

Republic R-III School District



EMPLOYEE HANDBOOK 2018 - 2019

Dr. Chance Wistrom, Superintendent of Schools
Dr. Matthew Pearce, Assistant Superintendent of Academic Services
Jason Perkins, Executive Director of Operations

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District Employee Handbook

The Republic R-III School District's Employee Handbook contains only general guidelines and information. It is not intended to be comprehensive in nature nor intended to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you personally or professionally, you should address your specific questions to your building level supervisor, director, or the Human Resources Department for clarification.

Some of the subjects described in this handbook are covered in detail in official board policy and procedure documents. You should refer to these documents for specific information, since this handbook only briefly summarizes those benefits. These policies can be viewed in paper form at the district's Central Office or any Building Principal's Office, and electronically online at the district's website www.republicschools.org under "Board of Education".

This handbook is not a contract. The procedures, practices, policies, and benefits described here may be modified or discontinued without prior notice. Every attempt will be made to inform you of any changes as they occur. However, it is your responsibility to review board policies and procedures in detail and to request any clarification needed from your supervisor or the Human Resources office.

District Information

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 Greene County Reorganized School District No. 3. 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. The district will be organized on a K-5, 6-8 and 9-12 basis.

Mission

"Preparing Each Student for a Successful Future"

Preparing each student for a successful future is the mission of the Republic R-III School District. Together we will ensure quality educational experiences in a safe environment that enables all students to acquire the knowledge, skills, and attitudes necessary to become responsible, successful individuals.

Vision

"A Leader in Academic Success, Dedicated to Community Priorities"

Philosophy

The Board of Education, administration, faculty, staff, and patrons believe the Republic R-III School District exists to help students by preparing them to become productive citizens in a democratic society. To achieve this, we believe that it is necessary to administrators, teachers, students, and parents to take responsibility for each child's education. We believe that only through common effort will individuals develop the social, intellectual, physical, emotional, and spiritual potential, which allows students to become productive members of society.

In order to perpetuate and improve society, Republic Schools will provide an environment for all students to develop habits, knowledge, and technological skills, thereby preparing them to be able to make sound choices, participate effectively in a vocational pursuit, and become responsible citizens of the twenty-first century.

Goals

Upon exiting the Republic School District, students will possess the following:

1. Skills to construct meaning by gathering, understanding, analyzing, and applying information, ideas, and concepts.
2. Skills to communicate effectively.
3. Skills to solve problems.
4. Skills necessary to make decisions individually and within groups as students, family members, workers, and citizens.
5. Technical skills needed to be productive citizens of the twenty-first century.
6. Knowledge, skills, and abilities that will enable them to lead a healthy lifestyle.

Board of Education

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

Board of Education

Mark Gimlin	President
Denny Lawson	Vice-President
Todd Wojeichowski	Secretary
Rusty Swift	Treasurer
Tammy Messier	Member
John Parker	Member
Eli Garner	Member

Employment Information

Equal Opportunity Employment

The Republic 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 district's Human Resource Office. Employees with questions or concerns about discrimination on the basis of a disability should also contact the district's Human Resource Office.

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 Republic R-III School District and the individual schools. Announcements of job vacancies by position will be posted on the district website (www.republicschools.org) to the extent possible.

Professional Staff Recruiting and Hiring

The Republic R-III School District's hiring procedures comply with all federal and state hiring practices. All candidates will be considered on the basis of job qualifications, related training, prior field experience and the ability to fulfill the requirements of the position for which they have applied. Building Principals and Department Supervisors are responsible for selecting suitable candidates to recommend to the Superintendent, and thereby the Board of Education, for employment with the district. See **board policy [GCD-1](#)** and **board policy [GDC-1](#)** for further information about professional and support staff recruitment.

Performance Evaluation

Evaluation of an employee's job performance is a continual process that focuses on improvement of job-related knowledge, skills and dispositions. All professional and support staff will be formally evaluated on a regular basis. Specific duties will be outlined by the immediate supervisor in relationship to the unique needs of the position. Copies of the general job descriptions for all positions are available at the Central Office, the school building locations, and the district website under "Staff."

Professional Learning

All district certified and support staff are encouraged to grow professionally. Professional learning for certified staff will occur through weekly collaborative meetings, SI (School Improvement) days, curriculum work, job embedded support (from ELA, Numeracy, and Educational Technology Specialists), Summer SI Flex day options, and PDC (Professional Development Committee) allocations.

All new hires to the Republic District will participate in a 2-day NTI (New Teacher Induction) which includes learning about district curriculum, initiatives, and our RepMO Ready Technology plan. All teachers who are new to the teaching profession will also participate in a two-year mentoring program with a District New Teacher Mentor and be supported at their site with a Designated Site Support (DSS) colleague. This support will include completion of the BTAP

(Beginning Teacher Assistance Program) required by DESE and also individualized classroom coaching.

In addition, all teachers, regardless of experience, will complete a Personal Growth Plan to help guide and personalize their desired professional learning. Support staff will be provided various opportunities for general and/or job-related training.

District Research

The Republic School District encourages educational research by advance degree candidates, agencies, and institutions of higher learning. All research projects to be conducted in the schools must have prior approval by the Assistant Superintendent of Academic Services and the Director of Curriculum, Instruction, and Assessment. Please contact the CIA office to request necessary paperwork to begin this process.

Part-time Employment and Substitutes

All teacher substitutes are being outsourced through Penmac. Part-time teachers and substitutes are required to meet background checks and applicable screenings required of full-time teachers in the district.

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. For those retiring on or after July 1, 2010, termination of employment means members must: end all employment with PSRS or PEERS-covered employers, not be under contract for employment with any PSRS or PEERS-covered employers, and not return to work for a PSRS or PEERS-covered employer until at least ~~one~~ **six** month has lapsed since their effective retirement date.

After retirement a certificated employee 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 PSRS retirement benefits. Through such employment, a retiree may earn up to 50 percent of prior annual compensation payable under the district's salary schedule for the position(s) filled by the retiree, given such person's level of experience and education, without a discontinuance of the person's retirement allowance. See **board policy [GCPC](#)** and **board policy [GDPC](#)** for further information about retirement and eligibility requirements.

Probation and Tenure

The Superintendent and designees, at the direction of the Board of Education, shall recommend employment for the professional staff, maintain personnel records, administer leaves, evaluate performance, issue or terminate contracts within the provisions established by the Teacher Tenure Act of the state of Missouri. See **board policy [GCG](#)** for additional information regarding professional staff probation and tenure.

Notice of Non-Discrimination

Any individuals who have entered into employment agreements with Republic R-III School District are hereby notified that our district does not discriminate on the basis of race, color,

national origin, sex, age, religion, or disability. Any employee having inquiries concerning our school district's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II or III of the Americans with Disabilities Act of 1990 (ADA), is directed to the Compliance Coordinator, who has been designated by our school district to coordinate our district's efforts to comply with the laws and regulations implementing Title VI, Title IX, the Age Discrimination Act, Section 504, and the ADA. In addition, any inquiries concerning our district's compliance with the employment provisions of Title VII of the Civil Rights Act of 1964 is also directed to the Compliance Coordinator.

