

# Sparta R-III School District

*“Home of the Trojans”*



## 2016-2017 Employee Handbook

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

## **EMPLOYEE HANDBOOK RECEIPT**

Name \_\_\_\_\_ School/Department \_\_\_\_\_

I hereby acknowledge receipt of or access to the Sparta R-III School District Employee Handbook which can be accessed at [www.sparta.k12.mo.us](http://www.sparta.k12.mo.us). I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. This handbook was adopted and approved by the Board of Education on July 21, 2016.

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

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please sign and date the receipt then forward it to the Central Office.

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# **Sparta R-III School District**

## **INTRODUCTION**

The purpose of this handbook is to provide information that will help answer questions and pave the way for a successful year. Not all of the Board policies and procedures are included.

This handbook is neither a contract nor a substitute for the official Board Policy Manual. It is not intended to alter the at-will status of employees in any way. It is simply a guide to help answer any questions you may have. Sparta R-III School District board policies and procedures can change at any time. For more information, employees may refer to the District's Policy Manual that is posted on the Sparta R-III School District web site at [www.sparta.k12.mo.us](http://www.sparta.k12.mo.us).

## **DISTRICT INFORMATION**

### **MISSION STATEMENT**

*Empower all students to be lifetime learners who are responsible, productive citizens in a changing, global society.*

The district has a Board-approved Comprehensive School Improvement Plan (CSIP) guided by the mission statement and based on the district's fundamental beliefs about teaching and learning. This plan serves as the district's foundation for allocating resources, developing policies and procedures, and selecting and implementing instructional programs designed to raise student achievement.

The CSIP was developed through the combined efforts of Board members, staff, administrators, students, parents/guardians and community members and is ongoing. Goals, outcomes or objectives are provided in sufficient detail to direct the improvement efforts of the district for at least a five-year period. The CSIP is evaluated and updated as necessary.

A copy of the district's CSIP is available on the district website at [www.sparta.k12.mo.us](http://www.sparta.k12.mo.us).

### **SCHOOL DISTRICT LEGAL STATUS**

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 Sparta R-III. 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.

### **BOARD OF EDUCATION**

Missouri law grants the Board of Education the power to govern and oversee the management of the district's schools. The board is the policy-making body within the District and has overall responsibility for curriculum, school taxes, annual budget, employment of the Superintendent and other professional staff, facilities, and expansions. The Board has complete and final control over school matters within limits established by state and federal law and regulations. The Board of Education is elected by the citizens of the district to represent the community's commitment to a strong educational program for the District's children. Board members are elected at large and serve without compensation, must be registered voters and must reside in the District.

The Board of Education usually meets on the 3<sup>rd</sup> Thursday of the month, with open session starting at 6:30 p.m. and closed session following completion, at the District Office in the Board Room. All meetings are open to the public. In certain circumstances, Missouri law permits the Board to go into a closed session. Circumstances that may be included are personnel issues, including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation, real estate property acquisitions, etc.

**Sparta R-III School District  
Administrative Personnel**

**ELEMENTARY**

<b>Gerald Chambers</b>	<b>Principal</b>	<b>OFFICE #</b> <b>634-3223 ext: 126</b>
<b>Jennifer Pearman</b>	<b>Building Secretary</b>	<b>634-3223 ext: 127</b>
<b>Cindy Bauer</b>	<b>Counselor</b>	<b>634-3223 ext: 167</b>

**MIDDLE SCHOOL**

<b>Rocky Valentine</b>	<b>Principal</b>	<b>634-5518 ext: 120</b>
<b>Janel Reed</b>	<b>Building Secretary</b>	<b>634-5518 ext: 119</b>
<b>Haley Birchler</b>	<b>Counselor</b>	<b>634-5518 ext: 107</b>
<b>Anna Call</b>	<b>Special Services Coordinator</b>	<b>634-5518 ext: 112</b>

**HIGH SCHOOL**

<b>Michael Wright</b>	<b>Principal</b>	<b>634-3224 ext: 3100</b>
<b>Randi Iorg</b>	<b>Building Secretary</b>	<b>634-3224 ext: 3107</b>
<b>Kelly Teague</b>	<b>A+ Coordinator/HS Counselor</b>	<b>634-3224 ext: 3101</b>
<b>Amber Jessen</b>	<b>Counselor Secretary</b>	<b>634-3224</b>

**CENTRAL OFFICE**

<b>Jeff Hyatt</b>	<b>Superintendent</b>	<b>634-4284 ext: 103</b>
<b>Trish Loveland</b>	<b>Executive Secretary</b>	<b>634-4284 ext: 101</b>
<b>Stefanie Johnson</b>	<b>Business Manager</b>	<b>634-4284 ext: 102</b>

## **EMPLOYMENT**

### **Equal Employment Opportunity**

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

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

### **Policy AC.1 and AC-R.1**

### **Compliance Officer for Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973 and other civil rights or discrimination issues:**

Anna Call – Special Services Coordinator  
Sparta R-III School District  
PO Box 160  
Sparta, MO 65753  
(417) 634-5518 ext 112 Fax: (417) 634-5256

### **Health Insurance Portability and Accountability Act (HIPAA) Compliance Officer for the Americans with Disabilities Act**

Jeff Hyatt – Superintendent  
Sparta R-III School District  
PO Box 160  
Sparta, MO 65753  
(417) 634-4284 Fax: (417) 634-3156

### **Job Vacancy Announcements**

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

The district's hiring procedures comply with all federal and state hiring practices. All candidates will be considered on the basis of qualifications, training, experience and ability to fulfill the requirements of the position. The search for qualified teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system. Announcements of job vacancies by position and location are distributed on a regular basis and posted at the Central Office, building locations, and the website to the extent possible.

