



**Staff Handbook
Maplewood Richmond Heights School
District
2025-2026**

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The intent of this handbook is to provide information to all MRH Schools employees. This handbook will help with questions and pave the way for a successful school year. Not all district policies and procedures are included, and those that are included have been summarized.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to, and it does not, alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. The policies stated in this handbook are reviewed and revised as needed by the Human Resources Office. They can change at any time and will be incorporated in the handbook on a continuing basis (when they become effective as approved by the Board of Education). These changes shall supersede any handbook provisions that are not compatible with the change. Although it is expected that this handbook will align with the district policies and the approved Collective Bargaining Agreement (CBA), to the extent any discrepancy is identified, state law prevails. To the extent this handbook varies from any other District handbook created by a specific school, department, or other school district entity, this handbook and district policies are prevailing.

If you have any questions, please feel free to contact the Human Resources Office. Corrections or suggested clarifications are welcome and should be submitted in writing to the Office of Human Resources. For more information, employees may refer to the policy codes and CBA sections that are associated with handbook topics, confer with their supervisor, or call the Office of Human Resources.

[Maplewood Richmond Heights Board of Education Policies](#)

Board of Education

The Board of Education usually meets on the third Thursday of each month at 7:00 p.m. Meetings are open to the public. Missouri law permits the Board to enter into closed session for certain purposes, including in part, discussion of personnel matters, student discipline, litigation and other matters as authorized by § Chapter 610, RSMo.

The Board of Education is charged with governing and overseeing the management of the district's schools and has overall responsibility for curriculum, taxation, budgets, employment, facilities and many other services. The Board is elected by the citizens of the district to represent the community's interest in providing a strong education program for the district's children. Board members are elected at large and serve without compensation, must be registered voters and must reside in the district.

The [Board of Education](#) information can be found on the district website.

The [Collective Bargaining Agreement](#) (CBA) went into effect on July 1, 2025 for the 2025-2026 and 2026-2027 school years. As the second CBA in Maplewood Richmond Heights School District history, it establishes the formal relationship between the district and Maplewood Richmond Heights National Education Association (MRHNEA) regarding salaries, benefits, and working conditions for certified staff. The CBA is referenced throughout the handbook.

EMPLOYMENT ([GBA](#), [GCA](#))

Certified staff are employed under exempt categories of employment. Exempt employees meet the exemption requirements to be an exempt executive, administrative, professional, or computer employee as defined in the duties and salary tests as outlined in federal law and regulation. In some circumstances, non-certificated staff members may qualify for exempt status. Exempt employees are not eligible for overtime pay and will be compensated on a salary basis.

Support staff are employed under several categories of employment. Exempt employees meet the exemption requirements to be exempt executive, administrative, professional, or computer employees as defined in the duties and salary tests as outlined in federal law and regulation. In some circumstances, non-certificated staff members may qualify for exempt status. All employees not specifically identified as exempt as determined by their job description are classified as non-exempt. These employees are required to track hours worked and are eligible for overtime pay if applicable.

Benefits outlined in Board policies are determined by employment category determined at the point of hire according to job description and vary depending on the number of hours worked weekly and/or days worked annually. (See table provided on page 31 for more details).

- Full-time: Work 40 hours per week (may be 12 month employees or for a shorter duration matching the school year calendar or an individual work calendar set up at time of hire.)
- Part-time: Work 30-39 hours per week (may be 12 month employees or for a shorter duration matching the school year calendar or an individual work calendar set up at time of hire.)
- Part-time: Work 20-29 hours per week (may be 12 month employees or for a shorter duration matching the school year calendar or an individual work calendar set up at time of hire.)
- Part-time: Work less than 20 hours per week (may be 12 month employees or for a shorter duration matching the school year calendar or an individual work calendar set up at time of hire.)
- Temporary: Substitutes or seasonal employees (may be 12 month employees or for a shorter duration matching the school year calendar or an individual work calendar set up at time of hire.)

Notice of Nondiscrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the district are hereby notified that the district does not discriminate on the basis of race, color, religion, gender, sexual orientation or perceived sexual orientation, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the 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 Title II of the Americans with Disabilities Act of 1990 (ADA), is directed to the Compliance Coordinator below, who has been designated by the district to coordinate the district's efforts to comply with the laws and regulations implementing Title VI, Title IX, the Age Discrimination Act, Section 504, and Title II of the ADA. In addition, any inquiries concerning the district's compliance with the employment provisions of Title VII of the Civil Rights Act of 1964 should be directed to the Compliance Coordinator.

The school district has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator 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, Bolling Federal Building, 601 East 12th Street, Kansas City, MO 64106, telephone (816) 426-7277.

Compliance Coordinator for Laws Listed in this Notice:
Assistant Superintendent of Human Resources and Diversity, Equity and Inclusion
Maplewood Richmond Heights School District
2531 S. Big Bend Blvd.
Maplewood, MO 63143
Phone: 314-644-4400 / Fax: 314-781-3160

Recruitment & Hiring Procedures

The Board of Education recognizes the importance of having well-qualified staff to assure an efficient and effective educational program. It is the policy of the Board to select the most qualified staff available in light of the services to be rendered. All positions in the school system are established by the Board and recommendations for employment are presented to the Board for approval.

Employment Equality

The district is an equal opportunity employer. The District employs, assigns and promotes according to individual qualifications and assures equality of opportunity regarding race, color, gender, religion, national origin, age, disability, genetic information, status as a covered veteran, or other protected classifications. The district hires only citizens of the United States and persons who are legally authorized to work in the United States. The district's hiring procedures comply with all federal and state laws, including laws prohibiting discrimination. The district is enrolled and actively participates in a federal work authorization program in accordance with law.

Professional Staff Hiring ([GCD-1](#))

Because an effective educational program requires quality staff members, the Board and the administration of the district make every effort to attract and retain the most highly qualified personnel. All teachers and administrators must have valid certification to teach in Missouri schools, in effect for the entire duration of their contracts.

Efforts are made to recruit the best-qualified candidate for each position. New or vacant positions are posted in the district's buildings on the district's website and publicized externally by other means as determined appropriate for a period of five business (5) days. However, if it would be detrimental to wait five (5) business days, the position may be advertised for as many days as is appropriate. If the same or similar position was recently advertised, the district may utilize applications previously received without re-advertising the position.

Support Staff Hiring ([GDC](#))

To provide a positive educational environment for students, the district strives to employ quality staff members in every position. Efforts are made to recruit the best-qualified candidate for each position. New or vacant positions are posted for at least five (5) business days in the district's buildings, on the district's website and publicized externally by other means as determined appropriate by the superintendent or designee. However, if it would be detrimental to wait five (5)

business days, the position will be advertised for as many days as is appropriate. Further, if the same or similar position was recently advertised, the district may utilize applications previously received without re-advertising the position. Vacancies for the following school year are made known by posting vacancy lists in the office of each school building. A position is not considered vacant if the Board, superintendent or designee assigns an existing employee to the position.

Miscellaneous Hiring

Recruitment procedures do not overlook the talents and potential of individuals already employed by the district. Any current, qualified employee meeting the stated requirements may apply for positions in the district.

All requests for information concerning vacancies in the district should be directed to the Human Resources Office. Persons interested in positions in the district must complete a formal application and provide all necessary information requested. All candidates are considered on the basis of qualifications, training, experience and ability to fulfill the requirements of the position.

The district does not accept applications for employment from Board members. Board members who wish to apply for employment in the district must first resign from the Board.

Tenure ([Board Policy GCG](#))

A teacher who meets the definition of a "permanent" teacher in the Missouri Teacher Tenure Act are those:

- who have been employed as a teacher in the district for five (5) successive years and who continues to be employed by the school district.
- who have been employed in any other school system as a teacher for two (2) or more years, who have been employed as a teacher in the district for four (4) successive years and who continue to be employed by the school district.
- who were tenured in the district, resigned or were permanently separated from employment by the district, and were re-employed by the district. Once re-employed, the first school year is probationary. However, if the employee is employed for the succeeding year, the employment constitutes a permanent (tenured) contract.
- who is promoted with his or her consent to a supervisory position, including a principal or assistant principal, or who is first employed by a district as a principal or assistant principal, shall not have permanent status in such position, but shall retain tenure in the position previously held within the district, or, after serving two (2) years as principal or assistant principal, shall have tenure as a permanent or tenured teacher of that system.