Re-assignment of Duties/Reduction in Workforce

All district personnel are subject to assignment and re-assignment of duties at the discretion of the Superintendent, acting as the designee of the district Board of Education. Employee re-assignment constitutes a transfer to another position, department, or school facility which does not necessitate a change in the employee's contract or letter of intent. When re-assignments are due to enrollment shifts or program changes, the Superintendent has final placement authority. Extracurricular or supplemental duty assignments may also be re-assigned at any time.

Staff members may be re-assigned to another position in the school district in order to meet the needs of the District. The most common needs occur when enrollment patterns change either by school attendance areas or by course offerings and there are excess staff members at a school which may be needed at another school location. The Board of Education reserves the right to place as many teachers on un-requested leave of absences as may be necessary due to decreases in student enrollment, school district re-organization, or the financial condition of the school district. Additionally, whenever it becomes necessary due to lack of funding, lack of work, or in interest of the economy, the Board of Education may reduce the number of non-instructional personnel. See **board policy [GCI](#)**, **board policy [GDI](#)**, and **board policy [GCPA](#)** for additional information.

Workload and Work Schedules

Professional Employees (Exempt): Professional and administrative employees are exempt from overtime pay and are employed on a 9, 10, 11, or 12-month basis, according to the work schedules set forth 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.

Support Staff Employees (Non-Exempt): Support staff members are employed per a letter of intent and will be notified annually of the required duty days, holidays, and hours of work for their specific position. Support staff employees are NOT exempt from overtime and are NOT authorized to work in excess of their assigned schedules without prior approval from their supervisors.

- Nine month professional staff members (teachers) are employed for 185 days with new staff working 187 days.
- Nine month support staff members (aides, cooks, bus drivers) are employed per letter of intent.

- The custodial staff and maintenance staff are 12-month employees who are employed for 260 days.
- District Administrators and Office Personal are designated 10, 11 or 12 month employees. They are employed to work as per contract or letter of intent.
- Other positions might have a different total for number of work days due to special circumstances. Please refer to your letter of intent or contract for your specific obligation.

Compensation and Benefits Information

The Republic R-III School District Board of Education recognizes attractive compensation plans which include adequate base salary, professional development incentives and employee benefits are necessary to recruit and retain highly qualified staff. The Board has final authority over salary schedule and fringe benefit package decisions for all professional and support staff employed by the Republic R-III School District

Contracts/Letters of Intent

Probationary teachers will be notified of being re-hired no later than April 15 of each calendar year. Tenured teachers are automatically re-hired. Professional staff will receive employment contracts, and support staff will receive letters of intent, annually with updated salary information after salary schedules are board approved. Newly professional staff must provide a valid Missouri Department of Elementary and Secondary Education teaching certificate, all pertinent college transcripts indicating completion of coursework requirements, and verification of previous employment in order for the employment contract to become effective with the district.

All new employees are required to submit to a fingerprinting/background check through a district-selected agency. Employment is contingent on the results of this process. The cost incurred by the new employee for this background check is \$43.05; however, this cost is subject to change without prior notice. New employees will be subjected to a search in the Central Registry Child Abuse Records. All new employees are also required to present two valid forms of identification for the I-9 form, within three days of on-site employment. All new employees are required to view the video “Smarter Adults/Safer Children”. Yearly, to satisfy the district insurance liability assurances, all employees must provide documentation that a review or update of this program has been completed.

Salary, Wages and Stipends

Salaries are annually negotiated by the Superintendent with the Board of Education during May and/or June of each calendar year. Salary schedules for all employees are reviewed on an annual basis. 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. Although, the Republic R-III School District strives to maintain market-competitive salaries for all of its employees, increases in wages are subject to the annual allocation of state formula funding and cannot be assumed.

Payroll Information

Pay Checks: All employees will be paid on a monthly basis. **Direct deposit** is required for new employees by the district instead of the traditional issuing of paper payroll checks. Contact the Human Resource Office to arrange for direct deposit. Employees will no longer receive a paper

verification of their payroll information; however they may log into the HR portal for information about deductions, with-holdings, and benefit status each month.

Payroll Deductions: Tax deferral options for additional retirement plans and supplemental insurance premiums are available. Contact the Human Resource Office with questions.

Pay Period: Payroll is distributed on the 25th of each month. If the 25th falls on a weekend or holiday, payday will be the last workday prior to the 25th.

Time Recording and Overtime Rules (Non-Exempt Employees): All district employees in FLSA non-exempt positions must record all hours worked on each day using the approved district time clocks. Non-exempt employees working more than one job within the district should document their time on separate time logs specific to each position. The total number of hours reported in the time clock should be calculated to the closest quarter-hour. The working of overtime and/or the use of compensatory time or the MUST be approved by the supervisor in advance.

Overpayment/Underpayment: 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 that an employee has been overpaid; arrangements with the employee will be made to ensure re-payment. It is the responsibility of the employee to look over their payroll information each month and notify the Human Resources Office as soon as an error is discovered.

Summary of Benefits

Health Insurance: The Republic R-III School District Board of Education provides each employee fully-funded PPO medical insurance through Missouri Educators Trust with a \$1500 deductible. The district also offers employees the option to purchase additional insurance for his/her spouse and dependents and/or the option to "buy-up" to a lower deductible PPO plan.

Both PPO options require medical services be obtained from any Mercy Participating Providers in order for full benefit options to apply, and are subject to calendar year deductibles and co-insurance payments.

Enrollment is offered to all eligible new employees (eligibility based on the employee working a minimum of 30 hours per week on a permanent basis and eligible bus drivers). Coverage for new employees is effective the 1st day of the month following 31 days of employment. Enrollment for the school insurance is not mandatory. Insurance may be waived. No compensation is offered for waived health insurance. The annual enrollment period for changes, additions, etc. typically occurs during May for a July 1st effective date.

Plans for 2018-19

Plan 9	Plan 11	Plan 14
\$1,000 80%/20%	\$1,000 60%/40%	\$1,500 60%/40%
\$25/\$35 OV	\$25/\$40 OV	\$25/\$50 OV
\$2,000 MOOP	\$3,500 MOOP	\$4,500 MOOP
\$10/\$30/\$60 RX	\$15/\$35/\$75 RX	\$15/\$35/\$75 RX

Employee	\$116.90	Employee	\$46.02	Employee	\$0
Emp/Spouse	\$742.29	Emp/Spouse	\$602.59	Emp/Spouse	\$511.90
Emp/Child	\$604.59	Emp/Child	\$480.03	Emp/Child	\$399.18
Family	\$1265.71	Family	\$1068.42	Family	\$940.33

Flex-System or Flexible-Cash Plan: Flex System is a pre-tax program for out of pocket medical, dependent care expenses. The plan allows an employee to pay out of pocket expenses before any federal or state taxes are taken from each paycheck. The enrollment period is October for a January 1st effective date. This agreement must be renewed each year. Please contact Human Resource for more details.

Retirement Benefits (Mandatory): Retirement contributions are withheld from each employee's salary while he/she is employed with the school district. Those contributions, currently 14.5% for certified and 6.86% for non-certified, are matched by the Republic R-III School District and remitted monthly to the Public School Retirement System. Membership is mandatory for employees working on a regular basis at least 17 hours per week for certified personnel and 20 hours per week for non-certified. An employee is vested with the Public School Retirement System after five years. To obtain further information regarding PSRS and NTRS, employees should refer to www.psrs-peers.org or call 1-800-392-6848.