### **Employment after Retirement**

Individuals receiving retirement benefits from the Missouri PSRS and the Missouri PEERS may be employed in certain positions or on a part-time basis. After retirement you may serve on a temporary-

substitute or part-time basis in any capacity for a school district for up to 550 hours in a school year and continue to receive your retirement benefits. Through such employment, a retiree may earn up to 50 percent of the annual compensation payable under the employing district's salary schedule for the position or positions filled by the retiree, given such person's level of experience and education, without a discontinuance of the person's retirement allowance. See section on retirement for further information and eligibility requirements.

### **Policy GCPC and GCPCA**

#### **Professional Staff Recruiting and Hiring**

Because an effective educational program requires quality staff members, the Board and the administration of the Sparta R-III School District will make every effort possible to attract and retain the best-qualified personnel. The Board of Education will employ personnel in accordance with law. The district's hiring procedures will comply with all federal and state laws, including laws prohibiting discrimination. The district is an equal opportunity employer. The district hires only citizens of the United States and persons who are legally authorized to work in the United States.

### **Policy GCG**

#### **Part-Time and Substitutes**

At the beginning of each school year, the Superintendent or designee shall have prepared a list of properly qualified persons to serve as temporary substitute teachers. Part-time teachers and substitutes are required to meet background checks and screenings required of full-time teachers in the district.

The Board considers part-time and substitute support employees in the areas of support services as an integral and essential part of the school system. These employees play a very important role in a continuous program of quality instruction.

### **Policy GCE**

#### **Verification of Employment**

All employment verifications are completed by the Central office. Due to the large number of employment verification requests and other requests received on a daily basis, all requests will be processed within three business days. This will enable us to be more effective in our responses. We will make every effort to process these requests as soon as possible.

## **DRUG-FREE WORKPLACE**

Student and employee safety is of paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students and to other employees. Therefore, the Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcoholic beverages on any school property or on any school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction 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. Any employee who violates this policy will be subject to disciplinary action, which may include employment 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 will notify the superintendent 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 in writing no later than five calendar days after conviction. The superintendent will provide notice in writing of such violation to the United States Department of Education, or other appropriate federal agency within 10 calendar days after the superintendent 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. The district will take appropriate disciplinary action within 30 days.

The district will institute a drug-free awareness program, to inform employees of the dangerous and harmful nature of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace, of available counseling and rehabilitation, and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

When it is evident that a staff member has consumed alcoholic beverages or controlled substances off school property during and/or before a school activity, the staff member will not be allowed on school property, or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory.

**Policy GBEB A**

## **EMPLOYEE ALCOHOL AND DRUG TESTING**

The Sparta R-III School District, which also employs operators of commercial motor vehicles, is required to implement a drug and alcohol testing program for applicable employees that fulfills federal requirements. This comprehensive program shall include conducting pre-employment drug testing and reasonable suspicion, random and post-accident testing for use of alcohol or drugs by such operators, notifying employees of the requirements and consequences of the program, maintaining appropriate records and complying with Missouri Department of Revenue's reporting requirements.

**Policy GBEB B**

## **REASSIGNMENTS/REDUCTION IN WORKFORCE**

All personnel are subject to assignment and reassignment. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employee's contract. When reassignments are due to enrollment shifts or program changes, the Superintendent has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time. The transfer of staff members from one building to another can provide opportunities for professional growth, increase effectiveness of personnel, the challenge of a new position and stimulation through changed surroundings. For these reasons, staff members should feel free to request transfers within the School District. Staff members may need to be reassigned to another position in the District in order to meet the needs of the School District. The most common needs occur when enrollment patterns change either by school attendance areas or by course offering and there are excess staff members at a school needing to be reassigned elsewhere.

The Board of Education may place many teachers on un-requested leave of absence as may be necessary due to decrease in pupil enrollment, school district reorganization or the financial condition of the school district.

Whenever it becomes necessary because of lack of funds, lack of work or in the interest of the economy, the Board of Education may reduce the number of non-instructional personnel.

**Policy GCI GDI**

## **WORKLOAD AND WORK SCHEDULES**

### **Professional Employees**

Professional and administrative employees are exempt from overtime pay and are employed on a 9-12 month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including required days of service and scheduled holidays will be distributed each school year.

### **Paraprofessional and Auxiliary Employees**

Support employees are employed at-will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedules without prior approval from the supervisor.

**Policy GCPA, GCPA-AP, GCI, GCKA, GDI**

## **PROFESSIONAL DRESS CODE**

It is the responsibility of all employees to project a positive image. Every employee is expected to present a neat, well groomed appearance during working hours. Each school or department has established its own dress code guidelines. Teachers will dress in a manner appropriate to the teaching assignment. They should wear no apparel that distracts students from the learning process or that creates disruption in the classroom. Some employees are required to wear uniforms or safety equipment. The supervisor will advise the employee as to where they may be obtained.

## **PERFORMANCE EVALUATION**

Evaluation of an employee's job performance is a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria.

To assure high quality professional staff performance and to advance the instructional programs of Sparta R-III School District, the board will require a program of comprehensive, performance-based evaluations for each professional staff member it employs. The evaluation shall be ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability.

**Policy GCN, GDN**

## **STAFF DEVELOPMENT**

Professional Development is a high value of the Board of Education for its personnel and is committed to providing systematic professional development for the district's professional educators. The Board of Education supports a Professional Development Committee (PDC) which will assist with the planning and implementation of professional development activities.

