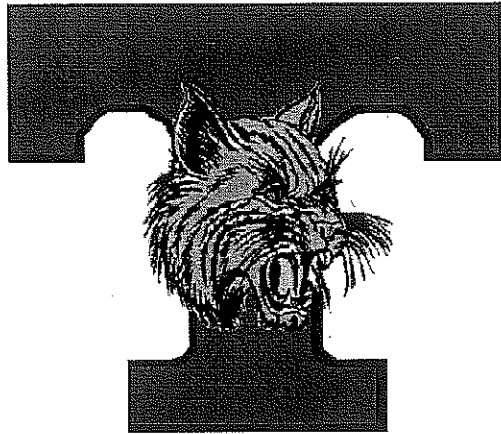


Thayer R-II School District
Employee Handbook



2014-2015

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APPENDIX

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SECTION 1 – GENERAL INFORMATION

Mission Statement *(Board Policy AD)*

The mission of the Thayer R-II School District is: Together We Provide the Foundation for Lifelong Learning.

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

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

Purpose of Handbook *(Board Policy CHCA)*

This handbook has been designed to provide information for Thayer R-II employees and should be kept available for reference. The faculty/staff should familiarize themselves with the procedures and policies. The handbook is reviewed and updated each year. Notes should be made of important ideas for annual review. The handbook refers to board policies. All board policies can be found on the Thayer R-II District website at <http://thayer.k12.mo.us>.

School Term *(Board Policy IC)*

The school district has a school term of 174 days in session. In addition, there are teacher preparation days and teacher meeting days. Teachers are contracted for 180 days, more or less, of service, unless otherwise specified on their extended contract. Attendance at meetings is essential. Therefore, an absence from scheduled teachers' meetings requires either the use of a personal day or forfeited pay. The 2014-2015 school calendar can be found in Appendix A.

Local Board of Education (*Board Policy BBA, BBC*)

The Board of Education is a representative body elected by the registered voters of the Thayer R-II School District of Oregon 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. In addition, the Board is accountable to the electorate, and shall be responsive to the education needs and the imposed financial constraints of the district.

2014-2015 Board of Education	
With term ending dates	
President – Alan Pender (2017)	Member – Karen Cotham (2015)
Vice President – Randy Ward (2015)	Member – Mike Morris (2017)
Secretary – Bill Honeycutt (2017)	Member – Jed Underwood (2016)
Treasurer – Wendy Carhart (2016)	Board Secretary – Anna Bohrisch

Board Meeting Dates for 2014-2015	
July 10, 2014	January 8, 2015
August 14, 2014	February 12, 2015
September 11, 2014	March 12, 2015
October 9, 2014	April 9, 2015
November 13, 2014	May 14, 2015
December 11, 2014	June 11, 2015

Protection Against Discrimination, Sexual Harassment (*Board Policy AC*)

The Thayer R-II School district Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. In accordance with the law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Thayer R-II School District is an equal opportunity employer. (A copy of Board Policy is Appendix E.)

SECTION 2 – INFORMATION FOR FACULTY/STAFF

School Hours, Arrival Time and Departure Time

Teachers are on duty from 7:45 a.m. to 3:15 p.m. unless otherwise specified on the building duty schedule. Daily work hours for support staff are listed in their letter of intent to re-employ.

School Breakfast/Lunch

All employees are offered the school breakfast and lunch program. The 2014-2015 cost of adult breakfast is \$1.05, and the cost of adult lunch is \$2.15.

Dress Code

Employees are in the public eye and are public employees. The position requires employees to dress in a tasteful manner. It is extremely important for employees to dress in an appropriate and professional manner. As leaders in the school, teachers and staff are expected to set the example of decency, modesty, and cleanliness. At a minimum, employees are expected to exceed the dress code set forth in the student handbook.

Sign-Out Sheet

A sign out sheet is located in the office of each building. Employees need to sign in and out when leaving during the school day.

Required Personnel Information on File (Board Policy GBEBC)

Personnel folders are maintained in the central office for each employee in the Thayer school system. A master employee personnel file may contain the following items:

- Applications
- Evaluation and other performance documentation
- Payroll withholding records including tax withholding information
- Summary record of leaves taken
- Personal information (address, telephone number, emergency numbers and spouse)
- Individual employment contract
- Employee benefit records
- A complete official transcript which includes any credits during the past academic year or summer as applicable

- A current certificate appropriate to the teaching position held by the employee
- Professional Development Plan – Any teacher not holding a lifetime certificate must have a Professional Development Plan on file and submit all in-service hours for verification in upgrading certificates. This information will be kept on file with the teacher's assigned principal.
- Background check information
- Driver's license (as required)
- Training records
- Insurance documentation

Teacher's Aides

All teachers' aides are required to have earned a minimum of 60 college credit hours and should be eligible for a substitute certificate. Teacher's aides are at-will employees and are issued a letter of intent each school year. Teachers' aides are paid according to the Non-Certified Salary Schedule (Appendix B) based on years of experience.

Secretaries, Bus Drivers, Cooks, and Custodians

These staff members will be hired by the Board as at-will employees and issued a letter of intent each school year. Staff members are paid according to the Non-Certified Salary Schedule (Appendix C) based on years of experience at Thayer.

School Nurse

The school nurse salary is Step 1 on the Certified Salary Schedule based on certification and years of experience at Thayer.

Payroll – Payment of Salaries *(Board Policy DLB)*

Deduction from wages will include Federal and State income tax, Medicare tax, Social Security tax for non-certified, the employee's share of the contribution to the retirement system, and deductions authorized by the employee. The Public School Retirement System requires that 14.5% of the teacher salary to be withheld for 2014-2015, and the Public Education Employee Retirement System requires that 6.86% of non-certified salary to be withheld for 2014-2015, which must then be matched by an equal amount from the district. Teachers who are teaching for the first time in Missouri and non-certified staff employed for the first time by a public school in Missouri should secure and complete a membership record card from the Superintendent's office as soon as possible.