Supplemental Insurance: Employees of the Republic R-III School District have the opportunity to purchase a variety of supplemental insurances. Vision, dental, and fringe benefits within the America Fidelity Assurance Company are available at the employee's expense and enrollment is optional. Enrollment eligibility for newly hired employees is the 1st of the month following 31 days of employment and during the annual enrollment period.

Workers' Compensation: All Republic R-III School District employees are covered under Workers' Compensation Insurance. Employees are required to report any on-the-job injury in person to the administrative supervisor and building nurse as soon as possible, but no more than 24 hours after the injury occurs. The supervisor and/or building nurse will contact the Human Resources Department. At that time, information will be given concerning the specific doctor the employee is to see and any other information pertinent to the injury. All guidelines concerning Workers' Compensation procedures will be provided by the Human Resources Department as required by our insurance provider.

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 in regard to their professional conduct. See **board policy [GBCB](#)** for specific information.

Attendance, Leave and Absences

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. When a professional staff member is routinely tardy, frequently absent or is absent for an extended

period of time, the learning environment and district operations deteriorate, and the students suffer. Professional staff employees may be terminated for excessive absences or tardiness.

Attendance: Punctuality and attendance are a crucial part of the staff's responsibility as each position directly affects the learning environment. If you are unable to report to work on one of your scheduled days, it is your responsibility to notify Penmac as soon as possible so appropriate measures can be taken to cover your position.

Leave: Certified staff may accumulate sick days up to 90 days maximum. Certified sick leave payoff is at current certified sub pay per day of \$80.00. Classified staff sick leave payoff is total hours per day times \$8.60 per hour. Support staff may accumulate sick days to 60 days maximum. All days at the end of the school year in excess of the cap will be paid off in June. *Note: No retirement benefits are calculated on sick leave payoff.* Information regarding different types of leave may be found in **board policies** [GCBDA](#) and [GDBDA](#).

Sick Leave: Sick days are earned one sick day per month for each month worked.

Full-Time employees: 12 month contract/letter of intent = 12 days sick leave

11 month contract/letter of intent = 11 days sick leave

10 month contract/letter of intent = 10 days sick leave

9 month contract/letter of intent = 8 days sick leave

Part-Time employees: 12 month (6 hrs) contract/letter of intent = 12 days (at 6 hrs)

12 month (4 hrs) contract/letter of intent = 12 days (at 4 hrs)

9 month (4 hrs) contract/letter of intent = 8 days (at 4 hrs)

9 month (3 hrs) contract/letter of intent = 8 days (at 3 hrs)

Double Route Bus Drivers: 1 day of sick leave allotted per quarter (4 per year)

Personal Days:

Professional Staff: Professional staff earn two personal days per school year. (Exception benefit: Professional staff accumulating 25 sick days at end of a school year will begin to earn three personal days the following school year.) If accumulated sick days fall below the 25 days at the end of a school year, then the employee goes back to the one personal day. Professional staff can accumulate up to three personal days. When the three day cap is reached, the excess days will be converted from personal days to sick leave.

Support Staff: Support staff earn one personal day per school year. Support staff can accumulate up to two personal days. When the two day cap is reached, the excess days will be converted from personal days to sick leave.

Part-time Staff and Qualifying Bus Drivers: Part-time staff earn one personal day per school year (paid at the number of hours per day as listed on contract/letter of intent). Part-time staff can accumulate up to two personal days. When the two day cap is reached, the excess days will be converted from personal days to sick leave.

Note: Personal days accumulated and not used are never "lost". If the personal day(s) exceeds the allowed amount, the exceeded day(s) is deducted from personal and added to sick leave.

Vacation: All vacation days for current school year are required to be used by the start of the following school year or will be lost. **Vacation days do not accumulate.** Vacation days can be used only as earned.

Twelve month administrative staff earn fifteen vacation days per year. Vacation is awarded each year in July. Twelve month support staff earn ten vacation days per year. One vacation day is

earned per month for the first ten months. Vacation will be awarded each year starting July through April. Twelve-month staff may use a sick day for any purpose as annual leave after being employed two years (per permission of supervisor). Part-time, twelve month employees do not have the vacation benefit.

Support staff employed on a 12-month, full-time basis will receive ten days of paid vacation per year for their first ten years of service in the district. After ten complete years of service in the district, 12-month support staff will receive 15 days of vacation per year.

Professional Dress Code

The district administration encourages professional attire. Both professional and support staff employees should see their immediate supervisor for specific dress code requirements associated with their position.

Staff Health and Safety

The health and safety of all district personnel is of vital importance to the school district. The Board of Education will seek to provide safe working conditions for all staff members and will give prompt consideration to those conditions which may present a threat to the health and safety of staff members. The district will respond to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 of the Rehabilitation Act of 1973 of the Americans with Disabilities Act (ADA). All employees will receive annual training on universal precautions and the district's communicable disease policy.

Communicable Diseases: The Board of Education recognizes its responsibility to protect the health of students and employees from the risk posed by infectious diseases. The Board also has the responsibility to uphold the right of affected individuals to privacy and confidentiality, to continue their employment, and to be treated the employee in a non-discriminatory manner. The district requires all staff to routinely observe universal precautions to prevent exposure to disease-causing organisms, and the district will provide necessary equipment/supplies to implement universal precautions whenever deemed appropriate.

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

Tobacco Use: The Republic R-III School District, and each of the building facilities located within, has been designated as 'tobacco free'. All persons are expected to refrain from the use of tobacco in any form while in and/or on school property. This includes all school and non-school events held on school property.

Mandated Reporting of Child Abuse or Neglect

The Board of Education requires its staff members to comply with the state child abuse or neglect laws and the mandatory reporting of suspected neglect and/or abuse. All employees are required to view the district's training video *MUSIC Sexual Misconduct: Staff-to-Student* upon entering into employment with the district. Additionally, to satisfy the district insurance liability assurances all employees must provide documentation that a review or update of this program has been completed. Copies of the video and re-training information may be accessed on-line, through the district network, or at any of the school building libraries.

Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the building principal or his or her designee, including any report of excessive absences that may indicate educational neglect. The principal or designee will then become responsible for making a report via the child Abuse Hotline as required by law.

This policy does not preclude any employee from directly reporting abuse or neglect to Children's Division; however, the school official or employee must notify the building principal or designee immediately when making such a report. See **board policy** [JHG](#) for more information.

Technology Usage

The Republic R-III School District's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students. See **board policy** [EHB](#) for more information.

Separation from Employment

Suspension

The Republic R-III School District Superintendent and Assistant Superintendent have been vested by the Board of Education with the authority to suspend any professional staff member for a serious violation of the policies and regulations of the Board of Education, or for violation of state law. Action shall be taken when, in the judgment of the Superintendent, the best interests of the school will be served by immediate suspension.

Support staff members may be suspended by the Superintendent or Assistant Superintendent with pay after being notified of the basis for the suspension and given an opportunity to discuss or rebut the charges. Support staff members may be terminated or suspended without pay during the term of such letter of intent with good cause.