Training and development opportunities for non-instructional employees are essential to the efficient and economical operations of the schools. Non-instructional employees are encouraged to grow in job skills and to take additional training that will improve skills on the job.

**Policy GCL, GCLA, GCLB, GDC**

## **COMPENSATION AND BENEFITS**

### **Contracts and Compensation Plan**

The Board recognizes that attractive compensation plans which include adequate base salary, professional development incentives and employee benefits are necessary to recruit and retain highly qualified staff to provide a high level of education to our students. The Board will have the final authority over the salary schedule and benefits for all teachers in the district.

Contracts of qualified professional personnel shall be in writing, including the consideration and shall be dated when made. All consideration and performance shall be provided after contract is offered. In accordance with the law, individual contracts will be issued to all certified teachers and administrators. Contracts shall be made by order of the Board. All contracts will be made in duplicate, the original to be filed with the district and a copy provided to the employee.

**Policy GCB**

### **Salaries, Wages, and Stipends**

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The District's pay schedules are reviewed by the School Board and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal laws. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation.

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board. Contract employees who perform extracurricular duties or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule. If there are questions regarding salaries and wages please direct them to the Central Office Payroll Department.

**Policy GCBA, GCBA-R, GCBB, GDBB, GDBB-AF**

### **Pay Checks**

All employees are paid in 12 equal monthly checks per year. First paycheck for new 9 month employees will be issued in September, new 10 month employees (counselors) will be issued in August, and new 12 month employees will be issued in July.

Pay day is always on the 21<sup>st</sup> of each month unless it falls on a weekend or holiday. In the event of payday falling on a holiday or weekend, pay checks will be issued on the last working day preceding that event.

### **Underpayment/Overpayment Status**

It is the District's practice that all employees receive just compensation for work performed. If the District finds that an employee has been paid in error, the district will make adjustments to ensure the employee is paid correctly. Also, if the district finds out an employee has been overpaid, arrangements with the employee will be made to ensure repayment. It is the responsibility of the employee to look over their check and notify the Payroll office as soon as an error is located.

### **Nonexempt Employee Supplementary Pay Plan**

Nonexempt employees include all district employees not specifically identified as exempt under federal law. This generally includes non certificated staff; however, in some circumstances non certificated staff members may qualify for exempt status. Hours worked means all hours during which the individual is required to be on duty—generally from the required starting time to normal quitting time—and all hours an employee is permitted to work. Meal periods and break periods of 20 minutes or longer do not count as hours worked unless the individual performs work during the meal period.

### **Time Sheet and Overtime rules**

**NON-EXEMPT (employees AND supervisors of non-exempt employees must know):** All employees in FLSA non-exempt positions must utilize a time sheet to record all hours worked on each day. The time sheet will be signed by the employee and supervisor and submitted to the Central Office by the 5th of each month. By signing it, the employee and supervisor certify that it is a true and accurate record of actual times and hours worked.

Personnel with 2 jobs have a calculated blended rate for hours above 40. Employees with two or more regular jobs should keep a time sheet for each job. These will be used only to calculate any hours above 40 that are physically worked each week and paid at a half time calculated blended rate.

The district uses comp time in lieu of overtime pay for the following classifications of employees: non-certificated. The employee will be paid one and one-half (1 ½) times his or her regular rate of pay for each hour of overtime if not using comp time.

**Overtime is not permitted unless required by supervisor**—Employees should not report to work early or stay late unless authorized by supervisor. Unauthorized overtime could result in non-payment. The board discourages overtime work by nonexempt employees as stated in board policy. **Policy GDBB**

Overtime is based on hours above 40 physically worked. Time sheets will only be used for record keeping purposes required by law pursuant to Section 778.415. Wages will still be paid on a salary basis unless you are strictly an hourly employee. Employee Leave Forms should be turned in for all days missed that were not approved holiday leave.

Employees who drive extra bus trips or work as gate keepers, score keepers, etc. should turn in pay sheets to the Central Office. These are considered “occasional and sporadic employment” if seasonal and

performing in a different capacity than regular employment. These will not be a part of the time clock record keeping. **DOL 29 CFR 553.30 – Occasional or sporadic employment section 7 (p) (2).** . This is pursuant to section 778.415  
**Policy GDBB GDBB-AF**

### **Payroll Deduction**

Automatic payroll deductions for the Missouri Public School Retirement System, (PSRS) or Public Education Employee Retirement System, (PEERS)/Social Security Deductions and Federal income tax are required for all full-time employees. Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental and life insurance, and tax deferred savings plans. Employees may also request payroll deduction for payment of membership dues to professional organizations. For other payroll deductions possibilities, contact payroll. Salary deductions are automatically made for unauthorized or unpaid leave. See other sections for more detailed descriptions.

**Policy DLB, GDBC, GCBC**

### **Travel Expense Reimbursement**

Employees are eligible for reimbursement of travel and related expenses incurred in connection with District business. The employee will not suffer, nor gain financially as a result of such travel or expense. Out-of-town travel for the purpose of conducting school business shall be approved in advance by the appropriate department or school administrator.

All staff members whose daily schedule requires driving to other district buildings are eligible to receive .54 per mile reimbursement. Mileage will be paid only for travel during the school day, between buildings, and must have a description of the daily travel. If you need to travel outside these parameters during the school day you must have prior approval by your direct supervisor for reimbursement.

