

Forsyth R-III School District  
178 Panther Street - P.O. Box 187  
Forsyth, MO 65653  
Phone: 417-546-6384  
*www.forsythpanthers.org*

## **EMPLOYEE HANDBOOK RECEIPT**

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

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.

I hereby acknowledge receipt of or access to the Forsyth R-III School District Employee Handbook which can be accessed at *www.forsythpanthers.org*. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. I understand that if I violate any of these policies, I will be subject to discipline up to and including termination.

**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.**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Forsyth R-III School District  
2023-2024 Employee Handbook**



P.O. Box 187  
178 Panther Street  
Forsyth, MO 65653

Phone: 417-546-6384  
Fax: 417-546-2204

*[www.forsythpanthers.org](http://www.forsythpanthers.org)*

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## **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. Forsyth R-III School District board policies and procedures can change at any time. For more information, employees may refer to the district's Board Policy Manual that is posted on the Forsyth R-III School District website at [www.forsythpanthers.org](http://www.forsythpanthers.org).

## **DISTRICT INFORMATION**

### **MISSION STATEMENT**

The **mission** of the Forsyth R-III School District is *to inspire and equip every student for their next stage in life.*

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.

### **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 in the board room of the district office, with open session starting at 5:30 p.m. followed by closed session. 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.

## Forsyth R-III School District

### ELEMENTARY

**546-6381**

|                  |                 |          |
|------------------|-----------------|----------|
| Liz Turner       | Principal       | ext. 230 |
| Jim Voliva       | Asst. Principal | ext. 234 |
| Jessica Woody    | Counselor       | ext. 398 |
| Ashley White     | K-12 Counselor  | ext. 397 |
| Corrie Berriault | Secretary       | ext. 231 |
| Kasey DelCour    | Secretary       | ext. 232 |

### MIDDLE SCHOOL

**546-6382**

|                    |                 |          |
|--------------------|-----------------|----------|
| Dr. Sandra Goss    | Principal       | ext. 270 |
| Dr. Ryan Persinger | Asst. Principal | ext. 273 |
| Jayne Voliva       | Counselor       | ext. 274 |
| Jo Anna Robison    | Secretary       | ext. 271 |
| Nicki Valbracht    | Secretary       | ext. 272 |

### HIGH SCHOOL

**546-6383**

|                    |                 |          |
|--------------------|-----------------|----------|
| Dr. Phillip Guy    | Principal       | ext. 286 |
| Mike Linehan       | Asst. Principal | ext. 289 |
| Mallory Richardson | Counselor       | ext. 290 |
| Karen Koen         | Secretary       | ext. 288 |
| Megan Bailey       | Secretary       | ext. 287 |

### CENTRAL OFFICE

**546-6384**

|                 |                      |          |
|-----------------|----------------------|----------|
| Dr. Jeff Mingus | Superintendent       | ext. 222 |
| Dr. Grant Boyer | Asst. Superintendent | ext. 233 |
| Tina Persinger  | Bookkeeper           | ext. 223 |
| Lora Williams   | Accounts Payable     | ext. 279 |
| Melissa Julian  | Secretary            | ext. 221 |

### SPECIAL EDUCATION

**546-6384**

|                 |                     |          |
|-----------------|---------------------|----------|
| Michelle Phelan | Director            | ext. 235 |
| Tiffany Bolin   | Process Coordinator | ext. 393 |
| Becky Hubbard   | Secretary           | ext. 268 |

### TEACHER ASSISTANCE

|                 |   |          |          |
|-----------------|---|----------|----------|
| Julie Guy       | Instructional Technology/Virtual Learning | 546-6383 | ext. 346 |
| Waneta Davidson | Literacy Coach                            | 546-6381 | ext. 317 |

### DIRECTORS

|              |                |          |          |
|--------------|----------------|----------|----------|
| Tyler Braden | Maintenance    | 546-6384 | ext. 225 |
| Tyler Knight | Technology     | 546-6384 | ext. 311 |
| Zach Harper  | Technology     | 546-6384 | ext. 311 |
| Doug Muller  | Transportation | 546-6606 |          |
| Tim Russell  | Food Service   | 546-6384 | ext. 224 |

## **DRUG-FREE WORKPLACE**

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

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

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

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

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

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 of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. Although the district will not assume financial responsibility, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

Upon the request of an agency of the United States, the district shall certify that it has adopted and implemented the drug prevention program described in this policy. The district shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes and ensure that the disciplinary sanctions are consistently enforced.