Termination of Professional Staff

Termination of certificated personnel shall be done in accordance with the provisions of the Teacher Tenure Act of Missouri or other applicable law. In addition to termination, the district reserves the right to file and prosecute charges with the State Board of Education for the revocation of a teaching certificate, pursuant to state law. The district may also petition the office of the Attorney General to file charges with the State Board of Education on behalf of the school district for any cause other than annulment of contract.

The superintendent or designee shall immediately provide written notice to the State Board of Education and the Attorney General upon learning that a certificated employee has pled guilty or was found guilty of any offense that would authorize the State Board to seek discipline or revoke a teaching certificate. See **board policy GCPE** for more information.

Termination of Support Staff

Support staff members employed under contract may refer to **board policy GDPD**. Support Staff not under contract, working under a letter of intent, may be terminated or suspended with or without pay for violation of Board policies, violation of state law, or for any other good cause. The superintendent shall report any such termination or suspension to the Board of Education. The superintendent's decision will stand approved unless reversed by the Board.

Although support staff employees not employed under contract have no contractual right to continued employment from one academic term or year to the next, such employees may reasonably expect continued employment until notified otherwise.

Any employee who strip searches a student in violation of state law will be immediately suspended without pay as required by law and may be terminated.

Resignation of Professional Staff

The Board considers serious illness, transfer of spouse, military service or other possible situations as legitimate reasons for resignation of professional staff. However, the Board will consider each resignation on an individual basis. In most cases, resignations become effective at the end of the school year in which they are submitted. Tenured teachers must notify the district of their resignation no later than June 1.

Resignations submitted after June 1 may be considered by the Board; however the Board of Education may require the employee to submit a signed accord and satisfaction of the employee's contract obligation together with a check in the amount of 5% of the employee's contracted salary before considering such late resignation. Probationary teachers will not be released from their contracts after they are signed and returned, without the consent of the Board of Education. To become effective earlier than at the end of the school year, resignations must be approved by the Board, and must be considered on an individual basis. A teacher will not be released from contract unless a suitable replacement is available. Letters of resignation will be submitted to the superintendent of schools.

Resignation of Support Staff

Any letter of intent support staff member who desires to resign must submit a resignation at least two (2) weeks prior to the effective date of resignation. Those support staff members under contract must submit their resignation by July 1, prior to the school term for which the contract is

effective. Resignations submitted after July 1 may be considered by the Board; however the Board of Education may require the employee to submit a signed accord and satisfaction of the employee's contract obligation together with a check in the amount of 5% of the employee's contracted salary before considering such late resignation.

Note: Final payoff will be provided for days worked toward letter of intent. Payoff will be provided for sick leave earned up to the termination date. No severance pay is given.

Grievance Procedures

The Republic R-III School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose position is listed below, will provide information regarding those procedures upon request. Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, phone (816)268-0550.

Compliance Coordinator for Laws Listed in this Handbook:

Dr. Matt Pearce
Assistant Superintendent of Academic Services
518 N. Hampton
Republic, MO 65738
417-732-3605

ANNUAL TRAINING AND NOTIFICATION

Republic Schools Employees

All persons having contact with students of the Republic School District must receive annual instruction relating to the implementation of the district's board of education policies as well as state and federal requirements. Board policies related to the issues noted herein are located on the district's web site (www.republicschools.org) and can be accessed by anyone in the public. Individuals requiring additional information on any of the topics defined below should consult these policies and consult with a district administrator if he/she has further questions.

As a person in contact with students of the Republic School District, you are being asked to sign a document stating that you have received, read, viewed, understand, and agree to abide by the district's policies and guidelines noted below.

- ▶ Discipline Code
 - Discipline of Students with Disabilities
 - Safe Schools Act
- ▶ School Violence
 - Warning Signs
 - Responding to Imminent Warning Signs
- ▶ Family Educational Rights and Privacy Act (FERPA)
 - Confidentiality
- ▶ Reporting Child Abuse and Neglect
- ▶ Discrimination and Harassment
- ▶ Technology Usage
- ▶ MUSIC Sexual Misconduct: Staff-to-Student
- ▶ Seclusion, Isolation and Restraint
- ▶ Employee Handbook
- ▶ Suicide Awareness
- ▶ Dyslexia Training

STUDENT DISCIPLINE

STUDENT DISCIPLINE

BOARD POLICY [JG](#)

BOARD POLICY [JG-R1](#)

SCHOOL VIOLENCE

Report anything you see that you think may be classified as violent behavior to your direct superior. If you are not sure what you saw is actually categorized as violent, report it anyway. Staff will be notified of any student they have contact with who is or may be potentially violent. The notification will come from the building principal's office. Certain acts must be reported to the police. They are listed in the district's board policies. Building principals will be involved in and will direct any such reporting.

A. Warning Signs

It is not always possible to predict behavior that will lead to violence. However, educators and parents, and sometimes students, can recognize certain early warning signs. In some situations and for some youth, different combinations of events, behaviors, and emotions may lead to aggressive rage or violent behavior toward self or others. A good rule of thumb is to assume that these warning signs, especially when they are presented in combination, indicate a need for further analysis to determine an appropriate intervention.

We know from research that most children who become violent toward self or others feel rejected and psychologically victimized. In most cases, children exhibit aggressive behavior early in life and, if not provided support, will continue a progressive developmental pattern toward severe aggression or violence. However, research also shows that when children have a positive, meaningful connection to an adult, whether it is at home, in school, or in the community, the potential for violence is reduced significantly. None of these signs alone is sufficient for predicting aggression and violence. Moreover, it is inappropriate, and potentially harmful, to use the early warning signs as a checklist against which to match individual children. Rather, the early warning signs are offered only as an aid in identifying and referring children who may need help.

- ▶ Social withdrawal. In some situations, gradual and eventually complete withdrawal from social contacts can be an important indicator of a troubled child. The withdrawal often stems from feelings of depression, rejection, persecution, unworthiness, and lack of confidence.
- ▶ Excessive feelings of isolation and being alone. Research has shown that the majority of children who are isolated and appear to be friendless are not violent. However, research also has shown that in some cases feelings of isolation are associated with children who behave aggressively.
- ▶ Being a victim of violence. Children who are victims of violence, including physical or sexual abuse, are sometimes at risk themselves of becoming violent toward themselves or others.
- ▶ Feelings of being persecuted. The youth who feels constantly picked on, teased, bullied, ridiculed, and humiliated may initially withdraw socially. If not given adequate support in addressing these feelings, some children may vent in inappropriate ways.
- ▶ Low school interest and poor academic performance. Poor school achievement can be the result of many factors. In some situations, such as when the low achiever feels frustrated, unworthy, chastised, and denigrated, acting out and aggressive behaviors may occur.
- ▶ Expression of violence in writings and drawings. Children and youth often express their thoughts and feelings in their drawings and other written expressive forms. An overrepresentation of violence in writings and drawings may signal emotional problems and the potential for violence.