Teachers are paid on a twelve month basis by direct deposit. Payday is the 15th and 30th of each month. If the first contract day for teachers is before August 15, the first payday for teachers will be August 15th. If the first contract day for teachers is after August 15, the first payday for teachers will be August 30th. Teacher salaries for June and July and the first part of August (if applicable) will be paid on the last contract day in May. Payroll deductions for July and August insurance premiums/annuities are made from the last paycheck.

Non-certified employees are paid on a nine month basis on the 15th and 30th by direct deposit. The first payday is August 30th and the last payday is May 15th. Deductions for July through June insurance premiums/annuities are prorated over the 18 pay periods.

If the payday falls on a weekend or holiday, employees will be paid on the last working day prior to the date. Employees that do not check out by the scheduled time may not receive their automatic deposit in May.

Insurance *(Board Policy GCBC, GDBC)*

Through the Missouri Affiliated School Consortium (MASC), the Board offers participation in a group health insurance plan and pays \$300 per month of the employee's premium plus \$50 based on employee's participation in the Wellness Program. Our current medical insurance provider is Cox HealthPlans. Members of the family can be covered by payroll deduction. The plan year begins July 1st and ends on June 30th. Insurance begins on the first day of employment. More information is available in the Superintendent's office.

Board paid life insurance (\$20,000 life and AD&D) is offered through Forrest T. Jones and underwritten by Fidelity Security Life Insurance Company. Employees may add dependent life coverage for \$1.50 per month through payroll deduction.

403(b) Annuity Program

The district offers participation in a 403(b) annuity program in accordance with law. The district has selected Forrest T. Jones to administer this program. Further information is available in the Superintendent's office.

Professional Staff Salary Schedule *(Board Policy GCBA-R)*

Teachers will be placed on the salary schedule by the following guidelines:

- A. All Thayer teaching experience will be counted 100%.
- B. Non-Thayer teaching experience: 1-5 years will be accepted as transferable experience; 6-7 years of experience will bring in 5 years on the salary schedule; 8-10 years will bring in 6 years on the salary schedule; over 10 years of teaching experience outside the Thayer District, 75% of the years' experience will be allowed on the salary schedule.
- C. The school nurse will also be on the salary schedule.

The Certified Salary Schedule is located in Appendix B.

Support Staff Salary Schedule *(Board Policy GCBA-R)*

The Non-Certified Salary Schedule is located in Appendix C.

Extra Duty Positions *(Board Policy IGD)*

Professional staff members will be expected to assume reasonable duties over and above their regular teaching responsibilities. Activities and services that make minimal demands on the teacher's time shall be part of each teacher's basic assignment. Schedules of supervision, sponsorship and activities will be assigned by the building principals. Administrators will strive to equalize those duties among teachers.

Extra duty assignments which make major demands on a teacher's time shall be compensated in accordance with an extra-duty allowance salary schedule established annually by the Board. Faculty members to be appointed extra-duty positions will be recommended by the superintendent and approved by the Board. Appointees will be issued a contract for the terms of their extra-duty employment stating the particular assignments, its duration and the compensation to be paid. Professional staff members will be paid stipends that are commensurate with the demands of their specific extra-duty assignments. Stipends for extra duties that are included in the teaching contract will be paid in equal installments, although certain assignments not included on the teaching contract and, performed at irregular or infrequent intervals, may be paid at an hourly rate.

The extra duty salary schedule list is located in Appendix D.

Summer School *(Board Policy IGC)*

Summer school provides an opportunity for enrichment as well as remedial services for students. Summer school will continue at Thayer School as long as the state provides funding and the local school board provides approval on a yearly basis. Teachers will be able to teach summer school based on need and seniority at Thayer. The building principals will have a rotation system set up. Any teacher interested in teaching summer school should submit his/her name to the building principal.

Summer school stipend is \$2,640.

Community Use of School Facilities *(Board Policy KG)*

The school buildings and campus are occasionally used by the community. The building principal will secure permission from the classroom teacher before the classroom is used. Any problems following the use of a classroom should be reported immediately to the

building principal. The superintendent or designee may approve or deny the facility use in accordance with board policy.

Use of Communication Devices (Board Policy GBCC)

Classroom Telephones

Telephones are located in all classrooms for parent contact, school business, and communication within the buildings and between the buildings.

Cell Phones

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

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

1. There is an emergency.
2. The use is necessary to the performance of an employment-related duty at that particular time and cannot be avoided.
3. The employee has received specific and direct permission from a supervisor. Supervisors shall limit such permission to unusual circumstances such as communication regarding a family birth or surgery.

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

Cell Phone Use in Vehicles

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use cell phones when:

1. Driving district-provided vehicles.
2. Operating a vehicle in which a student is being transported.

3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using cell phones.

Cell Phones and Technology Safety

To protect district technology, the district does not allow personal cell phones to be synchronized with the district's network. Employees should contact the district's technology director for alternative methods of synchronization, if feasible.

Use of District-Provided Cell Phones

The district may provide cell phones and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided cell phone is a privilege. The superintendent or designee has sole discretion as to which employees will be provided cell phones and may recall any previously issued cell phone. Employees do not have any expectation of privacy in district-provided cell phones or any information stored on them, and such phones may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided cell phones from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided cell phones must abide by any use limitations included in the district's service contract.

Social Media

Additionally, staff members may not knowingly allow students access to the staff member's personal social networking website or webpage that discusses sex, nudity, alcohol/drug use or other behaviors associated with the staff member's private life that would be inappropriate to discuss with a student at school; allow student access to any portion of the personal social networking website/webpage that is not accessible to the general public; or post information about identifiable students on the social networking website without permission of a supervisor.