Any teacher employed under a part-time contract by the district shall accrue credit toward permanent or tenured status as described above on a prorated basis.

Professional Staff Extra Duty ([GBAA](#)) ([CBA 4](#))

Professional staff members are expected to assume reasonable duties over and above their regular teaching responsibilities. Activities and services which make minor demands on a teacher's time are part of each teacher's basic assignment. Schedules of supervision, sponsorships and activities are assembled by the building principals. Administrators strive to equalize those duties among teachers.

Teachers regularly assigned to duties which require extra time or responsibilities over and above basic contractual obligations receive extra compensation in accordance with an extra duty allowance salary schedule. These duties are not considered subject to the provisions of the Teacher

Tenure Act. Most stipends are paid on an annual or seasonal basis, and certain assignments may be paid at an hourly rate.

Employment after Retirement

Individuals receiving retirement benefits from the Missouri [PSRS](#) or [PEERS](#) systems may be employed in certain positions or on a part time basis with the district. Termination of employment means the retiree has ceased employment and is not under contract for employment with any PSRS or PEERS covered entity until after at least one month (30 days) has lapsed since the effective retirement date. A retiree is subject to working after retirement limits and the limits that apply will vary based upon the position in which the retiree works. For additional information, please contact the Business Office.

Part-time & Substitute Employment ([GB](#))

The district regularly employs part-time employees. Substitutes are approved and employed through Kelly Services. Part-time employees and substitutes are required to meet the same qualifications as full-time staff, must be appropriately certified or licensed when necessary, and are subject to the same policies, procedures, and other rules as full-time employees. Part-time and substitute employees must satisfactorily complete the same background checks and screenings required of full-time employees.

Verification & Employment

All employment certifications are completed by the Human Resources Office.. All new employees are required to complete an I-9 form along with supporting documents on or prior to the first day of work.

Criminal Record & Child Abuse Registry Check ([GBEBC](#))

Final candidates for positions with the district must submit to a criminal record check and the Division of Family Services' Child Abuse/Neglect screening and the results must be deemed satisfactory by the school district before hiring is complete. In addition, as a condition of employment, employees are required to submit to such checks on a regular basis, as required by law, and are required to submit an annual criminal review form to the district.

Reassignment & Reduction of WorkForce ([GCL](#), [GCPA](#) & [GDI](#)) ([CBA 7 & 11](#))

All personnel are subject to assignment and reassignment as the needs of the district warrant. Reassignment is the transfer to another position, department or facility that does not necessitate a change in employment contracts. The Superintendent has final placement authority in reassignments. Extracurricular or supplement duty assignments may be reassigned at any time.

Transfer of staff members between buildings and positions can provide opportunities for professional advancement, growth, increase effectiveness and stimulate positive change and innovation. Staff members should feel free to request transfers within the district. Staff members may also need to be reassigned to meet the needs of the district. The most common of these needs occurs when enrollment patterns change and staff must be shifted between buildings. From time to time, it may become necessary to place teachers on unrequested leaves of absence due to a decrease in pupil enrollment, school district reorganization or the financial condition of the district. As necessary, the Board may also reduce the number of non-instructional personnel.

Staff Development ([GCL](#))

MRH recognizes the relationship between high-quality professional development and student achievement. Professional development opportunities shall be monitored by the professional

development committee (PDC) as outlined annually in the District Professional Development Plan approved annually by the Board of Education. Professional development will include a beginning teacher assistance program. An annual evaluation will be conducted by the PDC.

The Board is committed to providing systematic professional development for educators. Training and development opportunities for non-instructional employees are also essential to the efficient and effective operation of the schools. Non-instructional employees are encouraged to grow in job skills and to participate in training that will improve those skills.

Evaluation of Staff ([GCN](#) & [GDN](#)) ([CBA 9 & 12](#))

Evaluation of an employee's job performance is a continual process that focuses on growth and improvement, and is based upon an employee's assigned job duties and other job-related criteria. To assure high quality professional and support staff performance and to advance the instructional programs of the district, the Board requires a program of comprehensive, performance-based evaluations for each staff member it employs. The evaluation is ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability.

Personnel Records ([GBL](#) & [GBLB](#))

The Board of Education strives to maintain complete and current personnel files for all district employees. The file of an individual employee is considered confidential and a closed record, to the extent allowed by the law, and is only available to authorized administrative personnel and to the employee.

Personnel records will be stored in accordance with good data management practices and in such a manner that only authorized personnel who need to know the information as part of their duties with the district have access to the records. Files containing immigration records and medical information regarding an employee will be kept separate from other personnel files.

Upon written request to and in the presence of the appropriate administrative official, any employee may inspect his or her own personnel file during regular working hours, with the exception of the ratings, reports and records created or obtained prior to the employment of the individual, including confidential placement papers and letters of reference.

Notification to Potential Employers & the General Public ([GBLB](#))

Notwithstanding the foregoing, the district is required to disclose certain information to members of the general public and potential employers in response to inquiries. Members of the public are entitled to be informed of the names, positions, salaries and lengths of service of employees. In addition, potential employers may also be allowed to receive the following information in response to a reference check: a description of the employee's job duties while employed; district-sponsored committees, activities or duties while employed; honors and awards received; documented, factual information on work performance; whether the employee resigned, was non renewed or terminated; a "yes" or "no" answer to the question as to whether the district would re-employ the employee; and allegations of sexual misconduct with a student. If the inquiry is submitted by a public school and is related to the potential hiring of an employee or former employee of the district, the district must disclose information when an employee or former employee has resigned, been terminated or non-renewed due to allegations of sexual misconduct and/or when an allegation of abuse or neglect has been substantiated.

COMPENSATION AND BENEFITS

MRH annually researches regional and statewide trends in employee compensation to prepare competitive salary recommendations for the Board to consider, within the constraints of finances. As required by law, teachers will be paid in accordance with a salary schedule adopted by the Board of Education. All full-time teachers will be paid at least the minimum teacher's salary as required in state law. Non-certificated professional staff and certificated staff members other than teachers will be compensated in accordance with a Board-approved salary schedule or will receive the amount of compensation approved by the Board for particular positions or particular employees. Only the Board has the authority to increase the compensation of an employee or grant that employee an extra-duty position or stipend. [\(GCBA\)](#)

The Board does not enter into contracts with non-certificated staff members. The non-certificated staff is hired annually by the Board on an at-will basis. [\(GDBA\)](#)

Employment Contracts [\(GCPE\)](#)

Certified employees whose employment has been renewed will receive contracts no later than May 15. When the district issues an employment contract to an employee, the district may notify the employee of the date the signed contract must be returned to the district. Failure to return the contract by that date will be considered a rejection of the district's offer of employment. Unless notified otherwise, a re-employed, certified staff member (other than the superintendent) has 15 calendar days to sign and return a contract to the designated person in the district, or the district, in its discretion, may consider the employment offer revoked.

In accordance with law, if an employee has a multi-year contract in which the employee's salary is set in the contract for the next fiscal year, the Board cannot take action to increase the salary in the existing contract unless the employee's duties are increased.

By law tenured teachers have an indefinite contract with the district and are therefore automatically considered employed for the next school year without Board action. In accordance with law, the district will notify these teachers on or before May 15 of their compensation for the next school year in accordance with the salary schedule and the school calendar.

Payroll Periods

Staff are paid on the 15th and last day of each month. Direct deposit of paychecks into employees' bank accounts is required for all employees. Paper paychecks and pay stubs are not issued by the district. Payroll information is available from the Business Office upon request.