### **Mileage Chart for Intra-District Travel**

High School to Elementary: 1.5 miles  
High School to Middle School: 1 mile  
Middle School to Elementary: .5 Mile

The travel and expense reimbursement form is available on-line and should be completed, signed and returned monthly for intra-district mileage or immediately upon return from out of town travel. The form must be completed fully explaining purpose of the travel, destination, departure and return dates. Mileage reimbursement should not be requested when using a district vehicle.

Employees must possess a valid driver's license from the State of Missouri. Employees using their personal vehicle for business will be required to maintain liability insurance consistent with state law.

Mileage reimbursement for use of personal vehicles will be compensated at 0.54 per mile. **If a district vehicle is available and employee chooses to drive a personal vehicle, the reimbursement rate is .25 per mile.**

### **BOARD POLICY DLB (See Policy DLB for further information):**

The Board may authorize voluntary payroll deductions from compensation earned by employees if ten (10) or more employees so request. These deductions may be taken for, but are not limited to, credit unions, annuities, IRA membership dues, insurance premiums or other voluntary contributions. The amount deducted will be remitted to the

organization, company or association authorized by the employee. In addition to the amount authorized, the district may deduct any administrative costs of compliance. The Board shall not be responsible for any good-faith error in the administrations of this service.

## **INSURANCE INFORMATION**

In order to be eligible for employee benefits, employees must be employed in a position that is eligible to receive benefits. This includes but is not limited to full time certified staff, secretaries, custodians, and nurses. Employees must also work a minimum of 30 hours per week in order to qualify. For Bus Drivers, this eligibility is contingent upon working a minimum of 20 hours per week on average (full time route plus assigned extra bus trips). Our policy allows that no new vendor will be added unless there are a minimum of 10 enrolled on the plan. Insurance coverage for new employees who start working on the first of the month will be effective that day. If employed and the start date is after the first of the month, coverage will begin on the first day of the following month. New teacher's coverage will be effective on September 1. For further information or questions, please contact the Central office at (417) 634-4284. All of the board paid and employee paid benefits have open enrollment periods.

### **Health and Life Insurance**

Group health insurance is available through the Sparta R-III School District. The district's contribution toward employee insurance premiums is determined by the Board. New employee coverage begins on the first of the month following employment.

The insurance plan is July 1<sup>st</sup> through June 30<sup>th</sup>.

The deductible is from January 1<sup>st</sup> through December 31<sup>st</sup>

Current employees can make changes in their insurance coverage during open enrollment. A detailed description of each plan, premiums, and benefits offered are provided to each employee in a separate enrollment guide. Please forward any and all questions to the Central Office at (417) 634-4284 ext: 102

The Board of Education also pays for a \$15,000.00 life insurance policy for each employee with Unum Life Insurance Company of America.

The Board currently pays \$416.00 per month which is 100% of the base plan for the employee's health insurance. There are required criteria each employee must meet to continue receiving the 100% paid benefit. If the criteria is **not** met, 30%\* of the base plan premium will be deducted from the employee's salary for the next school year (*July 2017 – June 2018 payrolls, as this is the insurance plan year*).

For health insurance information, you may stop by the district office or contact Cox Health Plans (417) 269-2900.

### **Other Insurance Options**

The School District also offers the following:

- Dental Insurance with Standard
- Vision Insurance with Superior
- Life Insurance with American Fidelity
- Disability Insurance with American Fidelity
- Flex Medical Reimbursement with American Fidelity
- Flex Dependent Day Care with American Fidelity
- Accident Insurance with American Fidelity
- Cancer Insurance with American Fidelity

Any voluntary insurance purchased will be deducted from the employee's monthly check.

## **STAFF PROTECTION**

Insurance coverage for the Sparta R-III School District staff will be as follows:

**Liability Insurance** – All employees will be provided liability insurance that will cover, subject to the provisions thereof, claims arising from acts performed within the scope of their employment.

**Worker's Compensation Insurance** – All school employees are covered by worker's compensation insurance and are eligible for compensation for an injury incurred in the performance of their job. Any accident resulting in injury, no matter how minor, must be reported to the immediate supervisor and the building nurse, who in turn will notify the appropriate administrative office. Following treatment, proper forms must be completed and submitted to the appropriate administrative offices.

**Medicare Coverage** – All certificated employees hired after March 31, 1986, and all non-certificated employees are included in the Medicare system.

### **Policy GBEA**

### **Termination of Benefits at Retirement or Resignation**

For employees leaving the Sparta R-III School District, discontinuation of district-provided Health and Life Insurance benefits will be as follows:

Employees who are normally covered by the group health insurance and retire from the district after fulfilling their contractual obligation or agreement, shall have their health benefits extended and paid by the district until the end of August. Employees who are normally covered by the group health insurance and resign, or are not re-employed by the district after fulfilling their contractual obligation or agreement, shall have their health benefits paid by the district until the end of month in which they last work (for most 9 month employees, insurance will end May 31st). Exceptions to this will be employees whose start date is July 1st in which case benefits will end on June 30th.

For employees who do not fulfill their contractual obligation or agreement or are dismissed prior to fulfilling their commitment, benefits will be discontinued at the end of the month that the resignation or termination becomes effective.

An employee that retires from the district has 1 year to elect health insurance coverage.

Upon resignation or termination, employees are eligible for continuation of Health, Vision and Dental Insurance under the provision of COBRA. Contact Stefanie Johnson in the Central Office with questions on COBRA coverage.