Staff members who engage in these behaviors or in any other conduct that intrudes on a student's physical or emotional boundaries without a valid educational or health purpose will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and

the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education.

Technology Usage (Board Policy EHB, EHB-AP)

The Thayer R-II School District's technology exists for the purpose of maximizing the educational opportunities and achievement of district students.

All users must agree to follow the district's policies and procedures by signing the *User Agreement* before access is allowed to the district technology resources. By using the district's network and technology resources, all users consent to have their electronic communications and all other use monitored by the district.

Technology User Agreements are available on the building network drive. All staff members need to sign and submit an agreement to the building principal or the technology coordinator at the beginning of each school year.

Personnel Reports

Professional Development Forms – All professional development activities must be approved by the staff member's building principal and the superintendent prior to the staff member attending a PD activity. Activities funded by the PDC must be approved to the activity. The staff member must complete the "Request to Attend" requesting a substitute, outlining the cost of the conference and specifying the request for funding. If the staff request form is not completed prior to the professional development activity, the cost of the conference may be the responsibility of the staff member, and the day missed will be charged as a personal day.

Employee Report of Absence – Staff members must fill out an Employee Report of Absence form at least two days prior to absence. It will then be submitted to the building principal for approval. These forms are obtained from building secretaries.

Reimbursement Form- Staff members who incur expenses for school business will be reimbursed if the expense was authorized and if proper documentation of the expense is provided. Reimbursement forms are found on the building network drive and should be submitted to the building principal by the 1st of the month for board approval. Staff are encouraged to use purchase orders for purchases.

Transportation Request- Staff members must fill out a transportation request to be eligible for school transportation (bus, van, car) for school business. These forms need to be filled out 10 days prior to the trip. In order to transport students, staff members must have a Class S driver's license. These forms are found on the building network drive and should be submitted to the building principal for approval.

Textbook Requisition – Staff members must fill out the textbook requisition to have textbooks purchased. These forms are found on the building network drive and should be submitted to the building principal for approval.

Accident Form- Staff members who have an accident on campus must fill out an accident report. This report is to be filled out as soon as possible, but within the same day of occurrence. These forms are in the building offices with the secretaries and must be submitted to the building principals who should immediately forward the report to the superintendent or designee. A worker's compensation claim/injury report must be promptly completed by the superintendent's office.

Incident Report- Staff members who witness or are involved in an incident must contact the building principal or school nurse to address the issue. The principal/nurse will fill out the incident report.

Tutoring Forms – Staff members who tutor students will need to fill out the tutoring forms that are available on the building network drive. These forms are to be submitted to the building principal by the 1st of each month for the superintendent's approval and compensated on the 15th of the month payroll.

Purchase and Use of School Supplies (Board Policy DJF-AP1)

District funds are not to be expended without an approved purchase order.

No staff member will purchase or authorize the purchase of any material without a written order for the purchase from their building principal/superintendent. The correct procedure for ordering supplies and books outside the school district is as follows:

- Secure a requisition form from the network folder "Teacher Resources".
- Complete the requisition giving all necessary information and submit to the building principal for approval.
- The approved requisition will be typed as a purchase order and sent to the superintendent to be approved.
- A copy of the approved purchase order will be returned to the staff member to allow the ordering of the supplies.
- If a requisition is denied, the building principal will notify the staff member before any ordering is done.
- Students or non-employees are not to purchase/charge any items for the school.
- When the order is received, the packing slip should be turned in to the bookkeeper verifying goods were received as ordered.

Inventories

An accurate inventory of all books, supplies, and equipment in each room is essential. These are used for insurance purposes, in case a claim is necessary. All teachers are required to turn in a copy of their inventory near the end of each school year. One copy is kept in the building principal's office and one is on the school network in the "Inventories" file.

Substitute Instructions (*Board Policy GCE*)

Classroom teachers should have instructions for the substitute. The following information should be placed in the classroom for a substitute.

- A schedule of classes and time periods
- An explanation of procedures and lunchtime designation
- An explanation of disaster drill information for the particular room
- A class seating chart (if used)
- A list of any serious medical problems of students
- An explanation of office referral for behavior problems
- Any particular procedures involved in the care of the room and/or special equipment

Substitute Teacher Allowance

Allowance for substitute salaries for the 2014 – 2015 school year are:

- Substitute teacher with at least 60 hours. \$60 per day
- Substitute teacher with a teaching certificate \$65 per day
- If required for 10 days or more in succession the same classroom additional \$5 per day

Substitute teachers must receive training on confidentiality and harassment policies for the Thayer R-II School District. Substitutes also receive a Substitute Handbook that includes information to promote success in the classrooms.

Teacher Evaluations (*Board Policy GCN*)

The Board requires a program of comprehensive, growth performance-based evaluations for each professional staff member it employs in order to ensure high-quality staff performance that improves student achievement and enhances the instructional programs of the district. Evaluation shall be ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability.

The primary purpose of performance-based evaluation is to facilitate and improve employee performance and instruction to enhance student learning. An effective evaluation system should identify areas of teaching/administrative strengths and weaknesses and provide direction for maintaining and improving teacher/administrator

skills through professional staff development activities. The secondary purpose is to determine whether performance meets the degree of competency required for continued employment.

Probationary teachers are minimally expected to perform at the expectation level on all criteria of the district's performance-based evaluation instrument. Failure to maintain this level of performance may result in nonrenewal of teacher contract.

Tenured teachers will be evaluated every year. Tenure teachers will be evaluated on the same criteria as the probationary teachers and will be expected to perform at an acceptable level. Failure to maintain this level of performance may result in a required professional growth plan.

School Vehicle Usage

Travel Allowance –

School vehicles are designated for school related travel such as conferences, ball game supervision, scouting, and home visits. The district will only reimburse for mileage when school vehicles are unavailable because of prior scheduling or other approved reasons. The mileage rate of the 2014-2015 school year will be \$0.35 per mile.