In general, professional staff will be paid in equal installments over 12 months, even if the employee's regular work schedule is less than 12 months. [GCBA](#)

Staff Salary [\(GCBA\)](#) [\(CBA Appendix A\)](#)

The Board recognizes that an adequate salary schedule is necessary to secure teachers who are personally competent and professionally well prepared, to encourage the professional growth of teachers, and to retain the most competent teachers. Thus, the Board provides a salary for those beginning in the system which is at or above the minimum salary established by state statute and strives to remain competitive with salaries offered in the region. Annual increments are added for each school year of successful experience up to the limits provided by the schedule.

Stipends [\(CBA Appendix B\)](#)

Employees who perform certain extracurricular or supplemental duties may be paid a stipend according to the district's stipend schedule.

Extra duty stipends will be paid five times per year on March 15th, June 15th, July 15th, October 15th and December 15th. Payments will be made by direct deposit.

Administrative Staff

The Board annually determines the salary ranges for administrative staff, with the Superintendent approving specific salary amounts.

Payroll Deductions ([GCBC](#) & [GDBA](#)) ([CBA 3](#))

Automatic payroll deductions for the Missouri Public School Retirement System ([PSRS](#)) or Public Education Employee Retirement System ([PEERS](#)), Social Security, Medicare, and Federal and State income tax are required for all full-time employees as applicable.

In addition, employees may elect deductions for the employee's share of premiums for health, dental, vision, short term disability and life insurance, flexible fringe benefit programs and tax deferred savings plan. Employees may also request payroll deductions for payment of membership dues to professional organizations. For other payroll deduction possibilities, please contact the Business Office. Salary deductions are automatically made for unauthorized or unpaid leave. Employees may view their deductions on the employee portal.

Professional Membership Dues ([CBA 3](#))

Membership dues to professional organizations ([MNEA](#) & [MSTA](#)) will be deducted as authorized by employees.

Tax Sheltered Annuities

Employees who work 20 hours or more per week may choose to participate in Board approved tax-sheltered annuities upon written request of the employee to the Payroll Specialist. It is the responsibility of the employee to notify the Payroll Specialist in writing of any requested changes.

The district offers participation in a 403(b) and a 457 annuity program in accordance with the law. The district has selected and contracted with Corebridge to administer the program. Employees are encouraged to meet with Corebridge representatives and may choose to participate upon request.

Direct Deposit

All employees are required to utilize direct deposit. Forms are available electronically in the employee paperwork system in the Human Resources Office. Please do not close any affected accounts without first discussing the matter with the Business Office as this could result in a delay in compensation.

Underpayment/Overpayment Status ([DLB](#) & [GCBA](#))

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 arrangements to ensure the employee is paid correctly and in a timely manner. Also, if the district finds that an employee has been overpaid, arrangements with the employee will be made to ensure repayment. This may include an electronic reversal of payment to recover the excess compensation. It is the responsibility of the employee to look over each check and notify the Business Office as soon as an error is recognized.

Time Recording & Overtime ([GDBA](#))

Professional and administrative employees are exempt from overtime pay and are employed on a contractual basis, according to work schedules set by the district. School calendars are adopted each year designating the work schedule for all employees and listing holidays.

Non-certificated and support staff employees are typically employed at-will and are notified of the required duty days, holidays and hours of work for their position on an annual basis. These employees are not exempt from overtime and are not authorized to work in excess of their assigned schedules without prior approval from their supervisor. However, in some circumstances, these employees may qualify for exempt status based upon the job duties actually performed.

Employees in FLSA non-exempt positions must record all hours worked each day using the electronic time and attendance system. Overtime and compensatory time are based on hours above 40 actually worked during a work week. Meal periods and breaks of twenty (20) minutes or longer do not count as hours worked unless employees are required to perform work duties during that time. Time records are used for record keeping purposes required by law pursuant to §Section 778-415. Supervisors should review and approve time records. Trips, gate keepers, scorekeepers, etc. are considered “occasional and sporadic employment” if seasonal, performed in a different capacity than regular employment and if performed on a voluntary basis.

Expense Reimbursement ([DLC](#))

The district attempts to reimburse employees and officials for reasonable travel and related expenses incurred in connection with district business. Employees may not suffer, nor gain financially, as a result of such travel or expense. Please contact the district’s Business Office with any questions regarding expense reimbursement.

Public School Retirement ([GDBC](#), [GDPC](#))

All professional staff members are required by law to become members of the Public School Retirement System ([PSRS](#)) of Missouri. A retired employee, as well as his or her dependents, surviving spouse and children, shall be allowed to remain or become members in the district health benefit program by qualifying for the coverage in the manner prescribed by law under the provisions of such plan and paying the premiums of said plans.

All support staff are required by law to become members of the Public Education Retirement System ([PEERS](#)) of Missouri. An employee is expected to give the district two weeks written notice prior to retirement. Before receiving final pay, the employee must return all district-owned property. A retired employee who is eligible for PEERS, as well as his or her dependents, surviving spouse and children shall be allowed to remain members in the health benefits programs by qualifying in the manner prescribed by law under the provisions of the plan and by paying the premiums. Retirees will have one year from the date of retirement to qualify and enroll for coverage, once that date is passed, if the retiree discontinues coverage they are not eligible to re-enroll.

Resignation of Professional Staff Members ([GCPB](#))

Employees without employment contracts are considered at-will employees and may resign at any time by submitting a written resignation to the superintendent or designee. The resignation is considered accepted once it is received by the superintendent or designee. The district requests that employees give notice at least ten business days prior to departure so that a replacement can be found or alternative arrangements can be made. The fact that an employee resigned without adequate notice may be shared with potential employers seeking information about the employee.

If an employee under contract with the district is not released from the contract and chooses to break the contract, the district is entitled to compensation for the costs of finding a suitable replacement, training expenses and other disruptions. Because the actual damages will be difficult, if not impossible, to ascertain, the board agrees that the following damage amounts are a reasonable estimation of the damages:

June 1-June 30	\$1500
July 1-July 31	\$3000
August 1 or later	\$5000

Resignation of Support Staff Members ([GDPB-1](#))

Support staff members may resign by submitting a written letter of resignation to their immediate supervisor. The letter should specify when the resignation is to be effective and should be submitted at least two weeks prior to the effective date. A resignation is final upon receipt by the supervisor and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The resignation need not be approved by the Board.

Before receiving final pay, the employee must return all district-owned property. Former employees who have resigned and are rehired shall not retain seniority and shall be considered as new employees.

Staff Fringe Benefits ([GCBC](#) & [GDBC](#)) ([CBA 4](#))

The Board recognizes that fringe benefits are an integral part of the total compensation plan for employees. The Board of Education provides fringe benefits to all professional staff members who work 30 hours or more per week by offering participation in a group insurance plan.

The school district provides, as fringe benefits, certain allowable absences from duty as set forth in policies [GCBDA](#) and [GDBDA](#). The district has a wide variety of staff positions with varying schedules and compensation expectations. The district will notify staff members of the benefits associated with their position at the time of hire. The district may provide access and contribute to the cost of the following benefit options depending on position:

- Health insurance
- Life insurance
- Vision insurance
- Dental insurance

Enrollment or changes to enrollment occur at the time of hire or during annual open enrollment periods. Health, dental and life insurance are considered creditable earnings with PSRS/PEERS. Questions about benefits may be directed to the Human Resource Office.

Benefits for Full-time employees

The board will provide eligible full-time (30 hours or more per week) employees access to district-sponsored health insurance, in accordance with federal law.

Benefits for Part-time employees

Part-time employees who were hired on or after May 17, 1990, who work 30 or fewer hours a week shall not be entitled to receive Board-paid health and life insurance. The district will only provide employees access to health coverage if the employee works 30 hours a week or more, as required by law.

Beneficiary Changes

Employees are asked to designate beneficiaries for life insurance and/or retirement at the time of employment. Employees may request to change beneficiaries by completing the appropriate forms in the Human Resources office.

Termination of Benefits

When a staff member's employment with the district is terminated due to non-renewal of contract, termination of contract, retirement or resignation, fringe benefit payments paid by the district will be covered through the end of the month of the last day of employment.