- ▶ Uncontrolled anger. Anger that is expressed frequently and intensely in response to minor irritants may signal potential violent behavior toward self or others.
- ▶ Patterns of impulsive and chronic hitting, intimidating, and bullying behaviors. Children often engage in acts of shoving and mild aggression. However, some mildly aggressive behaviors, if left unattended, might later escalate into more serious behaviors.
- ▶ History of discipline problems. Chronic behavior and disciplinary problems both in school and at home may suggest that underlying emotional needs are not being met. These unmet needs may be manifested in acting out and aggressive behaviors.
- ▶ History of violent and aggressive behavior. Unless provided with support and counseling, a youth who has a history of aggressive or violent behavior is likely to repeat those behaviors.
- ▶ Intolerance for differences and prejudicial attitudes. An intense prejudice toward others based on racial, ethnic, religious, language, gender, sexual orientation, ability, and physical appearance may lead to violent assaults against those who are perceived to be different.
- ▶ Drug use and alcohol use. Drug use and alcohol use reduces self-control and exposes children and youth to violence, either as perpetrators, as victims, or both.
- ▶ Affiliation with gangs. Gangs that support anti-social values and behaviors, including extortion, intimidation, and acts of violence toward other students cause fear and stress among other students. Youth who are influenced by these groups, those who emulate and copy their behavior, as well as those who become affiliated with them, may adopt these values and act in violent or aggressive ways in certain situations. Gang-related violence and turf battles are common occurrences tied to the use of drugs that often result in injury and/or death.
- ▶ Inappropriate access to, possession of, and use of firearms. Children and youth who inappropriately possess or have access to firearms can have an increased risk for violence. Research shows that such youngsters also have a higher probability of becoming victims. Families can reduce inappropriate access and use by restricting, monitoring, and supervising children's access to firearms and other weapons. Children who have a history of aggression or other emotional problems should not have access to firearms and other weapons.
- ▶ Serious threats of violence. Idle threats are a common response to frustration. Alternatively, one of the most reliable indicators that a youth is likely to commit a dangerous act toward self or others is a detailed and specific threat to use violence. Recent incidents across the country clearly indicate that threats to commit violence against oneself or others should be taken very seriously. Steps must be taken to understand the nature of these threats and to prevent them from being carried out.

B. Responding to Imminent Warning Signs

Unlike early warning signs, imminent warning signs indicate that a student is very close to behaving in a way that is potentially dangerous to self and/or to others. Imminent warning signs require an immediate response. No single warning sign can predict that a dangerous act will occur. Rather, imminent warning signs usually are presented as a sequence of overt, serious, hostile behaviors or threats directed at peers, staff, or other individuals. Usually, imminent warning signs are evident to more than one staff member, as well as to the child's family.

When warning signs indicate that danger is imminent, safety must always be the first and foremost consideration. Action must be taken without delay. In situations where students present threatening behaviors, **building principals or other district authorities should be informed immediately.** School communities also have the responsibility to seek assistance from appropriate agencies (e.g., law enforcement, child and family services, and community mental health). These responses should reflect school board policies.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Rights granted by FERPA are highlighted below.

- ▶ Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- ▶ Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- ▶ Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the conditions outlined below (34 CFR § 99.31).
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - Court system to comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities pursuant to specific state law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

School employees do not have the right to see the educational records of a student unless they have a need to know in order to provide a free and appropriate public education. However, numerous employees in a school setting will have access to a substantial amount of information related to student behavior, progress, and personal information. All such information related to students is protected by FERPA and should be considered confidential. This information should never be discussed out of context or in non-job related situations. Employees are not authorized to have a "confidential" discussion with anyone other than school professionals who work directly with the child. No confidential information may be disclosed about any student unless a signed release of information is obtained from the parent prior to the release of the information.

REPORTING CHILD ABUSE AND NEGLECT

The Republic School District and its employees will take action to protect students and other children from harm including, but not limited to, abuse and neglect, and will respond immediately when discovering evidence of harm to a child. Employees must cooperate fully with investigations of child abuse and neglect. The district prohibits discrimination, negative job action or retaliation against any district employee who, in good faith, reports alleged child abuse or neglect, including alleged misconduct by another district employee.

Employees failing to follow the directives of this policy or state or federal law will be subject to discipline including, but not limited to, termination, and may be subject to criminal prosecution.

Public School District Liaison

The superintendent shall designate a specific person or persons (building principals) to serve as the public school district liaison(s) and forward that information to the local division office of the Children's Division (CD) of the Department of Social Services. The liaison(s) shall develop protocols in conjunction with the chief investigator of the local division office to ensure information regarding the status of a child abuse or neglect investigation is shared with the appropriate school personnel.

The liaison(s) will also serve on multidisciplinary teams used in providing protective or preventative social services along with law enforcement, the juvenile officer, the juvenile court and other agencies, both public and private,

Reporting 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 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

Investigating Child Abuse/Neglect

Except in situations involving sexual misconduct, when the CD receives a child abuse report alleging that an employee of the district has abused a student, the report shall be immediately referred to the superintendent (or the president of the School Board in situations concerning the superintendent), who will conduct an initial investigation. If the initial investigation determines that the report relates to a spanking by a certificated district employee or the

use of reasonable physical force against a student for the protection of persons or property by any district personnel administered pursuant to district policy, or if it is determined that the sole purpose of the report is to harass a district employee, the report will be investigated as detailed below in accordance with law. All other reports of any nature will immediately returned to the CD for investigation.

DISCRIMINATION AND HARASSMENT

The district's discrimination and harassment policy pertains to various interpersonal relationships, including the following: student to student, student to employee, employee to student, and employee to employee. Included in this policy is any unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. Outlined below are common questions and answers related to this topic.

Q. What is a hostile environment?

A. When the school or work environment becomes permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's participation in the district's programs and activities, or of an employee's employment, this is discrimination and is therefore within the prohibitions of district policy.

Q. What is sexual harassment?

A. Simply stated, it is a form of discrimination based on sex, and, if it occurs at school or work, you're protected by state and federal law. More specifically, it is unwelcome sexual overtures in the workplace or school which results in the following: (1) your education or employment depends on your putting up with or giving in to the overtures; or (2) the sexual overtures makes a hostile environment. The overtures may be from a person in authority, like a supervisor at work or a teacher, or from a coworker or another student. Both males and females may be victims of sexual harassment.

Q. What is meant by unwelcome?

A. The victim determines what is unwelcome. One person may do or say something, and it is enjoyed or taken as a compliment; a different person may do or say the same thing to the same person and it is considered unwelcome.

Q. Does this mean I can be accused of sexual harassment even if I didn't intend to sexually harass anyone?

A. Yes. Intent is not part of the definition. Even though you may have thought it was just harmless teasing, flirting, or being funny, how the other person feels about the words or acts determines if harassment has occurred. In other words, you have to think about how your message will be received.

Q. Since I cannot read someone's mind, how do I know if my behavior is welcome, or if I'm sexually harassing?

A. Try asking yourself these questions: If you answer "no" to two or more of the questions, there is a good chance your behavior is unwelcome.

- Have I been told my actions are unwelcome or inappropriate?
- Would I say/do the same to someone of the same sex?
- Would I say/do this if my parent, girlfriend, boyfriend, spouse, boss, or teacher were present?
- Would I want someone to say/do this to my sister, brother, girlfriend, boyfriend, teacher, spouse, or boss?
- Would I want my actions to be on the evening news?
- Is the person to whom I'm saying/doing this in an equal position of power as me?
- Do my words/actions show respect for the other person?