Drug Testing for Drivers – (Board Policy GBEBB)

The district is required to implement a drug and alcohol testing program that fulfills federal requirements. As required by law, no driver shall report for duty within 4 hours of using alcohol. No driver required to take a post-accident test shall use alcohol for 8 hours following the accident or until he/she undergoes a post-alcohol test, whichever comes first.

Homebound *(Board Policy IGBG, IGBG-AP)*

Homebound placement decision will be made by the Special Education Director or school principal. Requests for homebound services will be made to the school principal along with documentation from a medical provider. The principal will consult with teachers and parents/guardians, then forward a recommendation to the superintendent. A homebound instructor will be secured and counted in attendance in the school. The homebound instructor will consult with the student's parents/guardians to determine the best time and location for instruction. A parent/guardian must be present at the time of services.

Homebound instructors must keep a log of instructional time spent with the student and submit the log weekly to the administration. Grades and credit will be awarded by classroom teachers in consultation with homebound instructors. For more information regarding becoming a homebound instructor, contact the district's Special Education

Director or the building principal. Homebound instruction is required to offer at least five hours of instruction weekly. Homebound instructors are paid \$20/hour and mileage.

Drug Testing *(Board Policy GBEBB)*

No employee may manufacture, use, possess, sell, distribute or be under the influence of alcohol or drugs in violation of the district's Drug Free Workplace Policy. All employees may be tested for alcohol and drugs if the district has reasonable suspicion that the employee has consumed alcohol or drugs in violation of Board policy.

The district will use testing facilities with appropriately trained personnel for alcohol and drug testing. The district's drug and alcohol testing program shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The specimen collection procedures and chain of custody shall ensure that specimen security, proper identification and integrity are not compromised.

Drug or alcohol tests administered pursuant to this policy are mandatory. An employee refuses to submit when he/she fails to provide adequate breath or urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing procedures.

Employees who refuse to submit to a test, who test positive for prohibited substances or who take deliberate action with the intent to falsify test results will be subject to discipline, including termination, in accordance with Board policy and law.

Grievances *(Board Policy GBM)*

Employees are encouraged to informally notify their immediate supervisor of a grievance. If the issue is not resolved, the employee should submit a written grievance, on forms provided by the district (located in the building offices with the secretaries), to the immediate supervisor. A grievance may be appealed to the principal (unless this is the immediate supervisor from the previous step), then the superintendent, and then, finally to the school board if a grievant feels the previous decision is erroneous.

Absences and Vacation *(Board Policy GCBDA, GDBDA)*

Sick Leave

Professional staff employees who are contracted for 12 months of full-time employment will be entitled to 12 days of sick leave. Professional staff employees who are contracted for full-time employment only during the regular school term will be entitled to 10 days of sick leave.

Support staff employees whose assignments call for 12 months of full-time employment will be entitled to 12 days of sick leave. Support staff employees whose assignments call for full-time employment only during the regular school term will be entitled to 9 days of sick leave.

Unused sick leave will be cumulative to 48 sick leave days. An absence of over 1-4 hours shall be counted as half-day of sick leave.

A district employee may not use sick leave if they are receiving Workers' Compensation for the time lost to work-related incidents.

Personal Leave

Professional staff employees will receive a maximum of 2 personal leave days per school year. Support staff employees will receive a maximum of 1 personal leave day per school year. Personal leave days do not accumulate. Any unused personal leave days will roll over into sick days at the end of the school year.

Vacation

All professional staff and support staff employed on a 12 month basis will receive 10 days of vacation per year. An employee must submit a written request for vacation to the superintendent or designee and receive written authorization before taking vacation days.

Unless otherwise provided, the following leaves will be provided to full-time and part-time professional employees: Holidays, Professional Leave, Military Leave, Election Leave, Leave to Vote, Jury Duty Leave, Leave for Court Subpoena, Fire Fighter Leave, and Crime Victim Leave.

Family and Medical Leave Act (Board Policy GBBDA)

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

Compensation for Leave Days

The school district will pay staff members who leave the district unused sick leave. Sick leave accumulated over 48 days will be paid at the end of each year at \$60 per day.

Professional Staff Assignments and Transfers (Board Policy GCI, GDI)

The district recognizes that assigning qualified staff members to positions throughout the district is essential to providing an excellent education program for all students. Every effort is made to assign district staff to areas of the greatest need for the benefit of the students. The district will accept requests for transfer from employees, but will only honor those requests when it is in the best interest of the district and the educational program to do so.

All open positions will be posted on the building offices' window to advertise to staff inside the district, as well as being advertised to interested parties outside the district.

Resignation & Non-Renewal (Board Policy GCPF, GCPB, GDPB)

Professional Staff Members

Resignations of professional staff members become effective at the end of the school year in which they are submitted unless the district is notified otherwise.

A tenured teacher has a binding contract with the district for the next school year if the teacher does not notify the district of his/her resignation in writing by June 1 or at the time a new contract is executed. A probationary teacher has a binding contract with the district once the teacher and the Board have executed a contract.

Once under contract, the Board has the authority to release the teacher from a contract. The Board will consider each resignation on an individual basis. A teacher will not be released from a contract unless a suitable replacement is found.

Support Staff Members

Any non-certified staff member who desires to resign must submit a written letter of resignation to his/her immediate supervisor. The letter should specify when the resignation is to be effective and should be submitted at least 2 weeks prior to the effective date. A resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted.

Extra Duty

An employee who desires to resign from the extra duty position must submit a written letter of resignation to the superintendent prior to the district issuing a new contract.

Release From Contract *(Board Policy GCPB)*

The district encourages employees to notify the superintendent as soon as they decide not to return or not to accept another contract with the district.