Health Insurance

In 2025-2026, the district offers the Anthem \$1000 Plan Corridor to all full-time eligible employees as a standard paid benefit. Employees also have other plan options for themselves and their dependents that may require additional costs. More information may be obtained by visiting the human resource office.

COBRA-Consolidated Omnibus Budget Reconciliation Act of 1986

The district-sponsored health insurance will allow for continuing coverage of employees and their spouses, former spouses or dependent children after certain qualifying events upon payment of the applicable premium. Qualifying events include, but are not limited to, employee resignation from the district, most situations involving employee termination and situations where an employee's hours have been reduced so that he or she no longer qualifies for district-paid health insurance.

Dental Insurance

The district offers Delta Dental PPO/EPO Plan to all full-time eligible employees as a standard paid benefit. Dependent coverage is available at an additional cost. Additional information is available in Human Resources.

Vision Insurance

The district offers Blue Vision at an additional cost to full-time eligible employees. Additional information is available in Human Resources.

Retirement Plan ([GDPC](#))

The Public School Retirement System of Missouri (PSRS), is a defined benefit plan that provides disability and service retirement benefits to members, and benefits to qualified beneficiaries of deceased members. PSRS membership is required, regardless of position, for certificated employees employed to work at least 20 hours per week on a regular basis by an employer within the Retirement System in a position that normally requires the employee to work at least 600 hours during the school term.

Vesting establishes the right to a future retirement benefit without additional PSRS-covered service. You are vested once you acquire five years of creditable service with PSRS. The contribution rate for the school year 2025-2026 is 14.5% for the employee and 14.5% for the employer. Additional information can be found about the [Public Education Employee Retirement System](http://www.psrs-peers.org) online at www.psrs-peers.org

Tax Sheltered Annuities

Employees who work 20 hours or more per week may choose to participate in Board approved tax-sheltered annuities upon written request of the employee to the Payroll Specialist. It is the responsibility of the employee to notify the Payroll Specialist in writing of any requested changes.

The district offers participation in a 403(b) and a 457 annuity program in accordance with the law. The district has selected and contracted with a Valic to administer the program. Employees are encouraged to meet with Valic representatives and may choose to participate upon request.

Life Insurance

The district offers Lincoln Term Life Insurance to all full-time employees. Additional information is available in Human Resources. Additional forms of life and accident insurance and other ancillaries are available from American Fidelity. . Employees are encouraged to meet with American Fidelity representatives and may choose to participate upon request and qualification.

Fringe Benefits Table

Employee Group	PTO	Vacation Days	Personal Days	Paid holidays	PEERS (Non-Teacher Retirement)	Health Insurance	Dental Insurance	Group Life/Accidental Insurance
	Accrue one day per month worked	After 60 day probation period						
FULL TIME- 12 Month Employees 30 to 40 Hours Per Week	12 days per year (Accruable to 120)	Upon hire- 10 days After five years-15 days After 10 years - 18 days After fifteen years - 20 days After twenty years - 25 days	5 days per year (Accruable to 6)	11 Holidays per year	District Matched 6.86%	Eligible for District Paid Health Insurance	Eligible for District Paid Dental Insurance	Eligible for District Paid Life Insurance
PART TIME – 12 Month Employees 20 to 29 Hours Per Week	SEE ABOVE Prorated: Based on Hours Worked	SEE ABOVE Prorated: Based on Hours Worked	SEE ABOVE Prorated: Based on Hours Worked			Not eligible	Not eligible	Not eligible
FULL TIME – 10 & 11 Month Employees & Food Service 30 to 40 Hours Per Week	10 days per year (Accruable to 120)	Off When School Not in Session According to Calendar (Not Paid)	2 days per year (Accruable to 3)	Holidays falling during scheduled work calendar	District Matched 6.86%	Eligible for District Paid Health Insurance	Eligible for District Paid Dental Insurance	Eligible for District Paid Life Insurance
PART TIME – 10 & 11 Month Employees & Food Service 20 to 29 Hours Per Week	SEE ABOVE Prorated: Based on Hours Worked		SEE ABOVE Prorated: Based on Hours Worked			Not eligible	Not eligible	Not eligible
FULL TIME- 188 Days or Less Employees 30 to 40 Hours Per Week	10 days per year (Accruable to 120)	Off When School Not in Session According to Calendar (Not Paid)	2 days per year (Accruable to 3)	UNPAID (Holidays not included in scheduled work calendar).	District Matched 6.86%	Eligible for District Paid Health Insurance	Eligible for District Paid Dental Insurance	Eligible for District Paid Life Insurance
PART TIME – 188 Days or Less Employees 20 to 29 Hours Per Week	SEE ABOVE Prorated: Based on Hours Worked		SEE ABOVE Prorated: Based on Hours Worked			Not eligible	Not eligible	Not eligible
Part Time Employees Under 20 Hours Per Week	Fringe Benefits Are Not Provided For This Employee Group.							

Tuition Support (4.6.4)

All MRH certified staff members who want to further their education in areas related to their work (as described in section 4.6.1) in MRH are eligible for annual reimbursement of tuition or NBCT fees of up to the equivalent of three (3) credit hours at the UMSL rate for graduate courses in the School of Education. In order to plan the budget for tuition support, those requesting reimbursement must submit a “Proposal for Tuition Support” by February of the year before the courses will be taken, outlining their anticipated course of study and the estimated cost.

Tuition costs are reimbursed for approved coursework upon submission of a “Request for Tuition Reimbursement” form with appropriate tuition receipts attached. Upon completion of the course, staff members submit documentation, such as a grade report or transcript, that the course was completed. (If a staff member is unable to complete a course that has been paid for by MRH, the staff member will be responsible for reimbursing the district for the district’s portion of the tuition costs.)

A memo with a copy of the “Proposal for Tuition Reimbursement” form will be sent to all staff members in January each year. Staff members must complete the proposal form and return to the HR office by February 15. When the proposal is approved, the staff member will receive a signed approval and the forms to be used to request reimbursement. All approved proposals for tuition support are included in the annual budget. Staff members must submit paid receipts attached to a “Request for Tuition Reimbursement” form to the HR office. Reimbursements are processed and paid up to the approved amount. When coursework is completed, the staff member must submit documentation showing completion.

If a staff member does not meet the February 15 deadline for Tuition Support approval, their proposal is placed on a waitlist for possible payment on a first-come, first-served basis should funds be available.

Staff members requesting tuition reimbursement will be required to sign an agreement to repay the district for the cost of the tuition reimbursement if the employee resigns from the district within one (1) year after receiving the reimbursement. The agreement will be signed when submitting the reimbursement request.

Staff members must have earned a grade of “C” or better or a “pass” in a pass/fail course in order to be eligible for reimbursement.

Tuition reimbursement is not available for staff members while on leave for any reason.

For all other staff: All MRH staff members who want to further their education in areas related to their work in MRH are eligible for tuition reimbursement of 50% of the actual cost of tuition up to \$1000 annually in their second year in the district. In order to plan the budget for tuition support, those requesting reimbursement must submit a “Proposal for Tuition Support” by February of the year before the courses will be taken, outlining their anticipated course of study and the estimated cost.

Tuition costs are reimbursed for approved coursework upon submission of a “Request for Tuition Reimbursement” form with appropriate tuition receipts attached. Upon completion of the course, staff members submit documentation, such as a grade report or transcript, that the course was completed. (If a staff member is unable to complete a course that has been paid for by MRH, the staff member will be responsible for reimbursing the district for the district’s portion of the tuition costs.)

A memo with a copy of the “Proposal for Tuition Reimbursement” form will be sent to all staff members in January each year.

Staff members must complete the proposal form and return to the HR office by February 15.

When the proposal is approved, the staff member will receive a signed approval and the forms to be used to request reimbursement. All approved proposals for tuition support are included in the annual budget.

Staff members must submit paid receipts attached to a “Request for Tuition Reimbursement” form to the HR office. Reimbursements are processed and paid up to the approved amount or \$1000. When coursework is completed, the staff member must submit documentation showing completion. If a staff member does not meet the February 15 deadline for Tuition Support approval, their proposal is placed on a waitlist for possible payment on a first-come, first-served basis should funds be available.