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

I understand that if I violate the Drug-Free Workplace policy, I will be subject to discipline up to and including termination *or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination.* I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five (5) days of the conviction.

## **EMPLOYMENT**

### **Equal Employment Opportunity - Policy AC**

#### **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.

#### **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, 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. 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 Forsyth 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**

## CERTIFICATION

Certified staff are responsible for maintaining status of their teaching certificates and checking for expiration dates. It is a violation of board policy to not maintain a current certification.

## COMPENSATION

### **Paychecks**

All employees are paid in 12 equal monthly checks per year. First paycheck for new 9-month employees will be issued in September, new 11-month employees will be issued in August, and new 12-month employees will be issued in July. Payday is always on the 20th of each month unless it falls on a weekend or holiday. In the event of payday falling on a holiday or weekend, paychecks will be issued on the last working day preceding that event. All pay will be issued via direct deposit.

### **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.

### **Time Clock and Overtime rules**

**NON-EXEMPT (employees AND supervisors of non-exempt employees must know):** All employees in FLSA non-exempt positions including bus drivers and substitutes must utilize the time clock to record all hours worked on each day

Personnel with 2 jobs have a calculated blended rate for hours above 40. Employees with two or more regular jobs should clock in and out 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.

**Overtime is not permitted unless required by supervisor.** Employees should not report to work early or stay late unless authorized by supervisor. The district uses comp time in lieu of overtime pay for non-certificated employees. 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 based on hours above 40 physically worked. Time clock 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 Requests should be turned in for all days missed that are 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-1**

### **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 for work related purposes are eligible to use a school vehicle to receive reimbursement at rates of \$.45 per mile if a school vehicle is available and \$.60 per mile if a school vehicle is not available.

The travel and expense reimbursement form is available in each building office and should be completed, signed and submitted 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.

### **Salary Deductions**

An employee can set up payroll deduction to cover any meal charges from the employee's pay in any period where the employee owes meal charges. If you would like to participate in payroll deduction to cover your monthly meal charges, please complete the Salary Deductions form on the last page of this handbook and return to the Central Office. This form will carry over each year, unless revoked in writing by the employee.

## **CAREER LADDER**

All Career Ladder Plans must directly and obviously relate to improvement of programs and services for students as outlined in our District Improvement Plan, Curriculum Development Plan, and Professional Development Plan. Each building has an improvement plan in place with goals that align with our district improvement plan. Each activity logged for career ladder hours must be in alignment with one of those goals (Requirement 1.) The plan for Forsyth School District will also mandate that 50% of hours will be tutoring. More information is available in the Career Ladder Plan.

### **Forsyth Schools Career Ladder Plan Stages**

#### **50% OF ALL CLOCK HOURS MUST BE TUTORING**

#### **Stage Requirements and Payment Amounts (If full hour requirements are met)**

|           |                 |         |
|-----------|-----------------|---------|
| Stage I   | 50 Clock Hours  | \$1,500 |
| Stage II  | 75 Clock Hours  | \$3,000 |
| Stage III | 100 Clock Hours | \$5,000 |

## **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, cooks, and nurses. Employees must also work a minimum of 30 hours per week in order to qualify. Newly hired employees' coverage will begin the 1<sup>st</sup> of the month following the date of hire. For further information or questions, please contact the district's bookkeeper at (417) 546-6384 ext. 223. All of the board paid and employee paid benefits have open enrollment periods.

### **Health and Life Insurance**

Group health insurance is available through the Forsyth R-III School District. The district's contribution toward employee insurance premiums is determined by the board. The insurance plan is July 1 through June 30. The deductible is from January 1 through December 31.

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.

The Board currently pays \$500.00 per month which is 82% of Plan 8 Blue Preferred for the employee's health insurance. If the employee participates in the wellness incentives and completes a well visit with their physician's office, the remaining \$107.00 per month will be covered by the district as well, making the employee health insurance benefit fully covered by the district. For any employee who chooses a High Deductible Plan with a Health Savings Account (H.S.A) plan that comes with a premium less than the cap and incentive total, the district would contribute the difference to the employee's H.S.A. The employee must take part in one district approved wellness activity per semester and a well visit with their physician to be eligible for the wellness incentive benefit. For the health insurance information, you may stop by the Central Office or contact Anthem BlueCross Blue Shield member services at 888-224-4902.