## **RETIREMENT**

All staff members who qualify shall be participants in the PSRS or PEERS of the State of Missouri. PEERS membership is required, regardless of position, for non-certificated employees employed to work at least 20 hours per week on a regular basis by an employer within the Retirement System in a position that normally requires the employee to work at least 600 hours during the school term. PSRS membership is required, regardless of position, for certificated employees employed to work by an employer within the Retirement System in a position that normally requires the employee to work the full school day, or at least the same number of hours per week as required for such a position, and also normally requires the employee to work at least 600 hours during the school term. Certificated employees/teachers employed less than full-time for at least 17 hours per week on a regular basis in a position that requires the employee to work at least 600 hours during the school term may elect membership in the Public Education Employee Retirement System (PEERS) within the first 90 days of their initial part-time employment.

Employees who plan to retire under PSRS/PEERS should notify their supervisor and Payroll as soon as possible. Inquires should be addressed to Teachers Retirement System of Missouri, P.O. Box 268, Jefferson City, Missouri 65102 or call 1-800-392-6848 or 1-573-634-5290.

### **PAYMENT TO THE PUBLIC SCHOOL RETIREMENT SYSTEM (PSRS) OF MISSOURI ON FRINGE BENEFITS 2016-17**

During the 2016-17 school year, July 1, 2016 – June 30, 2017, the amount of fringe benefits on which retirement will be paid is as follows:

#### **Health Insurance**

Cox Health Plans	\$416.00 x 12 = \$4,992.00
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All compensation is subject to Teacher Retirement and Income Tax withholdings.

### **PAYMENT TO THE PUBLIC EDUCATION EMPLOYEE RETIREMENT (PEERS) SYSTEM OF MISSOURI 2016-17**

During the 2016-17 school year, the amounts of fringe benefits on which retirement will be paid are as follows:

#### **Health Insurance**

Cox Health Plans	\$416.00 x 12 = \$4,992.00
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## ATTENDANCE LEAVES AND ABSENCES

### Attendance

It is the goal of the Board of Education to promote excellent attendance. Absences have a serious impact on the educational mission of the district. Absences also cause inconvenience to coworkers and incur additional costs. It is the employee's responsibility to maintain an acceptable attendance record.

The Board has provided for temporary absences, long term leaves of absences and military absences for employees in order to attract and retain faculty and staff who will continue to grow professionally, maintain their health and have a feeling of job security.

### Leave Professional Staff (Certified)

Leave will be calculated based on length of employment for your assignment. Professional staff employees whose assignments call for 12 months of full-time employment will be entitled to 12 days of sick leave. Professional staff employees whose assignments call for full-time employment only during the regular school term will be entitled to 10 days of sick leave per year. Employees are allowed to use 2 of their allotted sick leave days per year as personal leave.

### **Payment for Unused Sick Leave**

At the conclusion of each fiscal year, current qualifying full-time professional staff employees of the Sparta School District will receive \$40 per day for accumulated sick leave days in excess of 80 days. Full-time professional staff in the employ of the Sparta R-III School District will, on retirement or voluntary separation from the district, be paid for accumulated sick leave days based on the date of notification to the Superintendent's office and completion of the work year.

Sick leave reimbursement will not be provided to employees who leave during the school year without proper notification.

Notification of resignation/retirement received by:	Amount reimbursed for accumulated leave:
Prior to April 15	\$40 per day
April 15 - May 15	\$20 per day
After May 15	\$ 0 per day

Payment will be made at the conclusion of the fiscal year the resignation or voluntary separation is effective.

### **Policy GCBDA**

### Leave Support Staff (Classified)

Any support staff whose assignments call for full-time employment on a 12 month basis will be entitled to 12 days of sick leave. Support staff employees whose assignments call for full-time employment only during the regular school term will be entitled to 10 days of sick leave. Employees are allowed to use 2 of their allotted sick leave days per year as personal leave.

### **Payment for Unused Sick Leave**

At the conclusion of each fiscal year current qualifying full-time support staff employees of the Sparta School District will receive \$20 per day for accumulated sick leave days in excess of 80 days.

Full-time support staff who have been an employee of the Sparta R-III School District for a minimum of one year will, on retirement or voluntary separation from the district, be paid for accumulated sick leave days upon meeting notification requirements. All classified employees are required to provide the Sparta School District with a two-week notice prior to leaving their current

position within the district. Failure to provide the district with a two-week notice will result in the loss of all accumulated sick leave and vacation days. Payment will be made at the conclusion of the fiscal year the resignation or voluntary separation is effective.

**Policy GDBDA**

**Vacation Days Support Staff**

12 month employees will receive ten (10) days of paid vacation, which will not accumulate and which must be taken by July 1<sup>st</sup> before the fiscal year ends. Personnel employed in the middle of a fiscal year will receive vacation days on a pro-rated basis the first fiscal year. Central office, maintenance, custodial, and bus mechanic positions will receive an additional five (5) days of vacation per fiscal year after employed in the district for (10) years.

**Family and Medical Leave**

Leave that qualifies for Family and Medical Leave Act (FMLA) protection will be administered in accordance with federal law. To be eligible for FMLA leave benefits, the employee must have been employed in the district for at least 12 months and have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave, be employed at a work site where 50 or more employees are employed by the district within 75 miles of that work site, and provide the district at least a 30-day notice of any expected absence for foreseeable circumstances, if practical. For a more detailed description refer to the following policies:

**Policy GCBDA, GDBDA**

**Professional Staff Long Term Leaves of Absences**

The Board of Education recognizes that the personal welfare and the professional growth of its employees may require occasional extended absences from duty. Therefore, the Board may grant the following long-term leaves of absence under specified conditions: Sabbatical Leaves of Absence; Military Leaves of Absence; and One-Year General Leaves of Absence. Please see policy for further explanation.