Workers’ Compensation ([GBEA](#))

All district employees are covered by workers’ compensation insurance and are eligible for compensation if injured, killed or are exposed to and contract any occupational disease arising out of and in the course of employment are eligible for compensation in accordance with district policy and the Missouri Workers' Compensation Law.

Any incident resulting in injury must be reported to the immediate supervisor and the building nurse, who will report the claim and notify the Human Resources Office. Following treatment, proper forms must be completed and submitted.

Upon receiving a report of injury or illness, the Human Resources Office will promptly forward a copy of the report to the district's worker's compensation insurance carrier and will keep the carrier informed of the employee's status. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

Liability Insurance

The district maintains general liability insurance which provides coverage, subject to the provisions of the plan, for claims arising from acts performed within the course and scope of employment.

Unemployment Compensation Insurance

Eligible district employees are covered by unemployment compensation and are subject to the provisions thereof.

EMPLOYEE CONDUCT AND WELFARE

Length of Work Year & Work day ([CBA 6](#))

The contract term shall not exceed 188 working days. The standard teaching day is defined as that period of time a teacher is required to be in an educational activity as a participation in the standard teaching assignment. The work day for teachers is defined as seven (7) hours and thirty (30) minutes which shall include a minimum thirty (30) minute duty free lunch period. There will be 7 hours of mandatory non-compensated evening hours per year outside of required staff meetings.

School Calendar ([CBA 6](#))

A school calendar is available to all staff members after approval by the Board. The calendar includes staff orientation, school attendance days, legal holidays and professional development days. The calendar committee will include the MRHNEA executive team or their designees and the Superintendent or Designees. The calendar committee shall meet annually to create a calendar using MRHNEA survey information and legal obligations.

Staff Conduct ([GBCB](#))

The Board of Education expects every employee to act professionally, ethically and responsibly; use good judgment; and do what is necessary to maintain a safe learning environment and positive relations with students, parents/guardians, coworkers and the public. In addition to expectations in other Board policies and directives from supervisors, district expectations for employees include, but are not limited to, the following:

1. Become familiar with, enforce and follow all applicable Board policies and regulations, administrative procedures, other directions given by district administrators and supervisors, and state and federal laws.
2. Maintain courteous and professional relationships with students, parents/guardians, other district employees and the public. Transmit constructive criticism to the particular school administrator or supervisor who has the administrative responsibility to address the concern. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
3. Actively participate in professional development and obtain information necessary to effectively perform the employee's job duties.
4. Conduct all official business in a professional and timely manner. Meet deadlines set by the district, administrative staff and supervisors. Conduct business with the appropriate designated person or department.
5. Care for, properly use and protect school property. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation in order to protect the safety of students and others. Take appropriate action to prevent loss or theft of district property, and immediately report loss or theft of district property.
6. Attend all meetings called by supervisors or the district administration unless excused. Arrive at work and leave work at the time specified by the district or as directed by a supervisor, and follow district policies, procedures and directives regarding absences. All nonexempt employees must receive permission from a supervisor prior to working overtime.
7. Maintain records as required by law, Board policy and procedure, and do not destroy records unless authorized to do so. Keep all student records, medical information and other legally protected information confidential. Submit all required documents, information, data or reports at the time requested. Employees must not falsify records, create misleading records or compromise the accuracy and security of district data.
8. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Employees must not leave students unsupervised except as necessary to handle an emergency situation.
9. Obey all safety rules, including rules protecting the safety and welfare of students.
10. Communicate clearly and professionally. Employees will not use profanity and will not raise their voices unless necessary. Written communication must be grammatically correct. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
11. Dress in a professional manner that does not interfere with the educational environment and as directed by administrators or supervisors.
12. Other than commissioned law enforcement officers, school employees shall not perform strip searches, as defined in state law, of students except in situations where an employee reasonably

believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.

13. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.

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

15. Unless otherwise allowed by law, employees may not engage in political campaigning during the working day or during times when they are performing their official duties.

16. Employees will not represent their personal opinions as the opinions of the district and, to avoid confusion, are required to clearly indicate when they are speaking or writing as an individual and not a representative of the district.

Confidentiality ([JO-1](#) & [JO-R1](#))

Employees of the Maplewood Richmond Heights School District have the duty and responsibility to safeguard the confidentiality of student information. The Family Educational Rights and Privacy Act ("FERPA") protects the privacy of student education records and personally identifiable student information and prohibits the release of information without the written consent of the parent/guardian, with certain exceptions. Board Policy and its accompanying regulation requires confidentiality consistent with state and federal law and imposes additional restrictions with respect to the disclosure of confidential student information.

Within the course of scope of employment, employees may have access to information concerning students and/or their families. Access to this information is restricted to the student, the parent/guardian of the student, and other persons authorized by state and federal law. Employees are not permitted to release any personally identifiable student information to any person who is not authorized to receive such information. All questions regarding the release or sharing of student information must be referred to the immediate supervisor.

The following guidance is intended to assist employees in complying with the confidentiality requirements of federal, state and local laws, policies and regulations, but is not an all-inclusive list.

1. Do not disclose confidential student information to other employees who do not have a legitimate educational interest or a need to know. Employees can only access information that is needed in order for the employees to fulfill their professional duties.

2. Do not disclose confidential student information to student teachers, volunteers or consultants who do not have a legitimate educational interest or a need to know in order to fulfill their assigned professional duties.

3. Do not disclose confidential student information to persons who are not school district employees, this includes parents, volunteers, mentors and other students.

4. Do not discuss information about students in a public place (workroom, hallway, outside the office, in the grocery store, etc.).

5. Do take steps to ensure that student information is safeguarded and shared only when, where and with whom necessary to ensure that students receive the services and supports needed.

Reporting & Investigating Child Abuse/Neglect ([JHG](#) & [GBLB](#)) 1-800-392-3738

The district and its employees take action to protect students and other children from harm including, but not limited to, abuse and neglect, and 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.

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, must immediately make a report via the Child Abuse and Neglect Hotline to the Children's Division (CD) as required by law. The employee must also immediately notify the school principal or designee immediately upon making a report. An employee may consult with the school principal or designee for assistance with reporting.

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, regardless of whether the employee or superintendent has reasonable cause to suspect abuse. The CD will investigate all allegations of sexual misconduct involving district employees. The district may investigate the allegations for the purpose of making employment decisions.

Staff & Student Relations ([GBH](#)) ([CBA 8](#))

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the

district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

Technology Use ([EHB](#) & [EHBC](#))

The technology of the School District of Maplewood Richmond Heights exists for the purpose of enhancing 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 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.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Substitute Teachers

A substitute should readily be able to find lesson plans, and teachers should indicate necessary books and materials. Written instructions should include a daily schedule, a seating chart, supervisory responsibilities, location of teacher materials and supplies, emergency procedures and names of children who work with specialists or are excused from activities for medical reasons. Substitute services are coordinated through Kelly Services. When a substitute is needed, requests are made through *Frontline*.

Use of Tobacco & Vaping Products ([AH](#))

To promote the health and safety of all students and staff, set a good example for students and promote the cleanliness of district property, the district prohibits all employees, students, parents and visitors from using, possessing, smoking, vaping, consuming, displaying, promoting or selling any tobacco products, imitation tobacco products, vaping products or tobacco-related devices in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored functions while off campus (24 hours a day, 365 days a year)

Drug-Free Workplace ([GBEBA](#))

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 prohibited substances, the board commits itself to a continuing good-faith effort to maintain a drug-free workplace. Therefore, the board prohibits employees from manufacturing, using, selling, transferring, distributing, possessing, or being under the influence of prohibited substances on district property; in any district-owned vehicle or any vehicle used to transport students; at district activities; or during any time employees are supervising students on behalf of the district or are otherwise engaged in district business. The board also prohibits the manufacture, use, sale, transfer, or possession of drug-related paraphernalia. When it is evident that an employee has consumed prohibited

substances off district property before or during a district activity that the employee is required to attend, the employee will not be allowed on district property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption of prohibited substances on district property.