Once under contract, only the Board has the authority to release an employee from a contract. The Board considers serious illness, transfer of a spouse and military service legitimate reasons for resignation of professional staff, but the Board will consider each resignation on an individual basis.

The Board reserves the right to pursue all available legal remedies when an employee breaks a contract with the district including, but not limited to, filing charges to have a teaching certificate/professional license revoked or pursuing a monetary judgment.

Professional staff members and building administrators released from their contracts shall be assessed a liquidated damages amount according to the following schedule:

Date Resignation Submitted	Amount Assessed
May 1 – May 31 (non-tenured only)	\$250
July 1 – July 31	\$1000
August 1 or later	\$2000

These amounts are assessed to cover time and expenses incurred by the district in finding suitable replacements. The Board reserves the right to make exceptions to this policy when conditions merit such action.

Thayer R-II Schools

174 Student Days

2014-2015 CALENDAR

Jul-14				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Aug-14				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Sep-14				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Oct-14				
M	T	W	T	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Nov-14				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Dec-14				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

0	August 7 & 8	Registration of new students
	August 11, 2014	H.S. pick up schedules
	August 11, 2014	Open House: Elementary 5:00-6:00 HS 6:00-7:00
	August 11, 2014	Teacher Orientation/Principal Meetings
	August 12, 2014	Teacher Orientation/PD
	August 13, 2014	Teacher Orientation/PD
	August 14, 2014	First Day of School
	September 1, 2014	Labor Day, NO SCHOOL
12	September 12, 2014	Mid-Quarter for 1st Quarter
	September 15, 2014	PD Inservice, NO SCHOOL
	September 26, 2014	Homecoming Dismiss @ 11:45
	October 17, 2014	End of 1st Quarter (45 Days)
	October 23, 2014	Parent-Teacher Conference 3:30-6:30
	October 24, 2014	Parent-Teacher Conference 8:00-11:30 NO SCHOOL
	November 14, 2014	Mid-Quarter for 2nd Quarter
	November 26-28	Thanksgiving Break, NO SCHOOL
20	December 19, 2014	End of 2nd Quarter (41 days)
	Dec. 22 - Jan. 2	Christmas Break, NO SCHOOL
	January 5, 2015	Classes Resume
	January 19, 2015	Martin Luther King, Jr. Day, NO SCHOOL
	January 30, 2015	Mid-Quarter for 3rd Quarter
	February 6, 2015	High School Parent/Teacher Conferences 3:00-6:00
	February 16, 2015	President's Day, NO SCHOOL
	March 4, 2015	Elementary Parent/Teacher Conferences 3:00-6:00
22	March 6, 2015	End of 3rd Quarter (43 days)
	March 16-20	Spring Break, NO SCHOOL
	April 3 - April 6	Easter Break, NO SCHOOL
	April 10, 2015	Mid-Quarter for 4th Quarter
	May 19, 2015	End of 4th Quarter (45 days) Dismiss @ 11:45
	May 20, 2015	Teacher Check Out Complete (a.m.)

Qrt Ends	Grades Out	Student Days
10/17/2014	10/24/2014	45
12/19/2014	1/9/2015	41
3/6/2015	3/13/2015	43
5/19/2015	5/26/2015	45
		174

January 19	*Make-up Day for Snow Day
February 16	*Make-up Day for Snow Day
15 March 16	*Make-up Day for Snow Day
March 17	*Make-up Day for Snow Day
March 18	*Make-up Day for Snow Day
May 20	*Make-up Day for Snow Day
May 21	*Make-up Day for Snow Day
May 22	*Make-up Day for Snow Day
May 26	*Make-up Day for Snow Day
May 27	*Make-up Day for Snow Day
	*other days will be added to the end

86 Days in 1st Sem

Student Days	Full Day	172
	Half Day	2
Total Teacher Days		
Instructional Hours		1084.12

Jan-15				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Feb-15				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

Mar-15				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Apr-15				
M	T	W	T	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May-15				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Jun-15				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

88 Days in 2nd Sem
 174 Total Student Days
 Summer School
 No School
 Teacher Days

Board Approved
7/22/14

25 year

Non-Certified Salary Schedule

Proposed for 14-15

	Secretary	Aide	Cook	Custodial	Drivers
1	\$ 18,211	\$ 12,681	\$ 9,718	\$ 17,934	\$ 8,516
2	\$ 18,411	\$ 12,802	\$ 9,827	\$ 18,434	\$ 8,637
3	\$ 18,611	\$ 12,923	\$ 9,936	\$ 18,635	\$ 8,758
4	\$ 18,811	\$ 13,044	\$ 10,045	\$ 18,836	\$ 8,879
5	\$ 19,011	\$ 13,165	\$ 10,154	\$ 19,037	\$ 9,000
6	\$ 19,211	\$ 13,286	\$ 10,263	\$ 19,238	\$ 9,121
7	\$ 19,411	\$ 13,407	\$ 10,372	\$ 19,439	\$ 9,242
8	\$ 19,611	\$ 13,528	\$ 10,481	\$ 19,640	\$ 9,363
9	\$ 19,811	\$ 13,649	\$ 10,590	\$ 19,841	\$ 9,484
10	\$ 20,011	\$ 13,770	\$ 10,699	\$ 20,042	\$ 9,605
11	\$ 20,211	\$ 13,891	\$ 10,808	\$ 20,243	\$ 9,726
12	\$ 20,411	\$ 14,012	\$ 10,917	\$ 20,444	\$ 9,847
13	\$ 20,611	\$ 14,133	\$ 11,026	\$ 20,645	\$ 9,968
14	\$ 20,811	\$ 14,254	\$ 11,135	\$ 20,846	\$ 10,089
15	\$ 21,011	\$ 14,375	\$ 11,244	\$ 21,047	\$ 10,210
16	\$ 21,211	\$ 14,496	\$ 11,353	\$ 21,248	\$ 10,331
17	\$ 21,411	\$ 14,617	\$ 11,462	\$ 21,449	\$ 10,452
18	\$ 21,611	\$ 14,738	\$ 11,571	\$ 21,650	\$ 10,573
19	\$ 21,811	\$ 14,859	\$ 11,680	\$ 21,851	\$ 10,694
20	\$ 22,011	\$ 14,980	\$ 11,789	\$ 22,052	\$ 10,815
21	\$ 22,211	\$ 15,101	\$ 11,898	\$ 22,253	\$ 10,936
22	\$ 22,411	\$ 15,222	\$ 12,007	\$ 22,454	\$ 11,057
23	\$ 22,611	\$ 15,343	\$ 12,116	\$ 22,655	\$ 11,178
24	\$ 22,811	\$ 15,464	\$ 12,225	\$ 22,856	\$ 11,299
25	\$ 23,011	\$ 15,585	\$ 12,334	\$ 23,057	\$ 11,420