The Board of Education also pays for a \$10,000.00 life insurance policy with The Hartford and a \$200 per month disability plan through UNUM for each employee.

### **Other Insurance Options**

The School District also offers the following:

- Dental Insurance with Cigna
- Vision Insurance with Cigna
- Life Insurance with The Hartford, or TransAmerica
- Disability Insurance with UNUM
- Flex Medical Reimbursement with WageWorks
- Flex Dependent Day Care with WageWorks
- Accident Insurance with The Hartford
- Critical Illness with The Hartford
- Health Savings Account with Health Equity

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

**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.

### **Policy GBEA**

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

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

For employees leaving the Forsyth 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 June. 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 31.) Exceptions to this will be employees whose start date is July 1 in which case benefits will end on June 30.

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

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

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

## RETIREMENT

Employees who plan to retire under PSRS/PEERS should notify their supervisor and Payroll as soon as possible. Inquiries 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.

## ATTENDANCE AND LEAVE OF ABSENCES

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. The board policy can be found on our district website at [www.forsythpanthers.org](http://www.forsythpanthers.org) and contains the information related to the following categories:

Leave Professional Staff (Certified) - Policy GCBDA

Payment for Unused Sick Leave - Policy GCBDA

Leave Support Staff (Classified) - Policy GDBDA

Payment for Unused Sick Leave - Policy GDBDA

Vacation Days Support Staff - Policy GDBDA

Family and Medical Leave - Policy GCBDA, GDBDA

Professional Staff Long Term Leaves of Absences - Policy GCBDB

Bereavement Leave - Policy GCBDA, GDBDA

Complaints and Grievances - Policy AC

The district implements SISFIN to provide online access to employees to all of their information including personal and W-4 information, leave balances, pay history, benefit history, and other pertinent information. This access will be available via the SISFIN Portal. The portal will be your access point to view all of your personal data as well as your location to fill out leave requests. **Teachers and paraprofessionals will use the Absence & Substitute program for leave requests.** All other employees will utilize the SISFIN Portal. The links are listed below.

[staff.forsyth3.k12.mo.us/hrportal/](http://staff.forsyth3.k12.mo.us/hrportal/)

[app.readysub.com/employee/jobs](http://app.readysub.com/employee/jobs)

## **EMPLOYEE CONDUCT & 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, and 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**

**Non Discrimination and Harassment - Policy AC, GBH**

**Tobacco Use - Policy AH**

**MANDATED REPORTING**

**You are a Mandated Reporter of child abuse or neglect**

because you have the care or supervision of children. If you think a child is being abused or neglected or if you see situations that could lead to abuse or neglect, you must report this to your supervisor or to the **Child Abuse Hotline 1-800-392-3738**

**Child Abuse/Neglect Reports by Mandated Reporters  
Reporting Requirement (210.115.1 RSMo)**

**“When any** physician, medical examiner, coroner, dentist, chiropractor, optometrist, podiatrist, resident, intern, nurse, hospital or clinic personnel that are engaged in the examination, care, treatment or research of persons, and any other health practitioner, psychologist, mental health professional, social worker, day care center worker or other **child-care worker**, juvenile officer, probation or parole officer, jail or detention center personnel, **teacher, principal or other school official**, minister as provided by section 352.400, RSMo, peace officer or law enforcement official, or **other person with the responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made** to the division in accordance with the provisions of sections 210.109 to 210.183.

**Reasonable cause to suspect means a standard of reasonable suspicion, rather than conclusive proof.** When a person is required to report in an official capacity as a staff member of a school facility, the person in charge shall be notified. That person in charge becomes responsible for immediately making or causing a report to be made. This is not meant to relieve anyone of their responsibility from making a report. A report may also be made to any law enforcement agency or juvenile office, although this does not take the place of making a report to CD.

Section 210.109.3, RSMo, states mandated reporters may not make child abuse/neglect reports anonymously provided the reporter is informed that reporter information will be held as confidential.