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

Employee Alcohol & Drug Testing ([GBEBB-2](#))

Employees may be tested for prohibited substances if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district vehicles must submit to alcohol and drug testing as required by law. Additional drug testing may occur as allowed by law. All testing will be conducted in accordance with board policy, administrative procedures, and law.

Staff Health and Safety ([GBE](#))

Staff health and safety are of vital importance to the school district. The board will seek to provide safe working conditions for all staff members and will give prompt consideration to conditions that may present a threat to staff health and safety. The district will respond to employee requests for reasonable accommodations under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA) and for known limitations related to pregnancy, childbirth, or related medical conditions under the Pregnant Workers Fairness Act.

The district will make medical inquiries, require physical exams, and keep medical information on employees only in accordance with law. Medical records must be maintained on separate forms in separate medical files and shall be kept confidential.

All employees will receive annual training on universal precautions and the district's communicable disease policy.

ATTENDANCE LEAVES AND ABSENCES ([GCBDA](#) & [GDBDA](#))

The Board promotes excellent attendance. Absences have a serious impact on the educational mission of the district, cause inconvenience to co-workers and result in increased costs. It is each employee's responsibility to maintain an acceptable attendance record. In order to attract and retain highly qualified faculty and staff, the Board has provided for temporary absences, long term leaves of absence and other absences as provided by law in order for employees to grow professionally, maintain their health, and feel secure in their positions with the district.

Staff Short-Term Leaves & Absences ([GCBDA](#) and [GDBDA](#)) ([CBA 3 & 5](#))

Various types of leave are available for employees who must be absent from work for a short period of time. The following leaves are provided to full-time employees. Part-time employees receive these leaves on a pro rata basis:

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. However, the board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

To the extent permitted by law, the district may require an employee to provide the district verification of illness from a healthcare provider or supply other documentation verifying the absence before the district applies paid leave to the absence. In accordance with law, the district may require an employee

to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

The following leaves with pay will be provided to full-time professional employees. Regular part-time professional employees will receive these leaves on a pro rata basis. This policy does not apply to temporary or substitute employees unless otherwise noted.

1. Paid Time Off (PTO)

Professional employees whose assignments call for 12 months of full-time employment will receive 25 days of PTO. Professional employees whose assignments call for full-time employment only during the regular school term will receive 12 days of PTO or, in the event they are not employed full time for a full year, on a prorated basis as determined by the district.

A professional member may use no more than three working days consecutively as defined by the employee's work calendar, unless the absence is due to the employee's health or an immediate family member's health. Immediate family is defined as spouse, child, parent, sibling, grandparent, grandchild, daughter-in-law, son-in-law, or non-family member who resides within the staff member's residence.

Unused PTO will be cumulative to 120 PTO days. Professional employees requiring substitutes will be charged leave no fewer than the increments of substitute time required to cover for the absence.

PTO will be accrued on a yearly basis, and employees may carry over all unused PTO days into the following year, subject to any contractual limitations or legal requirements. Employees who are ill may be required to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

Request and Approval of PTO:

Except in cases of emergency, the employee shall give two days' advance notice to the employee's immediate supervisor. In the case of illness, employees are encouraged to notify their direct supervisor as soon as possible. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. No explanation as to the purpose of such leave shall be required. Approval from the employee's supervisor is necessary for all PTO requests.

For Certified Staff Included in the CBA: Approval from the superintendent or their designee is also required if the request spans three or more consecutive work days, as defined by the employees' work calendar, or if the request includes the first or last day of student attendance.

For All Other Staff: If the PTO spans three consecutive work days, as defined by the employee's work calendar, if it includes the first or last day of student attendance, falls on a holiday, a professional development day, or the day before or after these events, approval from the superintendent or designee is also required. Generally, PTO requests for the day before or after a holiday will not be allowed, but exceptions may be considered with a statement providing reasons for the leave.

A request for PTO may be denied when, in the opinion of the superintendent or designee, such leave would unduly disrupt the delivery of educational services.

PTO and Workers' Compensation. Employees may not use PTO during a period when they receive workers' compensation for work-related incidents.

Employees who are members of a retirement system shall remain members during any leave period taken under district PTO provisions or under workers' compensation. Employees shall also receive creditable service credit for such leave time if they make contributions to the system equal to the amount of contributions that they would have made had they been on active service status.

For Support Staff: Support staff employees receive one (1) PTO day for every month of service. The PTO days are accrued monthly.

For full-time 12 month employees, an additional five (5) days are provided upfront at the beginning of the fiscal year. This equates to a total of 17 PTO days annually for full-time 12 month support staff. For full time school term employees, an additional two (2) PTO days are provided upfront at the beginning of the school term, in addition to the days accrued monthly. This equates to a total of 12 PTO days annually for full-time school term support staff.

Part-time employees (working more than 20 hours) accrue PTO on a pro-rated basis.

Hourly employees not requiring substitutes will have their PTO deducted on an hourly basis for any absences. Hourly employees requiring substitutes will be charged no fewer than the increments of substitute time required to cover for the absence.

Except in cases of emergency, including illness, the employee shall give 48 hours' advance notice in writing to the employee's immediate supervisor for approval. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical.

Approval from the superintendent or their designee is also required if the request spans three consecutive work days, as defined by the employees' work calendar; if the request includes the first or last day of student attendance; or if the request falls on a holiday, a professional development day, or the day before or after these events. Generally, PTO requests for the day before or after a holiday will not be allowed, but exceptions may be considered with a statement providing reasons for the leave. Approval for an exception should be requested through the assistant superintendent. A request for personal leave may be denied when, in the opinion of the administration, such leave would unduly disrupt the delivery of educational services.

Unused PTO may accumulate to one hundred twenty (120) days. A support staff employee at the time of retirement, or resignation after ten (10) or more years of service with the district, shall be entitled to receive compensation for accrued PTO leave up to a maximum of 20 days at the staff member's per diem rate of pay.

Absences may be charged against PTO for the illness, injury, or incapacity of the employee and/or the illness, injury, or incapacity of an immediate family member. The board defines an immediate family member as spouse, child, parent, sibling, grandparent, grandchild, daughter-in-law, son-in-law or non-family member who resides within the staff member's residence.

A written statement regarding the reason for absence should be submitted to the supervisor after return to work. Illnesses requiring absence for three (3) or more days require a physician's statement. This statement should include the date the physician determines the staff member will be able to return to work. In the event of a prolonged illness, a physician's statement should be submitted at each thirty (30) day interval indicating the current condition and confirming the staff member's inability to complete his or her duties. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

Absences may also be charged to PTO for childbirth and adoption leave in accordance with policy.

A district employee may not use PTO during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Absences may be charged against PTO for court appearances, unless applicable law requires no leave be charged to the employee; and for leaves authorized by law, policy or the Board that would otherwise be unpaid including, but not limited to, leave under the FMLA. Certain forms of PTO may also qualify for Family Medical Leave protections. Employees should notify HR for FMLA information and assistance.

Payment for Accrued PTO upon Retirement, Resignation or Termination:

For Certified Staff Included in the CBA: Unused PTO may accumulate up to one hundred twenty (120) days. A certified employee who notifies the district of their retirement on or before January 15th at the time of retirement shall be entitled to receive compensation for accrued PTO leave up to a maximum of 30 days at the staff member's Per Diem Rate of pay. A certified employee who notifies the district of their resignation on or before January 15th at the time of resignation after ten (10) or more years of service with the district, shall be entitled to receive compensation for accrued PTO leave up to a maximum of 30 days at the substitute teacher daily rate of pay. In the case of the death of an employee, the unused leave will be paid to the employee's designee. Any employee who is terminated for cause will forfeit all rights to the accumulated leave payment option.

For All Other Staff: Upon retirement, or upon resignation after ten or more years of service with the district, a professional staff member shall receive compensation for accrued PTO up to a maximum of 20 days at the staff member's per diem rate of pay. Any employee who is terminated will forfeit all rights to the accumulated leave payment option.