**Policy GCBDB**

**Bereavement Leave**

The board recognizes the need to be absent from his/her assignment due to the death of a member of the employee's immediate family. When a death occurs in an employee's immediate family, employees may take up to five (5) days off with pay to attend the funeral or make funeral arrangements. The district may require verification of the need for the leave. The Board defines "immediate family" to include 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. After the exhaustion of the five (5) days of bereavement leave, the employee may use personal leave.

**Policy GCBDA, GDBDA**

**COMPLAINTS AND GRIEVANCES**

**A. Reporting**

Any school employee, who observes, overhears or otherwise witness's unlawful discrimination, or any individual to whom such discrimination or harassment is reported, must make prompt and appropriate action to stop the discrimination or harassment and to prevent its reoccurrence.

A written report of the incident and the action taken by the school employee in response to it must also be given to the Compliance Coordinator(s) designated to oversee the handling of discrimination/harassment complaints.

In the event that the school employee is unable to personally take prompt and appropriate action, the employee must report the incident or complaint in writing to the appropriate Compliance Coordinator(s) designated by this policy.

Any student or employee who believes that she/he has been the target of unlawful discrimination or harassment as defined in this policy may bring his or her complaint to the attention of any school employee or the Compliance Coordinator(s). The following are the Compliance Coordinators specifically appointed for the purpose of keeping the superintendent of the district-wide state of compliance with this policy.

Female Compliance Coordinator  
Anna Call, Director of Special Services  
217 Division  
P O Box 160  
Sparta, MO 65753  
Phone: 634-5518 ext 112  
Fax: 634-5256

Male Compliance Coordinator:  
Jeff Hyatt – Superintendent  
217 Division  
P O Box 160  
Sparta, MO 65753  
Phone: 634-4284  
Fax: 634-3156

#### **A. General Information concerning the Grievance Procedure**

It is desirable that problems and complaints of alleged discrimination brought by students, district employees, parents(s)/guardians, other members of the community or applicants for employment be resolved in an informal manner at the earliest possible time, and at the most immediate level in the School District organization.

Nothing contained herein shall be construed as limiting the right of any individual having a grievance to discuss this matter informally with any appropriate member of the administration and have the grievance adjusted without recourse to this procedure. Nothing contained herein shall be construed as limiting the right of any individual having a grievance to initiate informal and formal procedures concurrently.

If at any point during the grievance procedure – informal or formal – the individual designated by this policy to accept the complaint is the alleged harasser, the student or employee may report the discrimination or harassment to the next level of authority. At no time is a student or employee required to speak with the alleged harasser.

This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided by state law, or in School District policies, rules and regulations.

#### **Grievance Procedure – Informal and Formal**

##### **Informal Resolution**

It may be possible to resolve a complaint through a voluntary conversation between the complaining student or employee and the alleged harasser, which is facilitated by a school employee or by a Compliance Coordinator. If the complaining individual or alleged harasser is a student, the Compliance Coordinator should notify the student's parent(s)/guardian(s). If the complaining individual and the

alleged harasser feel that a resolution has been achieved, then the conversation may remain confidential and no further action needs to be taken. The results of an informal resolution shall be reported by the facilitator, in writing, to the Superintendent and the Compliance Coordinator.

If the complaining individual, the alleged harasser, or the school employee/Compliance Coordinator, chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, she/he may proceed to the formal procedure. Any complaint against a student or school employee shall be handled through the Formal Procedure, set forth below.

### **Formal Complaint/Grievance Procedures**

For these and other answers that you may need please refer to:

### **Policy AC-R.1**

## **RECOMMENDATION FOR DISCIPLINE**

### **Discipline of Students**

Where a recommendation has been made at any level to suspend a student for greater than 10 days or to expel a student, Board policies JG-R (Student Discipline) and JGD (Student Suspension and Expulsion) will govern the appropriate discipline and discipline procedures instead of the remaining Formal grievance procedures.

### **Discipline of Support Staff**

Where a recommendation has been made at any level to suspend or terminate a support staff member, Board policy GDPD (Suspension and Dismissal of Support Staff Members) will govern instead of the remaining Formal grievance procedures.

### **Discipline of Tenured Teachers, Certificated Employees That are Not Eligible for Tenure, and Probationary Teachers for Conduct Other Than Incompetence**

Where a recommendation has been made at any level to suspend or terminate a tenured teacher, certificated employee that is not eligible for tenure, such as a principal or assistant principal, or probationary teacher for conduct other than incompetence, board policy GCPD (Suspension and Dismissal of Professional Staff Members) will govern instead of the remaining Formal Grievance Procedures.

## **EMPLOYEE CONDUCT AND WELFARE**

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

Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties

Maintain courteous and professional relationship with pupils, parents/guardians, other employees of the district and all patrons of the district.

Keep current on developments affecting the employee's area of expertise or position.

Transact all official business with the appropriate designated authority in the district in a timely manner.

Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.

Care for, properly use and protect school property.

Attend all required staff meetings called by district administration, unless excused.  
Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.

Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.

Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.

Obey all safety rules, including rules protecting the safety and welfare of students.

Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.

Refrain from using profanity.

Dress professionally and in a manner that will not interfere with the educational environment.

Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees who are late to work, stop working before the scheduled time, or work beyond the scheduled time without permission may be subject to discipline, including termination.

School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.

State law prohibits teachers from participating in a management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.

Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.

Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

## **Policy GBCB, GBCA**

### **Non Discrimination and Harassment**

The Sparta R-III School District is committed to providing a school environment that is free of all forms of discrimination. The Sparta R-III School District believes that all members of the school community have a right to feel safe, secure and respected.

The Board of Education prohibits any and all forms of unlawful discrimination, including harassment creating a hostile environment on the basis of the following individual characteristics, which include, but are not limited to:

Race, color, ethnicity, ancestry or national origin

Sex

Disability

Age

Religion

Use of leave protected by the Family Medical Leave Act or any other protected activity

Employees who believe they have been harassed are encouraged to promptly report such incidents to the Building Principal or Supervisor. If the Building Principal or Supervisor is the subject of complaint, the employee shall report the complaint directly to the Central Office. An employee who suspect or knows that a student is being harassed by a school employee or by another student shall inform his/her principal or immediate supervisor. For further information reference the Board Policy.

### **Sexual harassment**

Sexual harassment may consist of (1) unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. This applies whether the harassment is between people of the same or different genders or (2) unwelcome sexual conduct that is so severe, persistent or pervasive that it affects the individual's ability to participate in or benefit from an educational program, activity or workplace, or creates a hostile, or threatening or abusive environment.

### **Policy AC, GBH**

### **Tobacco Use**

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

### **Policy AH**

### **Communicable Diseases**

The School Board recognizes its responsibility to protect the health of students and employees from the risks posed by infectious diseases. The Board also has the responsibility to uphold the rights of affected individuals to privacy and confidentiality, to continue their employment, and to be treated in a nondiscriminatory manner. The district requires all staff to routinely observe universal precautions to prevent exposure to disease-causing organisms, and the district should provide necessary equipment/supplies to implement universal precautions.

### **Policy GBEC, GBEC-R**

### **Reporting 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.

The school principal or designee may notify law enforcement or the juvenile office when appropriate. If an employee has reason to believe that a victim of such abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state, then, in addition to notifying the Missouri CD pursuant to this policy, he or she may also make a report to the child protection agency with the authority to receive such reports, pursuant to law, in the other state.

In accordance with law, if a student reports alleged sexual misconduct on the part of a school district employee to an employee of this district, the employee who receives the report and the superintendent shall immediately report the allegation to the CD as set forth in law. For the purposes of this policy, the term "sexual misconduct" is defined as engaging in any conduct with a student, on or off district property, that constitutes the crime of sexual misconduct; illegal sexual harassment as defined in policy AC, as determined by the district; or child abuse involving sexual behavior, as determined by the CD.

The reporting requirements in this section are individual, and no supervisor or administrator may impede or inhibit any reporting under this section. No employee making a report in accordance with law shall be subject to any sanction, including any adverse employment action, for making such a report. Further, the superintendent and other district administrators shall ensure that any employee mandated by law to make a report shall have immediate and unrestricted access to the communication technology necessary to make an immediate report. Employees shall also be temporarily relieved of other work duties for such time as is required to make any mandated report.

### **Policy JHG**

### **Association and Political Activities**

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or decision not to be a member of any

employee organization that exists for the purpose of dealing with employers concerning any type of grievance.

No employee shall use school system facilities, equipment, or supplies in connection with campaigning, nor will employee use any time during work day for campaigning purposes.

## **Policy GBG**

### **Cell Phones**

The Sparta 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 communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

The district prohibits employees from using any communication device 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 communication 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 communication devices when they are responsible for supervising students unless any of the following conditions occur:

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.

## **Policy GBCC**

### **Computer Use and Data Management**

The Sparta R-III School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board and increased engagement of the students' families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated.



Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of students' personal responsibility is itself an expected benefit of the district technology program.

### **Technology Administration**

The Board directs the superintendent or designee to create rules and procedures governing technology usage in the district to support the district's policy, as needed.

Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations and procedures.

### **User Identification and Network Security**

The district technology resources may be used by authorized students, employees, school Board members and other persons such as consultants, legal counsel and independent contractors.

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

Users must adhere to district policies, regulations, procedures and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

### **User Agreement**

Unless authorized by the superintendent or designee, all users must have an appropriately signed "User Agreement" on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures. In addition, all users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the district's technology. A user ID with e-mail access, if granted, is provided to users of this district's network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received or stored using district technology in his or her "User Agreement".

### **Privacy**

A user does not have a legal expectation of privacy in the user's electronic mail or other activities involving the district's technology resources.

### **Violations of Technology Usage Policies and Procedures**

Use of the district's technology resources is a privilege, not a right. A user's privilege may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations and procedures.

### **Policy EHB, EHB-R**

## **GENERAL PROCEDURES**

### **Inclement Weather Closing**

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district facilities. When it becomes necessary to close or to release students early, radio and television stations will be notified by school officials. District patrons may sign up for cell phone alerts and e-mail alerts in the Central Office.

### **Emergencies**

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

### **Safety**

The Board recognizes the necessity for a planned safety program to create a safe environment for the students attending, and for the professional and support staff employed by the school district. The maintenance of healthful and safe conditions throughout the school district is a responsibility shared by the Board, superintendent and all professional and support staff. Every attempt will be made to meet safety and health standards established by state and federal laws and regulations. The cooperation of school, home and community in providing a safe and healthful environment is encouraged by the Board. Safe practices will be a scheduled part of instruction in the classrooms, laboratories and school shops. Proper supervision of students and other citizens using the school facilities will be required. Hazardous conditions indicated by inspectors will be reported to the Board and corrected.