Board Approved
7/22/14

25 year

Non-Certified Salary Schedule

Proposed for 14-15

	Secretary	Aide	Cook	Custodial	Drivers
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24	\$ 22,811	\$ 15,464	\$ 12,225	\$ 22,856	\$ 11,299
25	\$ 23,011	\$ 15,585	\$ 12,334	\$ 23,057	\$ 11,420

CERTIFIED EXTRA DUTY SCHEDULES

Head Coach Increments Based on Year In Position

Approved by the BOE on 4/11/13

2013/2014 Added 3% to Head and Assistant Coaching Staff and Sponsors Extra Duty Schedule

Girls Basketball			Boys Basketball			BBV Volleyball			Golf			Football, Plus one Month Added		
Base	\$3,800	2.5%	Base	\$3,800	2.5%	Base	\$2,600	2.5%	Base	\$2,000	2.5%	Base	\$3,800	2.5%
2	\$3,895	\$95	2	\$3,895	\$95	2	\$2,665	\$65	2	\$2,050	\$50	2	\$3,895	\$90
3	\$3,992	\$97	3	\$3,992	\$97	3	\$2,732	\$67	3	\$2,101	\$51	3	\$3,992	\$92
4	\$4,092	\$100	4	\$4,092	\$100	4	\$2,800	\$68	4	\$2,154	\$53	4	\$4,092	\$95
5	\$4,194	\$102	5	\$4,194	\$102	5	\$2,870	\$70	5	\$2,208	\$54	5	\$4,194	\$97
6	\$4,299	\$105	6	\$4,299	\$105	6	\$2,942	\$72	6	\$2,263	\$55	6	\$4,299	\$105
7	\$4,406	\$107	7	\$4,406	\$107	7	\$3,015	\$74	7	\$2,320	\$57	7	\$4,406	\$107
8	\$4,516	\$110	8	\$4,516	\$110	8	\$3,090	\$75	8	\$2,378	\$58	8	\$4,516	\$110
2012/13	\$4,651.48	\$135.48	9	\$4,651.48	\$135.48	9	\$3,182.70	\$92.70	9	\$2,449.34	\$71	9	\$4,651.48	\$135.48
2013/14	\$4,651.48	\$135.48												

Assistant and High Coaching Extra Duty Schedule			Sponsor Extra Duty Schedule		
Positions	Cost		Positions	Cost	
Asst. Baseball	\$ 1,751	1	HS Cheerleader	\$1,637.70	2
JH Baseball/Softball	\$ 1,650	2	JH Cheerleader	\$982.62	1
Asst. Basketball B&G	\$2,935.50	2	HS Band/Choir	\$3,275.40	1
JH Basketball B&G	\$ 1,750	2	EL Band	\$1,200.98	1
Asst. Football	\$2,935.50	2	Yearbook	\$1,637.70	1
JH Football	\$ 1,650	1	Quiz Bowl	\$545.90	1
JH Football Asst.	\$ 1,650	1	HS Beta	\$491.31	2
JH Volleyball	\$ 1,750	1	JH Beta	\$272.95	2
Fall Softball	\$ 2,575	1	Art Club	\$272.95	1
Spring Softball	\$ 1,751	1	JR Class	\$655.08	3
Asst Softball	\$ 1,751	1	SR Class	\$545.90	1
Asst Volleyball	\$ 1,751	1	FFCLA (10.5 mo. Plus)	\$982.62	1
			FFA (12 mo. Plus)	\$982.62	1
			FBLA	\$982.62	1
			Student Council	\$491.31	2
			Dance	\$272.95	2

Ath. Director Plus 2 hours/day		
Base	\$3,225	2.5%
2	\$3,306	\$81
3	\$3,389	\$83
4	\$3,474	\$85
5	\$3,561	\$87
6	\$3,650	\$89
7	\$3,741	\$91
2012/13	\$3,835	\$94

Policy
FAMILY AND MEDICAL LEAVE

Descriptor Code: GBBDA

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

Definitions

The following definitions apply to FMLA leave:

Covered Active Duty – In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in accordance with law.

Armed Forces – Army, Navy, Air Force, Marine Corps, Coast Guard.

Child – A biological, adopted or foster child; a stepchild; a legal ward; or a child of a person acting as a parent if the child is under 18 or 18 or over but incapable of self-care due to mental or physical disability at the time that FMLA leave is to commence. For the qualifying exigency leave and military caregiver leave only, the age of the child does not matter.

Covered Servicemember (for qualifying exigency leave) – The employee's spouse, child or parent under a federal call or order to covered active duty.

Covered Servicemember (for military caregiver leave) – The employee's spouse, child, parent or next of kin who is 1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or 2) a veteran who is undergoing medical treatment, recuperation or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5)

years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

Instructional Employees – Employees whose principal function is to teach and instruct students in a class, a small group or an individual setting. This term includes athletic coaches, driving instructors and special education assistants such as signers for the hearing impaired. It does not include teachers' assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists or curriculum specialists. It also does not include cafeteria workers, maintenance workers or bus drivers.