In case of the death of an employee to whom pay for unused leave is owed pursuant to board policy, the unused leave will be paid to an individual designated by the employee.

2. Vacation

All professional staff employed on a 12-month basis will receive 20 days of vacation per year unless otherwise allowed by contract. Employees must submit a written request for vacation to the superintendent or designee and receive written authorization before taking vacation days. If the absence may disrupt district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year employees may take vacation. A total of five vacation days not used in a fiscal year may be carried over into the following year. Vacation not used at the time of resignation, retirement or termination is not paid out. District employees may not use vacation days during the period they receive workers' compensation for time lost to work-related incidents.

For Support Staff: Twelve-month support staff employees following the 60-day probationary period will receive ten days of vacation prorated from the day they begin employment. When a support staff member completes an additional period of service they are eligible for an increase in vacation days. When a support staff member completes an additional period of service mid-year (defined as up to December 31), he/she will receive the additional vacation at the beginning of the fiscal year in which the anniversary occurs.

- Upon completion of 5 years of service – 15 days
- Upon completion of 10 years of service – 18 days
- Upon completion of 15 years of service – 20 days
- Upon completion of 20 years of service – 25 days

An employee must submit the request and receive confirmation of approval prior to taking vacation days. The superintendent or designee may deny the request or limit the time of year the employee may take vacation if it disrupts district operations.

A total of five vacation days not used in a fiscal year may be carried over into the following year. Vacation not used at the time of resignation, retirement or termination is not paid out. A district employee may not use vacation leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

3. Bereavement Leave

Employees will be granted up to five days of bereavement leave in the event of a death in the immediate family. Approval by the immediate supervisor is required. The approved time off shall not be charged against vacation or PTO. Immediate family is defined as spouse, child, parent, sibling, grandparent, grandchild, daughter-in-law, son-in-law, or non-family member that resides within the staff member's residence. Employees wishing to take time off for the death of individuals not classified as "immediate family" may use up to two days to be deducted from their accrued PTO.

Unless otherwise provided, the following leaves will be provided to full-time and part-time professional employees.

4. Holidays

The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year. Any holiday that occurs on Saturday will be observed on the Friday before. Any holiday that occurs on Sunday will be approved on the Monday after. If regulations are changed to include any board-approved holidays as school attendance days, the observance of those holidays as time off will not occur. Holidays may change from year to year. In 2025-2026, planned holidays are:

New Year's Eve	New Year's Day
MLK Day	President's Day
Memorial Day	4th of July
Labor Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve
Christmas Day	Juneteenth

5. Professional Leave

Employees may be granted professional leave to attend classes or conferences, meet with mentors, or participate in other approved professional growth activities. Professional leave is not considered PTO and must be approved by the appropriate supervisor and arranged well in advance.

6. Military Service

Leaves of absence will be granted for required military service as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 – September 30) without impairment of efficiency rating or loss of time, pay, regular leave, or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.

7. Election Leave

Employees who are appointed to be election judges pursuant to state law may be absent on any election day for the period of time required by the election authority. Employees must notify the district at least seven days prior to any election in which they will serve as an election judge. Employees will not be terminated, disciplined, threatened, or otherwise subjected to adverse action based on their service as election judges.

8. Leave to Vote

Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit the employees three successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination, or loss of wages or salary.

9. Jury Duty Leave

Employees will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process, or time spent actually serving on a jury. Absence for jury duty shall not be considered in calculating absence limitations under other sections of board policies. Employees will not be terminated, disciplined, threatened, or otherwise subjected to adverse action because of their receipt of or response to a jury summons. The salary paid by the district during such an absence shall be at the regular rate.

10. Leave for Court Subpoena

Employees who receive a court subpoena directly related to their work duties will be released for court appearance without loss of personal leave. Other court appearances will be deducted from personal leave.

11. Firefighter Leave

Employees will be allowed to use personal, vacation, and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri Disaster Medical Assistance Team-1, Missouri Task Force One, Urban Search and Rescue Team, or those activated by the Federal Emergency Management Agency (FEMA) in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.

12. Crime Victim Leave

Employees who are crime victims, witness a crime, or have an immediate family member who is a crime victim will not be required to use vacation or PTO in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding, or participate in the preparation of the criminal proceeding.

13. Civil Air Patrol Leave

Employees who are members of Civil Air Patrol and have qualified for a Civil Air Patrol emergency service specialty or are certified to fly counternarcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotics missions without loss of time, regular leave, or any other rights or benefits in accordance with law. The leave is limited to 15

working days in any calendar year but is unlimited when responding to a state- or nationally declared emergency in Missouri. The district may request that employees be exempted from responding to a specific mission.

14. Coast Guard Auxiliary Leave

Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave, or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year but is unlimited when responding to a state- or nationally declared emergency in Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The district may request that employees be exempted from responding to a specific mission.

15. Victims' Economic Safety and Security Act (VESSA) Leave

Employees may take unpaid leave in accordance with law for absences related to domestic or sexual violence where an employee, an employee's family member, or a person residing in the employee's household has been the victim of domestic or sexual violence. Leave may be taken intermittently or on a reduced work schedule. Two workweeks of unpaid leave will be available in a 12-month period, except that employees of districts with fewer than 50 employees but at least 20 employees will be limited to one workweek of unpaid leave. Employees may use accumulated paid leave or compensatory time concurrently with unpaid VESSA leave. VESSA leave does not create a right for employees to take unpaid leave that exceeds the amount of unpaid leave time under FMLA. Employees are required to give 48 hours' notice of the need for leave unless such notice is not practicable. The district may require certification of the need for leave, which may include documentation from an entity aiding the victim, a police or court record, or other corroborating evidence. Information provided by the employee in conjunction with the use of this leave will be confidential in accordance with law.

Emergency Leave Bank ([CBA 5](#))

All employees currently participating in the Emergency Leave Bank during the 2024-2025 academic year will be granted PTO days. PTO days will be applied to their PTO account based on years of service, year for year up to six years. The Emergency Leave Bank is no longer effective and will be dissolved at the conclusion of the 2024-2025 fiscal year.

Pregnancy, Child Birth & Adoption Leave ([CBA 5](#))

For Certified Staff Included in the CBA: When a child is born, adopted, or fostered, the employee will be able to apply for Paid Parental Leave. This shall also be applicable to an Employee that becomes a court appointed legal guardian of a minor child. The district shall provide twenty-five (25) days of paid consecutive leave not charged against the employee's PTO. After the twenty-five (25) days of paid consecutive leave provided by the district has been exhausted, the employee will then use any PTO, vacation, or unpaid leave to fulfill the FMLA maximum of twelve (12) weeks if the need to continue leave exists.

For All Staff: Employees eligible for FMLA leave for the birth, first-year care, adoption, or foster care of a child will have such leave applied in accordance with the FMLA. The district will apply to such absences any applicable paid leave the employee has accrued. Employees whose FMLA leave exceeds their applicable accrued paid leave may use unpaid leave for the remainder of the FMLA absence as allowed by law.

Employees who are ineligible for FMLA leave may take up to 12 weeks of unpaid leave for the birth, first-year care, adoption, or foster care of a child. The district will apply to such absences any applicable paid leave the employee has accrued. Employees who have not accrued a sufficient amount of paid leave will be provided unpaid leave.

Employees who need additional leave or other accommodations for a limitation related to pregnancy, childbirth, or related medical conditions should communicate their need for accommodation to any person who supervises, manages, or directs any of their work, and the district will afford accommodations as required by law. Additional unpaid leave may be an accommodation under the Pregnant Workers' Fairness Act (PWFA) in some circumstances, but the district will not require employees to accept leave as an accommodation without engaging in an interactive process to determine appropriate accommodations.

Family & Medical Leave ([GBBDA](#)) ([CBA 5](#))

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.

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.

COMPLAINTS AND GRIEVANCES

Ensuring a Positive Learning & Working Environment

The School District of Maplewood Richmond Heights strives to maintain a positive working and learning environment for all students and staff. Over the course of a school year we recognize that there will undoubtedly be situations of concern/complaints to students, parents, staff and the public. Such concerns/complaints are best resolved by addressing them at the level where the concerns originate through communication with appropriate staff members.