Q. So if the words or acts are welcome, there is no sexual harassment?

A. Not necessarily. If other people in the same area who observe the behavior find it offensive and unwelcome, this can create a hostile environment, which is a form of sexual harassment.

Q. What are some examples of sexual harassment?

A. There is no absolute list because whether or not certain behavior is considered sexual harassment depends on whether others find the behavior unwelcome, but listed below are some actions that are likely to be viewed as sexual harassment.

- Making comments about a person's body or sex life
- Making sexual comments, jokes, or gestures
- Looking or staring at a person in a sexual manner
- Touching, grabbing, pinching, or brushing up against another in a sexual way
- Flashing or mooning
- Spreading rumors about a person's activities or relationships
- Blocking passage in a sexual way
- Writing sexual messages, love notes, or sexual graffiti
- Pulling clothing down or off
- Calling a person "gay" or "lesbian"
- Spying on someone while showering or dressing
- Forcing kisses or other sexual advances
- Forcing someone to look at sexual pictures or materials

Q. What can I do if I feel like I'm being sexually harassed at school or work?

A. Ask for help. Report it to a principal or the assistant superintendent. If it doesn't stop, file a complaint with the compliance officer (the district's assistant superintendent). Our district has a grievance procedure in place to deal with issues of discrimination and harassment. You may also file a complaint with the state agency that deals with discrimination in education or the U.S. Department of Education's Office of Civil Rights. School officials and employers have a legal responsibility to put a stop to the harassment.

Q. What are the consequences of discrimination or harassment?

A. Listed below are possible consequences.

- Job target
- Suspension without pay
- Termination of employment
- Loss of teaching certificate
- Sued in civil court

Q. What do I do if I receive a complaint of student on student harassment, student on teacher harassment, or teacher on student harassment?

A. The worst thing you can do is nothing. Report it immediately to the building principal or assistant superintendent.

Q. How do I determine if harassment at early grade levels is really harassment?

A. Do not ignore conduct that would be sexual harassment if committed by older students. Always report inappropriate conduct with a sexual or otherwise intimate component to the administration. In early grades the focus should be on the behavior and not the label attached to it. It is important to address inappropriate behavior and to prevent its recurrence at an appropriate age and/or developmental level. However, do not be too quick to label conduct by very young children as "sexual harassment." It may be described as "inappropriate conduct" or "disruptive behavior," or by some other term that is less emotionally charged. Do not let the label get in the way of solving the problem. The goal is to eliminate the behavior through appropriate interventions and/or consequences. In doing so, it is important to remember that students who engage in sexual acting out in very early grade levels may be the victims of inappropriate conduct elsewhere. However, inappropriate conduct may not be excused or ignored because the child acting out is a victim as well.

TECHNOLOGY USAGE

The Republic 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.

In the Republic School District, we are proud to embrace the power of social media as a tool to communicate and engage with our parents, students and community. Negative behavior or attacks on any student or employee, by a student, employee, parent or any member of the public is disruptive to our district's positive learning environment and will not be tolerated.

Board Policy EHB provides guidelines on technology usage within the Republic School District. The Republic School District uses Google Applications for Education, as well as, various web based education resources to enhance the learning experience. The district has a process of approving online resources which require a student login. Questions about this process can be directed to your building principal.

A. Definitions

For the purposes of this policy and related regulation, procedures and forms, the terms identified below are defined.

User – any person who is permitted by the district to utilize any portion of the district's technology resources, including but not limited to students, employees, School Board members and agents of the school district.

User Identification (ID) – any identifier which would allow a user access to the district's technology resources, or to any program, including but not limited to, e-mail and Internet access.

Password – a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

B. 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.

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained or accessible through district technology resources. Trained personnel shall establish a retention schedule for the regular archival or deletion of data stored on district technology resources in accordance with the *Public School District Retention Manual* published by the Missouri Secretary of State. 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.

C. 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/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.

D. 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*.

E. 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. The school district may monitor use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. The district may intercept or access all communications sent, received or stored using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

F. Content Filtering and Monitoring

The district will monitor the on-line activities of minors and operate a technology protection measure ("filtering/blocking device") on all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. Evasion or disabling of the filtering/blocking device installed by the district, including attempts to evade or disable, is a serious violation of district policy.

G. Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

The district's web page will provide information about the school district, but will not be used as an open forum. The district web page may include the district's address, telephone number, and an e-mail address where members of the public may easily communicate concerns to the administration and the Board.

Any expressive activity involving district technology resources that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school, and which are designed to impart particular knowledge or skills to student participants and audiences, are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons.

All other expressive activity involving the district's technology is subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

H. Damages

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

TECHNOLOGY USAGE

(Technology Safety)

For the purposes of this regulation and related policy and forms, the following terms are defined:

User – any person who is permitted by the district to utilize any portion of the district's technology resources, including but not limited to students, employees, School Board members and agents of the school district.

User Identification (ID) – any identifier which would allow a user access to the district's technology resources, or to any program, including but not limited to e-mail and Internet access.

Password – a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

A. Student Users

No student will be given access to the district's technology resources until the district receives a *User Agreement* signed by the student and the student's parent(s), guardian(s), or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures. Students who do not have a *User Agreement* on file with the district may be granted permission to use district technology by the superintendent or designee in unusual situations.

B. Employee Users

No employee will be given access to the district's technology resources before the district has a signed *User Agreement* on file.

Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policy, regulation or procedure, hinder the use of the district's technology for the benefit of its students or waste district resources. Any use which jeopardizes the safety,

security or usefulness of the district's technology is considered unreasonable. Any use which interferes with the effective and professional performance of the employee's job is considered unreasonable.

All employees must model the behavior expected of students, exhibit the same judgment as expected of students and serve as role models for students. Because computers are shared resources, it is not appropriate for an employee to access, view, display, store, print, or disseminate information via district resources, including e-mail or Internet access, which students or other users could not access, view, display, store, print or disseminate, unless authorized by the district.

C. Board Member Users

Members of the School Board may be granted user privileges, including an electronic mail address, upon completion of a *User Agreement*. Board members will set an example of responsible use and will abide by district policies, regulations and procedures. Board members will comply with the Missouri Sunshine Law.

D. External Users

Consultants, counsel, independent contractors, and other persons having professional business with this school district may also be granted user privileges at the discretion of the superintendent or designee, subject to completion of a *User Agreement* and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies, regulations and procedures.

E. Privacy

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

All district technology resources are considered school property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

F. Violations of Technology Usage Policies and Procedures

Use of the district's technology resources is a privilege, not a right. A user's privileges 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. Students may be suspended or expelled for violating the district's policies, regulations and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations and procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

G. Content Filtering and Monitoring

The district will monitor the on-line activities of minors and operate a technology protection measure (“filtering/blocking device”) on all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent or designee, or the district’s technology administrator may disable the district’s filtering/blocking device to enable an adult user access for bona fide research or other lawful purposes. In making decisions to disable the district’s filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

H. General Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the district technology resources:

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited.
4. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
5. Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent is prohibited.
6. Mass consumption of technology resources that inhibits use by others is prohibited.
7. Unless authorized by the district, non-educational Internet usage is prohibited.
8. Use of district technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
9. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
10. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
11. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
12. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
13. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
14. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. *See policy AC and regulation AC-R.*

15. Any unauthorized, deliberate, or negligent action which damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
16. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license, and approved by the district.
17. At no time will district technology or software be removed from the district premises, unless authorized by the district.
18. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
19. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

I. Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.