Each building administrator will develop and implement a safety program, report hazardous conditions to the superintendent and hold employees and students responsible for the observance of all safety rules and procedures.

The district will fully utilize federal, state and local violence prevention programs and resources available to students, teachers or staff that the district determines are necessary and cost effective for the school district. By July 1, 2001, the superintendent will designate a school safety coordinator who will have a thorough knowledge of such programs.

### **Policy ED GBE GBEA**

### **Fingerprints/Criminal Background Check**

The District may obtain the criminal background check for each applicant for employment who, in the opinion of the District, is a serious candidate and may be offered a position. The district will obtain criminal background check information that relates to all persons employed by the district. Fingerprinting is also required by law.

### **Visitors in the Workplace**

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 direction or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge. Regular visits by family and

friends during working hours are not appropriate.

### **Personnel Records**

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 following items are needed for the employee's personnel file in the Central Office:

- Up-To-Date Current Transcript
- Teaching Certificate
- Signed Contract

These items must be on file before the first paycheck will be issued.

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 the 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 1 funds and who provide instruction to their child at 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.

### **Policy GBL**

## **PURCHASING PROCEDURES**

The Board recognizes the importance of a sound fiscal management program and expects the district to maintain an efficient and consistent procedure for purchasing materials and services for the school district. No contract will be made and no bill will be paid without the proper documentation and without an affirmative vote from a majority of the whole Board.

The superintendent or designee shall develop a purchasing procedure that efficiently supplies the district but also controls and documents district expenditures. Cooperative purchasing should be utilized when it is determined to be to the financial advantage of the district.

All purchases, charges, commitments to purchase goods or services **must be made with a district purchase order for proper authorization.** Please see the Google Drive for complete guidelines and procedures to be followed when making purchases and initiating purchase orders for approval. If you have any questions please contact your building level administrator or Central Office.

### **Policy DJF**

## **Cash In School Buildings**

All moneys collected within the district's schools shall be handled in a proper fiscal manner and prudently safeguarded.

Money collected for any purpose will be submitted to the school principal or designee, who will provide for its proper deposit. Money should **NEVER** be left in classrooms or building offices. When a teacher or other school employee collects money from pupils for any purpose, that employee shall be held responsible for that money until the employee turns it over to a person responsible for receiving and depositing money.

## **TERMINATION OF EMPLOYMENT**

### **Resignations**

Tenured teachers must notify the district of their resignation no later than June 1. Resignations submitted by tenured teachers after the statutory deadline or by probationary teachers or administrative employees after their contracts are signed and returned must be approved by the Board.

In most cases, resignations become effective at the end of the school year in which they are submitted. To become effective earlier, resignations must be approved by the Board. Letters of resignation will be submitted to the superintendent of schools.

The Board will consider each resignation on an individual basis. Generally, teachers and administrative employees will not be released from a contract unless a suitable replacement is available. However, the Board will give appropriate consideration to situations involving serious illness, transfer of spouse and military service.

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

### **Policy GCPB, GDPB**

### **Dismissal and Suspension**

The Board delegates to the superintendent the authority to suspend any staff member for violation of Board policies, for violation of state law, for any other good cause or to investigate allegations of misconduct in accordance with this policy and law. Action shall be taken when, in the judgment of the superintendent, the best interest of the school will be served by immediate suspension.

### **Policy GCPD, GDPD**

### **Reports Concerning Court-Ordered Withholdings**

The District is required to report the termination of employees that are under court order or writ (summons) of withholding for child support or spousal maintenance to the court. Notice of the following must be sent to the court.

Termination of employment

Employee's last known address

Name and address of the employee's new employer if known

## STUDENT ISSUES

### **Parent and Student Complaints**

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.

If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem and to inform participants of the action that will be taken.

If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

**Policy JFH**

**ALL DISTRICT POLICIES ARE AVAILABLE ON THE DISTRICT HOME PAGE**

**[www.sparta.k12.mo.us](http://www.sparta.k12.mo.us)**



# Student Transportation

## Drop-Off/Pick-Up Times

### Morning Drop-Off:

High School -7:25    Middle School - 7:30    Elementary - 7:30

### Afternoon Pick-Up:

#### **All Scheduled Mondays:**

2:30 HS Bus Pick-Up

2:36 MS Bus and Car Rider Pick-Up

2:40 Elementary Bus Pick-Up

2:45 Elementary Car Rider Pick-Up (South exit)

#### **All Scheduled Tuesday through Friday:**

3:00 HS Bus Pick-Up

3:05 MS Bus and Car Rider Pick-Up

3:10 Elementary Bus Pick-Up

3:25 Elementary Car Rider Pick-Up (South exit)

### Tutoring Bus Pick-Up:

4:10 MS/HS Tutoring

4:20 Elem Tutoring

**SPARTA SCHOOL DISTRICT  
SUMMER SCHOOL EMPLOYMENT POLICY**

Summer school employment is determined on an as needed basis.

Summer school employment positions will be considered for assignment in the following order:

1. Employees contracted for the last school year and contracted for the next school year and within their last three years of retirement.
2. Employees who worked summer school last year and were contracted for the previous school year and are contracted for the next school year
3. Employees contracted for the last school year and contracted for the next school year, but did not work summer school the previous summer school term.
4. Employees new to the district who are contracted for the next school year.
5. Employees not contracted for the next school year.

Payment for summer school will be as follows:

\*Certified Staff- \$2,600

Classified Staff- Flat rate to be determined by Board of Education

***\*Pay rates are based on full term summer school session. Days missed will be docked from above pay rates. No sick or personal days will be given for Summer School employment.***