 1310. Copies of Board of Education Regulation 1310 and 2130 may be obtained from the District’s Title IX/Section 504 Coordinator, Dr. Brenten Byrd, 411 N. Madison, Webb City, MO 64870, Phone: 417-673-6000. Regulations 1310 and 2130 are also accessible on the District’s website home page by accessing the Parent Information link then the Board Policies, regulations and forms link. The Webb City School District’s website can be accessed at: http://www.wcr7.org.

40. **SEXUAL HARASSMENT** - It is the policy of the Webb City Public Schools to provide a positive learning and working atmosphere for students, employees and visitors free from sexual harassment. Any administrator, teacher or other employee, or any student who engages in or condones sexual harassment is in violation of this
policy. Any employee or student who believes he or she has been subjected to sexual harassment has the right to file a complaint with the Superintendent of Schools who shall initiate an investigation of the complaint.

41. **MEDICAL EXAMINATIONS** - Employees may be required to undergo medical examinations at the direction of the District. The District may pay a portion of the required examination expense. Treatment required as the result of findings of the examination will be the sole responsibility of the employee.

42. **WORKER'S COMPENSATION** - All employees are covered by worker's compensation insurance should an employee suffer an injury on the job. Employees are required to report injuries to their supervisor immediately with the Central Office being notified as soon as possible. The District will determine the best course of treatment for the employee. Should the employee seek medical treatment on his or her own, the District will not reimburse the cost of the treatment. If medical treatment is required, the employee will participate in post accident drug and alcohol testing. Any employee injured on the job must write a statement explaining how the accident happened in detail.

Employees injured outside the workplace will be required to furnish a doctor’s note prior to returning to work. If accommodations are required, the District has the right to decide if the accommodations will meet the requirements of your position.

43. **CELL PHONE USAGE** – The use of cell phones, iPads and similar personal electronic devices during work time adversely impacts work time. For educational reasons, all staff are not permitted to use personal electronic devices during instructional time. For safety purposes, the use of personal electronic devices is not permitted while driving a school bus or any school owned vehicle. (The exception is while using a hands free device.) If an emergency occurs, the bus/vehicle should be parked and remain parked in a safe location during the use the usage of the electronic device. Bus drivers and employees driving District vehicles should log those work time emergency calls with date, time, call duration and vehicle with location with their supervisor as soon as practicable.

44. **SEAT BELT USAGE** – The District recognizes seat belts are extremely effective in preventing injuries and loss of life in vehicular accidents. All employees of the Webb City R-7 School District are required to wear seat belts when operating or riding in a District owned vehicle.

45. **SCHOOL CARS** – Employees required to travel to out of town meetings are required to request a school vehicle. Mileage will not be reimbursed if a school car was available for the trip. Proof of drivers license is required.

46. **DRIVER DRUG TESTING** – The District complies with the provisions of the Omnibus Transportation Employee Testing Act of 1991, which mandates the District test its drivers who are required to hold commercial driver’s licenses with the school bus endorsements. For the safety of our students, all drivers participate in a pre-employment screening and participate in random drug and alcohol testing.

47. **UNIFORMS** - The R-7 District provides uniforms for kitchen and custodial staff at the beginning of each school year. Employees are required to keep them as neat and clean as possible.

48. **JURY DUTY** - Employees are encouraged to accept the right and responsibility of jury duty. As a general rule, regular compensation is not interrupted while serving on the jury, with the exception of Grand Juries.

49. **IN-SERVICE MEETINGS** –

   a. All certified staff is required to attend scheduled in-service meetings.
b. Support staff is required to attend periodic staff meetings for the purpose of providing training, etc. as directed by the building Principal.

c. State/Federal mandates require all employees participate in training on certain topics. Employees must agree to participate through meetings and/or on-line training.

50. **PARENT-TEACHER CONFERENCES** – The District requires certified staff to be in attendance at Parent-Teacher conferences.

51. **CALLED MEETINGS** - Periodically throughout the school year and summer, it is necessary to bring everyone together for a meeting. Attendance is required at these meetings. If circumstances prohibit attendance, prior notice must be given to and approval for absence given by the person who called the meeting.

52. **ADMISSION TO ACTIVITIES** - All employees are admitted to athletic events, other student activities and the Buck Miner Swim Center free of charge, unless a specific reason causes the rule to be suspended for all employees due to the unique nature of the special program/event. All employees of the District and their immediate families (interpreted to mean spouse and children living in the home) are allowed entrance to the regularly scheduled events free of charge with the presenting of their ID badge.

53. **GUEST SPEAKERS** - All guest speakers must be approved, in advance, by the building Principal.
Performance Evaluation

Staff Conduct

The Board of Education requires all staff members to serve as positive role models for District students. District schools exist to provide quality, cognitive, and affective education for District students in a safe and appropriate setting. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

1. Review and comply with Board policies, regulations, and procedures as well as related building rules and practices.
2. Properly prepare for student instruction.
3. Fully utilize instructional time for learning activities.
4. Maintain students under active supervision at all times.
5. Assess student performance in a regular and accurate manner.
6. Modify instructional goals to meet the needs of each student.
7. Comply with administrative directives.
8. Communicate with students in a professional and respectful manner.
9. Communicate with colleagues, parents and District citizens in a professional manner.
10. Properly operate and maintain district property.
11. Utilize district technology solely for school district business.
12. Maintain required records and submit requested reports in a timely manner.
13. Comply with all safety guidelines and directives.
14. Refrain from the use of profane and obscene language.
15. Dress in a professional manner.
16. Attend to all duties in a punctual manner.
17. Maintain student confidentiality pursuant to state and federal law.
18. Follow and implement student Individual Education Programs (IEP) under the Individuals with Disabilities Education Act (IDEA) or plans under Section 504 of the Rehabilitation Act.
19. Maintain and account for District funds in the staff member’s possession and control.
20. Maintain professional relationships with students. With the exception of students who are
immediate family with the staff member, this requirement also includes avoiding situations that could lead to allegations of inappropriate relationships with students, including, but not limited to:

A. Being present in any setting where students are provided or are consuming alcohol or illegal drugs.

B. Inviting students to be alone with a staff member at a staff member’s residence, on staff member’s private property, or in a staff member’s motor vehicle without the prior consent of the building principal.

C. Communicating with students, electronically or in person, about the student’s sexual activity or concerning the staff member’s sexual or romantic conduct.

D. Being present on District premises alone with a student in a room where the door is closed, the door is locked, or the lights are off, unless required temporarily due to emergency circumstances. Counselors and administrators are exempted from this prohibition in performance of professional duties.

E. Covering the interior window(s) of instructional space and offices with any material that blocks or obscures outside vision into the space, unless required temporarily due to emergency circumstances.

F. Communicating with students about sexual topics outside approved District curriculum, unless done as part of a District investigation into sexual abuse or harassment.

G. Utilizing students to attend to personal errands for the staff member.

H. Allowing students to drive a staff member’s vehicle.
PERSONNEL SERVICES Policy 4650

Performance Evaluation

Communication with Students by Electronic Media

Employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Employees may not communicate with district students via electronic media regardless of whether created or maintained by the employee or students. As restricted in this policy the phrase "electronic media" includes but is not limited to social networks, texting, and emails. This policy does not preclude electronic communication between teachers and their siblings and children who may be district students. The District will provide official electronic media, which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)