No person will be given access to district technology if he/she is considered a security risk by the superintendent or designee.

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. The unauthorized copying of system files is prohibited.
4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
6. The introduction of computer "viruses," "hacking" tools, or other disruptive programs into a school computer, the school network, or any external networks is prohibited.

J. On-Line Safety: Disclosure of Personal Information

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.

2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met on-line without parental approval.
4. A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. Users shall receive or transmit communications using only district-approved and district- managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
6. The use of social networking web sites, chat, email, text messaging, or other communications technologies not owned by or contracted formally with the district and administered by district technology support staff is forbidden.
7. District employees may not communicate with students (e.g., texting, social networking) by using any technology that is not owned by or contracted formally with the district and administered by district technology support staff. Any exception to this must be approved by district administration.
8. All district employees will abide by state and federal law and Board policies and district rules, including but not limited to, *board policy JO and regulation JO-API*, when communicating information about personally identifiable students.
9. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
10. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

K. Electronic Mail

A user is responsible for all electronic mail (“e-mail”) originating from the user’s ID or password.

1. Forgery or attempted forgery of e-mail messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. Users are prohibited from sending unsolicited electronic mail to more than ten (10) addresses per message, per day, unless the communication is a necessary, employment- related function, or an authorized publication.
4. All users must adhere to the same standards for communicating on-line that are expected in the classroom, and consistent with district policies, regulations and procedures.

L. Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use which potentially violates the law, district policy, regulations or procedures. Exceptions will also be made for technology

administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

M. Waiver

Any user who believes he/she has a legitimate reason for using the district's technology in a manner which may violate any of the district's adopted policies, regulations and procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

N. No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries, or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet, or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

TECHNOLOGY USAGE ***(Employee Technology Agreement)***

I have read the Republic 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 this will be effective for the duration of my employment with the district unless changed or revoked by the district or me.

DATA GOVERNANCE AND SECURITY ***(Confidentiality and Security Agreement for Employees and Volunteers)***

I understand that in my position I may be provided confidential information or data about students, employees, or others through spoken, printed, or electronic communication. I understand that following confidentiality laws and the district's policies and procedures regarding the security of confidential and critical district information or data is an essential function of my position. I have been trained on the confidentiality laws and data governance policies and procedures applicable to my position and understand that if I have any questions I am required to notify my supervisor for direction. I will notify my supervisor and the district's information security officer immediately if I am concerned that the district's data has been breached or the security of district data is at risk. I understand that failure to follow these laws, policies, procedures, and directions from my supervisor will lead to discipline and may result in the termination of my services with the district.

Required Employee Postings

As required by the state and federal government, the Republic R-III School District publicly posts the following employee information in all school buildings:

Employee Postings Required By Missouri State Government

- 1. Notice to Workers Concerning Unemployment Benefits (MODES-B-2)
- 2. Workers’ Compensation (WC-106)
- 3. Discrimination in Employment (MCHR-9)

Employee Postings Required By United States Federal Government

- 1. Equal Employment Opportunity is the Law
- 2. Wage and Hour Publication 10888: Your Rights Under the Fair Labor Standards Act – Federal Minimum Wage
- 3. Wage and Hour Publication 1420: Family and Medical Leave Act (FMLA)
- 4. Age Discrimination in Employment Act (ADEA)
- 5. Americans with Disabilities Act (ADA)
- 6. Title VI of the Civil Rights Act of 1964
- 7. Title VII of the Civil Rights Act of 1964

Additional Employee Information

Additional employee information is attached in the following Board policies:

- 1. Rehabilitation Act of 1973 (Section 504) – *Policy AC*
- 2. Title IX of the Education Amendments of 1972 – *Policy AC*
- 3. Drug-Free Workplace Act of 1998 – *Policy GBEBA*
- 4. Uniform Service Employment and Reemployment Act (USERRA) – *Policies GCBDA, GCBDB, & GDBDA*
- 5. Transportation – *Policy GBEBB-2*
- 6. Consolidated Omnibus Budget Reconciliation Act (COBRA) – *Policies GCBC & GDBC*
- 7. Asbestos – *Policy EBAB*

FILE: [AC](#)

FILE: [GBEBA](#)

FILE: [GCBDA](#)

FILE: [GCBDB](#)

FILE: [GDBDA](#)

FILE: [GBEBB-2](#)

FILE: [GCBC](#)

FILE: [EBAB](#)

District Board Policies

HARRASSMENT AND DISCRIMINATION, FILE: [AC](#)

HANDBOOKS, FILE: [CHCA](#)

PURCHASING, FILE: DJF

HAZARDOUS MATERIALS, FILE: [EBAB](#)

COMMUNICABLE DISEASES, FILE: [EBB](#)

EMERGENCY DRILLS, FILE [EBC-1](#)

CRISIS INTERVENTION PLAN, FILE [EBCA](#)

FREE AND REDUCED-PRICE FOOD SERVICE, FILE [EFB](#)

REPRODUCTION OF COPYRIGHTED MATERIALS, FILE: [EGAAA](#)

TECHNOLOGY USE, FILE: [EHB](#)

STAFF CONFLICT OF INTEREST, FILE: [GBCA](#)

STAFF CONDUCT, FILE: [GBCB](#)

STAFF HEALTH AND SAFETY, FILE: [GBE](#)

DRUG-FREE WORKPLACE, FILE: [GBEBA](#)

EMPLOYEE ALCOHOL AND DRUG TESTING, FILE: [GBEBB-2](#)

STAFF/STUDENT RELATIONS, FILE: [GBH](#)

REFERENCES, FILE: [GBLB](#)

PROFESSIONAL STAFF SHORT-TERM LEAVES AND ABSENCES, FILE: [GCBDA](#)

PROFESSIONAL STAFF LONG-TERM LEAVES AND ABSENCES, FILE: [GCBDB](#)

EVALUATIONS OF PROFESSIONAL STAFF, FILE: [GCN](#)

SUPPORT STAFF LEAVES AND ABSENCES, FILE: [GDBDA](#)

EVALUATION OF SUPPORT STAFF, FILE: [GDN](#)

TEACHING ABOUT RELIGION, FILE: [IGAC](#)

TEACHING ABOUT HUMAN SEXUALITY, FILE: [IGAEB](#)

PROGRAMS FOR STUDENTS WITH DISABILITIES, FILE: [IGBA-1](#)

PARENT/FAMILY INVOLVEMENT IN INSTRUCTIONAL AND OTHER PROGRAMS,
FILE: [IGBC](#)

PROGRAMS FOR ENGLISH LANGUAGE LEARNERS, FILE: [IGBH](#)

DISTRIBUTION OF NONCURRICULAR STUDENT PUBLICATIONS, FILE: [IGDBA](#)

GRADUATION EXERCISES, FILE: [IKFB](#)

ASSESSMENT PROGRAM, FILE: [IL](#)

CEREMONIES AND OBSERVANCES, FILE: [IND](#)