Next of Kin – For the purposes of military caregiver leave, the nearest blood relative other than a spouse, parent, son or daughter, in order of priority as established by 29 C.F.R. § 825.127.

Outpatient Status – Covered servicemember assigned to a military medical treatment facility or a unit established for the purpose of providing command and control of members of the armed forces as outpatients.

Parent – The biological, adoptive, stepparent or foster parent of a "child" as defined in this policy.

Qualifying Exigency – Issues that arise due to covered active duty or a call to covered active duty of an employee's spouse, child or parent, including issues involved with short-notice deployment, military events and related activities, childcare and school activities, the need for financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and other activities as defined by 29 C.F.R. § 825.126.

Serious Health Condition – Illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical facility or continuing treatment by a health care provider.

Serious Illness or Injury (for military caregiver leave) – 1) An injury or illness incurred in the line of duty on active duty in the armed forces, including the National Guard or Reserves, or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty, that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; and 2) in the case of a veteran who was a member of the Armed Forces (including the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy, an injury or illness that was

incurred by the member in the line of duty on active duty in the Armed Forces, or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty, and that manifested itself before or after the member became a veteran.

Spouse – Husband or wife as defined or recognized under the state law in the state in which the employee resides.

Uniformed Services – The armed forces, the Commissioned Corps of the National Oceanic and Atmospheric Administration and the Commissioned Corps of the Public Health Service.

Veteran – A person who served in the active military, naval or air service and who was discharged or released therefrom under conditions other than dishonorable.

Eligibility

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

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

An absence may qualify for FMLA protection if it is for one (1) of the following reasons:

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

Notice to Employees

General Notice

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

Eligibility and Rights and Responsibilities Notices

Absent extenuating circumstances, the district will provide the employee notice of the employee's eligibility to take FMLA leave and the rights and responsibilities of the employee within five (5) days of the request for leave or acquiring knowledge that an employee's leave may be for an FMLA-qualifying reason. Such notice will be provided at the commencement of the first instance of leave for each FMLA-qualifying reason in the applicable 12-month period, and no subsequent notice is required in the 12-month period unless leave is taken for a different qualifying reason or the employee's eligibility status has changed.

Designation Notice

When the district has enough information to determine whether the leave is being taken for an FMLA-qualifying reason, the district will notify the employee in writing whether the leave will be counted as FMLA leave within five (5) business days, absent extenuating circumstances. The district will notify the employee whether a fitness-for-duty certification is required before returning to work and, if required, include a list of the essential functions of the employee's position. The district will notify the employee of the number of hours, days or weeks that will be counted against the employee's FMLA leave entitlement, if known. The district may designate leave as FMLA leave retroactively if the retroactive designation will not cause harm or injury to the employee.

Employee Notice to the District

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

In all cases of foreseeable leave, the employee must provide notice to the superintendent or designee of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave,

in the same manner that is required under the district's leave policies. If an employee fails to provide the required notice, the district may delay or deny the FMLA-protected leave.

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

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

Leave Use

For all FMLA purposes except military caregiver leave, the district adopts a 12-month leave year beginning on July 1 and ending the following June 30.

1. All eligible employees are entitled to leave for a period not to exceed 12 workweeks per leave year for:
 - ▶ The birth and first-year care of the employee's child.
 - ▶ The adoption or foster placement of a child with the employee.
 - ▶ A serious health condition of the employee that makes the employee unable to perform one (1) or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
 - ▶ A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the armed forces. The amount of leave available for a particular type of qualifying exigency may be limited by law.

2. The FMLA leave year for military caregiver leave begins on the first day that such leave is taken and runs for the following 12 months. All eligible employees are entitled to military caregiver leave for a period not to exceed 26 workweeks of leave per single 12-month period for the care of a spouse, child, parent or next of kin who is a covered servicemember. Twenty-six weeks of leave are available per covered servicemember, per injury/illness; however, no more than 26 weeks of leave may be used during each single 12-month period.
3. During the 12-month duration of military caregiver leave, an employee is limited to a total of 26 weeks of leave for all combined FMLA reasons; with a 26-week limit on military caregiver leave and a 12-week limit for birth, adoption and serious health condition of the employee or the employee's spouse, child or parent. For example, an employee could take 16 weeks of military caregiver leave and still have ten (10) weeks available for the birth of a child. However, an employee who used ten (10) weeks of military caregiver leave could not take 14 weeks for the birth of a child because that exceeds the 12 weeks allowed for such leave. Leave that qualifies as both military caregiver leave and leave for the serious health condition of a parent, spouse or child will be designated first as military caregiver leave.
4. When a husband and wife entitled to FMLA leave are both employed by the district and both wish to use FMLA leave for the same qualifying event, both employees will be limited to an aggregate total of 12 workweeks during a 12-month period in cases where the leave is taken for the birth or first-year care of the employees' child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition. However, where the husband and wife both use a portion of the total 12-week FMLA leave entitlement for the same qualifying event, the husband and wife would each be entitled to the difference between the amount he or she has taken individually and 12 weeks for another qualifying purpose. When a husband and wife are both employed by the district and both wish to use military caregiver leave or a combination of military caregiver leave and leave for the birth or first-year care of their child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition, both employees will be limited to an aggregate total of 26 workweeks of leave.
5. The district shall apply all appropriate paid leave to an FMLA absence to the extent allowed by law and policy, giving proper

notice to the employee. If an employee's accrued paid leave is exhausted, but an FMLA-qualifying reason for absence persists or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until allowable FMLA leave has been used, but such absences will be unpaid.