**Abuse** is defined as: “...**Any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child’s care, custody, and control, except that discipline including spanking, administered in a reasonable manner, shall not be construed to be abuse.**”

**Neglect** is defined as; “...**Failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child’s well-being.**”

**Those responsible for the care, custody, and control of the child** are defined as:

“...Those included but not limited to the parents or guardian of a child, other members of the child’s household, or **those exercising supervision over a child for any part of a 24 hour day**. It shall also include any adult, who, based on the relationship to the parents of the child, members of the child’s household or the family, has access to the child.” (Section 210.110 RSMo)

Full Missouri guidelines can be found at: [http://dss.mo.gov/cd/pdf/guidelines\\_can\\_reports.pdf](http://dss.mo.gov/cd/pdf/guidelines_can_reports.pdf)

## TECHNOLOGY USAGE

### Computer Use and Data Management – Policy EHB, EHB-API

#### Employee Technology Agreement

I have read the Forsyth R-III School District Technology Usage policy and procedure and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and termination of my employment with the district.

I understand that my use of the district's technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data I store on the district’s technology resources, including deleted files, pursuant to state and federal law, even if the district’s technology resources are accessed remotely.

I understand I am responsible for any unauthorized costs arising from my use of the district’s technology resources. I understand that I am responsible for any damages to district technology due to my negligent or intentional misuse of the district’s technology resources. I understand that this form will be effective for the duration of my employment with the district unless changed or revoked by the district or me.

## FERPA

**FERPA (Family Educational Rights and Privacy Act of 1974)** is a Federal Law that protects the privacy of a student’s educational records. It applies to all schools that receive funds under any program administered by the U.S. Dept. of Education. FERPA also gives parents and students age 18 and over the



right to access educational records kept by the school; the right to demand educational records be disclosed only with student consent; the right to amend educational records; and the right to file complaints against the school for disclosing educational records in violation of FERPA. They also have a right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information.

### What are education records?

Personal information, including a list or personal characteristics or other information that would make it possible to identify or locate the child with reasonable certainty or make the student's identity easily traceable. And:

|                                 |                            |
|---------------------------------|----------------------------|
| Parent(s) or guardian addresses | Parent emergency contacts  |
| Date and place of birth         | Grades                     |
| Test scores                     | Special education records  |
| Disciplinary records            | Medical and health records |
| Library fines                   | Cafeteria accounts         |
| Attendance records              | Sign-in sheets             |
| Social Security Number          | Free/Reduced lunch status  |

The school district can release “**directory information**” which is information contained in an education record of a student not considered harmful or an invasion of privacy if disclosed and/or the school obtains parental permission to disclose. This includes but is not limited to, the student's name, address, e-mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment, participation in officially recognized activities and sports, weight and height of members of athletic teams, and honors and awards received.

**For your protection - Avoid sharing student information with anyone other than the parent/guardian or faculty members who “need to know.”**

**Also know that information communicated in writing or electronically may become part of a student record and may be accessible in the event of a complaint by a parent.**

### FAQ

**Q: Is peer grading in the classroom a violation of FERPA?**

A: No, classroom work assignments are not educational records as defined by FERPA.

**Q: Does a parent observing their child in a classroom violate FERPA?**

A: No. But, it is the district’s policy that all visitors must have permission from the building administrator to visit/observe.

**Q: Can I discuss a student’s progress/problems/behavior with their grandparents, aunts/uncles, siblings, or other relatives?**

A: No. Educational records - including grades, discipline, attendance, health – can only be shared with the parent or legal guardian.

**Q: Does “venting” to peers and family about student issues violate FERPA?**

A: Yes. Any information that is shared verbally, in writing, or electronically to someone who is not the parent/guardian or does not have a “need to know” violates FERPA.

## **GENERAL PROCEDURES**

### **Incllement 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.

### **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.

## **PURCHASING PROCEDURES**

### **Purchase Order Instructions**

The SISFIN Portal will be your access point to create requisitions that will generate purchase orders. The portal can be accessed at the following link: <https://staff.forsyth3.k12.mo.us/hrportal/>

A requisition must be entered and approved by building and district administration via the portal process prior to ordering or purchasing items for the district. The company name, address, phone number, items to purchase, and price must be included on the requisition. If the exact price is not known at the time of completing the requisition, "not to exceed" may be written in the description. Then type the amount not to exceed in the total line.