Students, Parents and Public ([AC](#))

If a student and/or parent have a concern/complaint with an issue related to a specific class, program or staff member, they should schedule a time to meet with those individuals in order to communicate respectfully and professionally the specific concerns.

If after that meeting the student and/or parent are not satisfied with the action taken or answers provided, they should schedule a time to meet with the building administrator who is responsible for the immediate supervision of that class, program or staff member. Again, concerns/complaints should be communicated both respectfully and professionally. If after meeting with the building administrator the concerns/complaints have not been resolved the student and/or parent may address the question to the appropriate chain of supervision at the District's Central Office.

If after meeting with the appropriate Central Office administration and the Superintendent, and if the student and/or parent are still dissatisfied with the decision, they may request that the Board of

Education consider the issue by submitting a written request to the superintendent or secretary of the Board detailing the specific concern and requested action.

Staff Grievances ([GBM](#)) ([CBA 10](#))

The Board subscribes to an orderly, well-defined grievance procedure for the resolution of problems derived from application of published Board policies and district regulations. Grievances will be handled expeditiously in accordance with the procedures approved by the Board. If a complaint has been made to the employee's immediate supervisor, building-level supervisor, and the superintendent or their designee and the employee has received responses from these persons, the employee may appeal to the Board of Education. The employee must submit a written request for an appeal within five (5) workdays after receiving a decision from the Superintendent. The decision of the Board will be final.

Prohibition Against Illegal Discrimination and Harassment ([AC](#))

The Maplewood Richmond Heights 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 and district policy, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, gender, sexual orientation or perceived sexual orientation, national origin, ancestry, disability, age, genetic information, status as a covered veteran, or any other characteristic protected by law.

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.
4. Behaviors that could constitute sexual harassment include, but are not limited to:
5. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
6. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
7. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
8. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
9. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
10. Comments about an individual's body, sexual activity or sexual attractiveness.
11. 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.
12. 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. All employees, students and visitors must immediately report to the district for investigation of any incident or behavior that could constitute discrimination, harassment or retaliation. Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation may 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.

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.

The following individual serves as the district's compliance officer:

Assistant Superintendent of Human Resources and Diversity, Equity and Inclusion

Maplewood Richmond Heights School District

2531 S. Big Bend Blvd.

Maplewood, MO 63143

Phone: 314-644-4400 / Fax: 314-781-3160

Sexual Harassment Under Title IX ([ACA](#))

The School District of Maplewood Richmond Heights does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited in the district, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the district. However, the district will respond promptly to investigate and address any report or complaint of sexual harassment.

"Sexual harassment under Title IX" is conduct on the basis of sex within the scope of the district's education programs or activities (as defined in this policy) that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8) or "stalking" as defined in 34 U.S.C. 12291(a)(30).

See the "Definitions Applicable to this Policy" section in the Board policy.

In creating this policy, the district does not relieve any person under the district's jurisdiction from the consequences for violations of other policies and rules of the district meant to establish an environment conducive to teaching, learning, support services, work and the social and emotional well-being and development of the students entrusted to the district.

If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law and district policy. Moreover, nothing in the policy precludes the mandatory or voluntary reporting of any suspected criminal activity to the appropriate law enforcement agency at any time.

The following individual serves as the district's compliance officer:

Assistant Superintendent of Human Resources and Diversity, Equity and Inclusion

Maplewood Richmond Heights School District

2531 S. Big Bend Blvd.

Maplewood, MO 63143

Phone: 314-644-4400 / Fax: 314-781-3160

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:

Superintendent of Schools

Maplewood Richmond Heights School District

2531 S. Big Bend Blvd.

Maplewood, MO 63143

Phone: 314-644-4400 / Fax: 314-781-3160

SAFETY (EB & GBE)

The Board recognizes the necessity for a planned safety program to create a safe environment for the students attending, and for the professional and support staff employed by the school district. The maintenance of healthful and safe conditions throughout the school district is a responsibility shared by the Board, superintendent and all professional and support staff.

Every attempt will be made to meet safety and health standards established by state and federal laws and regulations. The cooperation of school, home and community in providing a safe and healthful environment is encouraged by the Board.

Safe practices will be a scheduled part of instruction in the classrooms, laboratories and school shops. Proper supervision of students and other citizens using the school facilities will be required. Hazardous conditions indicated by inspectors will be reported to the superintendent and corrected. The Board will be informed of reports by inspectors of hazardous situations. Each building administrator will develop and implement a safety program, report hazardous conditions to the superintendent and hold employees and students responsible for the observance of all safety rules and procedures.

Emergencies

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

Disaster Plans and Emergency Warnings

At the opening of the school year, the principal will review the school's disaster plans with staff members. Disaster drills, which may include earthquake, building evacuation, bus evacuation, tornado alerts and hazardous materials responses are scheduled at intervals to ensure a high standard of safety preparedness. Each school develops its own plans and each room should have directions posted.

GENERAL PROCEDURES

Student Discipline ([JG](#), [JG-R1](#), [JGA-R2](#), [JGB](#), [JGD](#), [JGE](#) & [JGF](#))

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The district's comprehensive written code of conduct can be found in the policies above.

Reporting to Law Enforcement

It is the policy of the district to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

Copyright Information ([EGAA](#))

It is the intent of the district to adhere to the provisions of all copyright laws and all employees will be required to ensure compliance.

Lactation Support ([EBBC](#))

For the convenience of district staff, students, and the public, and to support the care of children, the district will provide accommodations as required by law for lactation activities. For the purposes of this policy, "lactation activities" include expressing breast milk, breastfeeding a child, or addressing other needs related to lactation. The district will provide employees and students a minimum of three opportunities during a school day, at intervals agreed upon by the district and the individual, to express breast milk or breastfeed a child for at least one year following the child's birth.

Committee Work ([CBA 3](#))

The district agrees MRHNEA may appoint (2) or more members to serve on select building or district committees, work groups or task forces discussing educator working conditions. Compensation for

meetings outside of contract time will be at the district hourly rate as defined in the CBA. District committees covered include: Building Leadership, Curriculum, Management Oversight and Professional Development.

TERMINATION OF EMPLOYMENT

Resignations ([GCPB](#) & [GDPB-1](#))

Tenured teachers must notify the district of their intent to resign or retire on or before June 1 of the current school year. Resignations submitted after that deadline, or by probationary teachers or administrative employees after their contracts have been signed and returned, must be approved by the Board. Each resignation request will be considered on an individual basis and may carry liquidated damages as outlined by board policy.

Generally, teachers and administrative employees will not be released from a contract unless a suitable replacement is available. However appropriate consideration is given to situations involving serious illness, transfer of spouse and military service. In most cases, such resignations become effective at the end of the school year in which they are submitted.

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

Dismissal and Suspension ([GCPD](#) & [GDPD](#))

Any employee may be suspended for violation of Board policies, for violation of state law, for any other good cause, or to investigate allegations of misconduct in accordance with board policy and law. Action will be taken when the best interest of the school will be served by immediate suspension. Dismissal and termination of employment will be conducted as required by board policy and/or state law.

NOTIFICATION

EMPLOYEES MUST REVIEW AND BE FAMILIAR WITH THE POLICIES AND PROCEDURES REFERENCED HEREIN. SHOULD YOU HAVE QUESTIONS OR NEED ADDITIONAL INFORMATION ABOUT ANY OF THE SUBJECTS REFERENCED IN THIS HANDBOOK, PLEASE CONTACT THE HUMAN RESOURCES OFFICE AT 314-446-1703.

EMPLOYEE HANDBOOK RECEIPT

Employees annually receive an employee handbook and acknowledge and affirm compliance therewith. Both the handbook and acknowledgement are provided and retained in an electronic format.

IN THE EVENT OF A DISCREPANCY BETWEEN THE CONTENTS OF THIS HANDBOOK AND BOARD POLICY, BOARD POLICY TAKES PRECEDENCE.