6. When an employee has an absence that meets the criteria to be an FMLA-qualified absence, the district will designate such absence as part of the employee's total annual FMLA entitlement, even if the employee has not requested FMLA leave and/or is absent under paid or unpaid leave in accordance with law or district policy. If an employee is on a Workers' Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence will also be designated as an FMLA-qualifying absence and charged against the employee's FMLA-protected time entitlement.
7. FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced-schedule leave in increments used by the employer to account for use of other leaves, provided that it is not greater than one (1) hour and provided that the FMLA entitlement is not reduced by more than the amount of leave actually taken. Instructional employees may take intermittent or reduced-schedule leave to be with a healthy newborn only when the district and the employee have reached agreement for how the leave will be used.
8. The district reserves the right to require adequate certification and recertification of any FMLA-qualifying event or condition of the employee or employee's spouse, child, parent or next of kin and authentication or clarification of such certification as the district deems necessary. Failure to provide such certification when requested will result in denial of the leave, and may result in discipline or termination of employment. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work.

Instructional Employees

If intermittent leave or reduced-schedule leave equals more than 20 percent of instructional time, the district may require instructional employees who take such leave due to medical reasons to take block leave or to find an alternative placement for the period of planned medical treatment. When an instructional employee on FMLA leave is scheduled to return close to the end of a school term, the district may elect to use a special rule to prolong the employee's leave until the

beginning of the next school term, thus extending the leave beyond the period where an FMLA-qualifying reason exists. In such an instance, the prolonged leave time is unpaid and is not charged against the employee's annual FMLA entitlement. In cases where the special rules for instructional employees apply, the superintendent may apply those special rules or the general FMLA rules as best serves the interest of the district.

Leave Protections

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Eligible employees who are absent for an FMLA-qualifying reason generally may return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave, in accordance with law. Eligible employees are entitled to continued participation in the district's health plan as long as they are entitled to FMLA leave protection; however, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

The FMLA makes it unlawful for any employer to interfere with, restrain or deny the exercise of any right provided under the FMLA. Additionally, it is unlawful for any employer to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Recordkeeping

The superintendent or designee will ensure that personnel records regarding FMLA eligibility and leave are maintained in accordance with law and available for inspection, copying and transcription by representatives of the U.S. Department of Labor upon request.

Enforcement

The U.S. Department of Labor is authorized to investigate and resolve complaints of violation of the FMLA. An eligible employee may bring a civil action against an employer for violations. For additional information, contact the nearest office of the U.S. Department of Labor's Wage and Hour Division.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies

and to review administrative procedures and/or forms for related information.

Thayer R-II

Date Adopted: 4/9/2009

Last Revised: 3/11/2010

Policy Reference

DLB

Description

SALARY DEDUCTIONS

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PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

General Rule

The Thayer R-II School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Thayer R-II School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off district property and that is unrelated to the district's activities negatively impacts the school environment, the district will investigate and address the behavior in accordance with this policy, as allowed by law.

FILE: AC
Critical

Additional Prohibited Behavior

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

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

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

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

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

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

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

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

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with,

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unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Superintendent
401 East Walnut, Thayer, MO 65791

Phone: 417-264-7261/Fax: 417-264-4608
dchappell@thayer.k12.mo.us

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

High School Principal
401 East Walnut, Thayer, MO 65791
Phone: 417-264-7261/Fax: 417-264-4608

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Thayer R-II School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.

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10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Thayer R-II School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the potential victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A

grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. The administrator will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear

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the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.

2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation

of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II -- Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III -- Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

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Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 04/09/2009

Revised: 06/19/2012

Cross Refs: ECG, Animals on District Property

EHB, Technology Usage
GBCB, Staff Conduct
GBCC, Staff Cell Phone Use
GBH, Staff/Student Relations
GBL, Personnel Records
GBLB, References
GCD, Professional Staff Recruiting and Hiring
GCPD, Suspension of Professional Staff Members
GCPE, Termination of Professional Staff Members
GCPF, Nonrenewal of Professional Staff Members
GDC, Support Staff Recruiting and Hiring
GDPD, Nonrenewal, Suspension and Termination of Support Staff Members
IGBA, Programs for Students with Disabilities
IGBCB, Programs for Migrant Students
IGBH, Programs for English Language Learners
IGD, District-Sponsored Extracurricular Activities and Groups
IICC, School Volunteers
JFCF, Hazing and Bullying
JG, Student Discipline
JHCF, Student Allergy Prevention and Response
JHG, Reporting and Investigating Child Abuse/Neglect
KG, Community Use of District Facilities
KK, Visitors to District Property/Events

Legal Refs: §§ 105.255, 160.261, 162.068, 213.010 - .137, 290.400 - .450, RSMo.
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1417
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681
Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Equal Pay Act, 29 U.S.C. § 206(d)
Age Discrimination in Employment Act, 29 U.S.C. §§ 621 - 634
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-7
Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e - 2000e-17
Genetic Information Nondiscrimination Act, 42 U.S.C. §§ 2000ff - 2000ff-11
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 - 6107
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999)
Faragher v. City of Boca Raton, 524 U.S. 775 (1998)
Burlington Indust. v. Ellerth, 524 U.S. 742 (1998)
Gebser v. Lago Vista Ind. Sch. Dist., 524 U.S. 274 (1998)
Oncale v. Sundowner Offshore Serv., 523 U.S. 75 (1998)

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Harris v. Forklift Syst., Inc., 510 U.S. 17 (1993)

Thayer R-II School District, Thayer, Missouri

EMERGENCY NUMBERS

Thayer Police	264-3819
Ambulance	264-7228
Fire Department	264-3221
Oregon County Sheriff	778-6611
Highway Patrol	469-3121

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Biffle, Steve	404
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Bus Barn	264-3078
Elementary	264-4600
Elementary Fax	264-3956
High School	264-4600
High School Fax	264-4608

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