If a receipt or invoice is given to you, please forward this to the Central Office, as sometimes another copy is not sent. Once all items are received or the event is complete, please let your building office know that the PO is ok to pay at that time.

If you would like to use a purchase card for the purchase, complete a PO first. Then after the PO has been approved, if approved by your building administrator, please see the purchase card instructions for further information.

### **Checks in Advance**

If a check is needed prior to an event, the completed purchase order, along with a registration form or invoice (something stating the amount due, reason/items purchased, and who to make the check out to) must be provided to get a check. PO's and invoices must be received in the Central Office prior to the 10<sup>th</sup> of the month, to have the check ready the day after that month's board meeting. If the check is needed early in the month, all paperwork needs to be in the Central Office prior to the 10<sup>th</sup> of the month before. Detailed receipts may be necessary after the check is given.

## **Reimbursements**

If approved by building administrator, you may check out the purchase card for all travel expenses. Please see the purchase card instructions for further information.

A travel reimbursement form may be done for any travel expenses after the fact. Meals will reimburse up to \$25 per meal, with a \$35 per day maximum, including tips. Detailed receipts must be turned in for all meals. Employee will be responsible for reimbursing the school for any unapproved expenses.

For non-travel supply purchases that need to be reimbursed, a purchase order must be completed, listing the teacher's name as the vendor. We will not reimburse tax when a vendor is used that we are currently set up for billing with, i.e. Wal-Mart, Amazon, etc.

All reimbursements turned in before the 10<sup>th</sup> of the month will be paid that month, anything after the 10<sup>th</sup> will be paid the following month. Reimbursements will be direct deposited the Friday following the monthly board meeting.

## **Credit Card Checkout Procedure**

**Credit cards for the following are available to check out:**

- Country Mart
- Wal-Mart
- Purchasing Cards (Visa Cards)

**Procedure is as follows:**

1. A PO must be completed prior to ordering with the card.
2. **Do not use purchasing cards for Staples, Amazon, Casey's (in Forsyth), Country Mart, and Wal-Mart.**
3. It is essential to make sure that steps are taken when ordering to ensure the purchase is tax exempt. If tax is charged, whoever made the purchase will be responsible for the tax, unless pre-approved.
4. A detailed receipt must be turned in to the building office.

**Travel:**

1. If approved by the building administrator the card may be checked out to use for travel expenses; hotel, (if a PO is done prior), fuel for the school vehicles only, and meals.
2. Be sure to notify all hotels in the State of Missouri in advance that the stay is tax exempt and get them a copy of the letter if needed.
3. For travel it is recommended that you carry a school id or some form of employment verification in case you are asked for a form of id when using the card.
4. For meals a **DETAILED RECEIPT** must be provided or whoever made the purchase could be responsible for reimbursing the school.

5. Immediately upon returning, complete a Purchase Card Travel Form, attach all detailed receipts, and give to your building administrator.
6. If a non-board approved purchase is made, (going over the allotted meal amounts or an unapproved purchase) the responsible party will be required to reimburse the school. Tips for meals are reimbursable, as long as it is reasonable and the total amount is within the allotted \$25 per meal, \$35 total per day maximum. Please write tip amount on the receipt.
7. If more than one person has a meal purchased on a receipt, please have them divide out what each person had on the receipt, to ensure the correct meals are charged to the correct budget codes. It would be preferred to split the ticket and use the card twice if possible to avoid confusion.

**All employees checking out school credit cards will comply with the following:**

1. All employees issued a district credit card must take all reasonable measures to protect the cards against damage, loss, theft or misuse. Any damage, loss, theft or misuse of the card must be reported to the superintendent or designee immediately.
2. District credit cards will not be used in a manner that would circumvent bidding required by law or district policy. No person may use the card other than the authorized employee to whom the card was issued. District employees will surrender all credit cards at the end of the school year, upon completion of employment with the district, or upon demand of the district.

**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**

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. If an employee under contract with the district chooses to break the contract, the district is entitled to compensation for the costs of finding a suitable replacement, training expenses and other disruptions.

After June 1: \$500

After July 1: \$1,000

After August 1: \$1,500

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-1**

**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**