STUDENT ABSENCES AND EXCUSES, FILE: [JED](#)

STUDENT CONDUCT ON SCHOOL TRANSPORTATION, FILE: [JFCC](#)

BULLYING, FILE: [JFCF](#)

HAZING, FILE: [JFCG](#)

STUDENT ALCOHOL/DRUG ABUSE, FILE: [JFCH](#)

STUDENT DISCIPLINE, FILE: [JG](#)

STUDENT DISCIPLINE, FILE: [JG-R1](#)

STUDENT SUSPENSION AND EXPULSION, FILE: [JGD](#)

SECLUSION, ISOLATION, AND RESTRAINT, FILE: [JGGA](#)

DISCIPLINE REPORTING AND RECORDS, FILE: [JGF](#)

STUDENT HEALTH SERVICES AND REQUIREMENTS, FILE: [JHC](#)

IMMUNIZATION OF STUDENTS, FILE: [JHCB](#)

ADMINISTRATION OF MEDICATIONS TO STUDENTS, FILE: [JHCD](#)

DO NOT RESUSCITATE (DNR) ORDERS, FILE: [JHCE](#)

STUDENT ALLERGY PREVENTION AND RESPONSE, FILE: [JHCF](#)

STUDENT GUIDANCE AND COUNSELING, FILE: [JHD](#)

SURVEYING, ANALYZING, OR EVALUATING STUDENTS, FILE: [JHDA](#)

REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT, FILE: [JHG](#)

STUDENT RECORDS, FILE: [JO-1](#)

VISITORS TO DISTRICT PROPERTY/EVENTS, FILE: [KK](#)

PUBLIC CONCERNS AND COMPLAINTS, FILE: [KL](#)



District Information 2017-18

Central Office	Position	Ext.	Instr. Support	Position	Ext.
Chance Wistrom	Superintendent of Schools	6000		New Teacher Mentor	6024
Dr. Matt Pearce	Asst. Superintendent of Academic Service	6001	Casey Daugherty	MS/HS Literacy	4070
Jason Perkins	Executive Director of Operations	6002	Doug Greek	Elementary ETS	6021
Melissa Bennett	Human Resource Coordinator	6011	Mary Anne H'Doubler	K-8 Numeracy	
Sheryl Blankenship	Secretary to the Superintendent	6004	Jana Hall	New Teacher Mentor	
Kilina Goldenberg	Secretary/Acct. Payables	6005	Stephanie Long	MS ETS	6022
	Central Office Secretary	6012	Thomas Maerke	HS ETS	6023
Missy Lester	Payroll Coordinator	6007	Alyssa Phillips	K-2 Literacy	1079
Chris Smith	Accounting/Bookkeeper	6006	Andrea Pullan	K-8 Numeracy	9058
			Julie Brown	3-5 Literacy	

Directors	Position	Ext.		Secretary	Ext.
Natalie Botkin	Director of Nurses	5153			
Beth Trogdon	Coordinator of Federal Program/Student Services	6300		Sophia Fricky	6305
David Seibert	Director of Maintenance	6500			
John Laster	Director of Transportation	6400		Barbara Kessen	6404
Trevyor Fisher	Activities Director	6700		Kat Manasco	6704
John Howard	Director of Technology	6100			
Misty Kinsey	Director of EC Education/ECSE/PAT	9401		Laura Martin	9404
Ashlee Liska	Director of Before/After School Program	9402		Aubrey Gideon	
Josey McPhail	Director of Communications	6008			
Ruth Melvin	Director of Food Service	6600		Carrie Vasquez	6605
Meredith Morris	Director of Special Education	6301		Kim Cole	6304
Scott Umbarger	Director of Safety/Security	6200			
Jennifer Renegar	Secondary Curriculum Specialist	6014			
Jenni Ritter	Elementary Curriculum Specialist	2069			
Michelle Wityk	Director of A+ Schools	5102		Jennifer Brymer	5204
Dr. Debbie Yonke	Director of Curriculum Instruction/Assessment	6010		Rena Kramer	6015

Building	Principal	Ext.	Asst. Principal	Ext.	Secretary	Ext.
Early Childhood 735-3736	Misty Kinsey	9401			Laura Martin	9404
Lyon Elem. 732-3630	Casey Mitchell	3001	LeAnne Gove	3002	Ruth Parker	3004 3005
McCulloch Elem. 732-3620	Amber Shuck	2001	Helen Williams	2002	Shelli Roeckle Dawn Sjomeling	2004 2005
Price Elem. 732-3690	Allan Brown	9001	Erin Wayt	9002		9004 9005
Schofield Elem. 732-3610	Christy Coursey	1001	Markie Bravestone	1002	Nikki White Tammy Watkins	1004 1005
Sweeny Elem. 732-3670	Dr. Beth Engelhart	7001	Chris Lockmiller	7002	Leah Mangan Kristi Archer	7004 7005
Middle School 732-3640	Allison Dishman	4001	Shannon Holden	4002	Lisa Quessenberry Linda Sommer	4004 4005
			Tonia Herbold	4003	Karen Pittman	4006
High School 732-3650	Tyler Overstreet	5101	Shayna Peery	5102	Linda Letterman Michelle Stark	5104 5105
			Chris Grauf	5103	Shannon Dunn Jennifer Brymer	5107 5204
			Eric Stephens	5106	Ronda McCarty Tashsa Auman	5205 5207

Updated 6.22.17

**Republic R-III School District
Start and Dismissal Times 2018-19**

Building	Parent Drop Off	Start Time	Dismissal
Early Childhood	AM: 8:25 am PM: 12:25 pm	8:30 am 12:30 pm	11:25 am 3:25 pm
All Elementary Schools	8:10 am	8:30 am	3:30 pm M-Thu 2:30 Fri
Middle School	7:00 am	7:40 am	2:40 pm M-Thu 1:40 Fri
High School	7:15 am	7:30 am	2:30 pm M-Thu 1:30 Fri

ANNUAL TRAINING AND NOTIFICATION

Republic School Employees

All persons having contact with students of the Republic School District must receive annual instruction relating to the implementation of the district's board of education policies as well as state and federal requirements. Board policies related to the issues noted herein are located on the district's web site (www.republicschools.org) and can be accessed by anyone in the public. Individuals requiring additional information on any of the topics defined below should consult these policies and consult with a district administrator if he/she has further questions.

As a person in contact with students of the Republic School District, you are being asked to sign a document stating that you have received, read, viewed, understand, and agree to abide by the district's policies and guidelines noted below.

- ▶ Discipline Code
 - Discipline of Students with Disabilities
 - Safe Schools Act
- ▶ School Violence
 - Warning Signs
 - Responding to Imminent Warning Signs
- ▶ Family Educational Rights and Privacy Act (FERPA)
 - Confidentiality
- ▶ Reporting Child Abuse and Neglect
- ▶ Discrimination and Harassment
- ▶ Technology Usage
- ▶ MUSIC Sexual Misconduct: Staff to Student
- ▶ Seclusion, Isolation and Restraint
- ▶ Employee Handbook
- ▶ Suicide Awareness
- ▶ Dyslexia Training

I have received, read, understand, and agree to abide by the information provided in the document entitled, "Annual Training and Notification."

Signature of Employee

Date

Printed Name