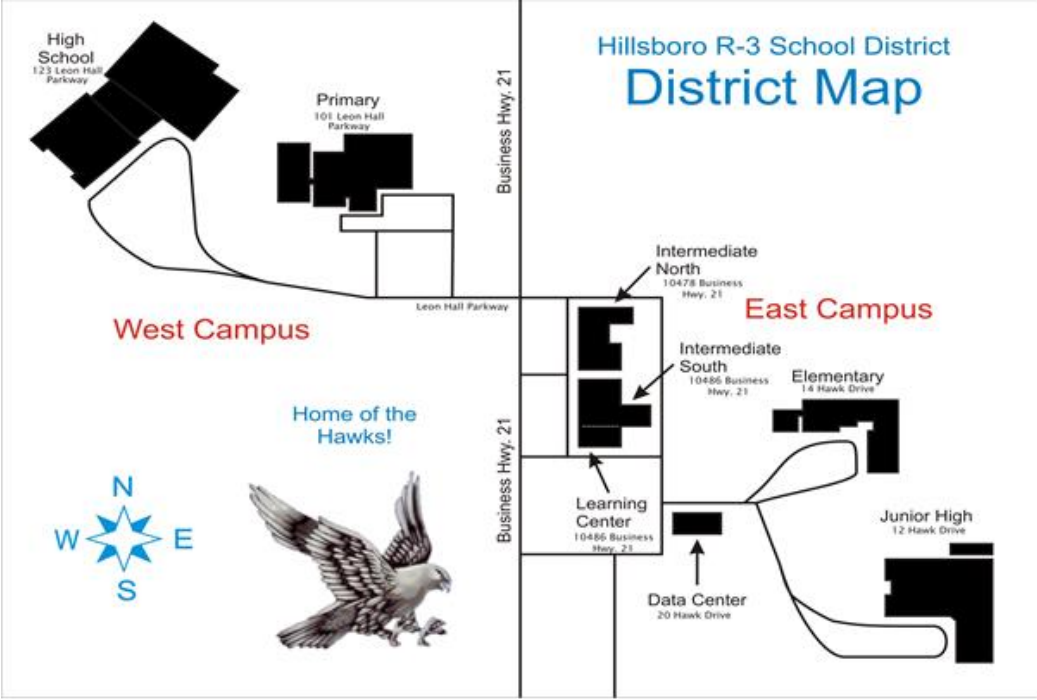


Substitute Handbook

2023-2024

Hillsboro R-3 School District

Teachers



DISTRICT CONTACTS AND EXTENSIONS

DISTRICT MAIN LINE: 636-789-0000

Office Secretary: Shylah Williams x4001

Administration Building

Personnel Services Supervisor:

Kim Uthoff x6008

Payroll/Benefits: Angie Boylan x6007

Human Resources: Betsy Noack x6040

Primary Building

Principal: Dr. Cathy Freeman x5003

Asst. Principal: Amy Phillips x5010

School Nurse: Jessica Taylor x5008

Office Secretary: Michelle Barciszewski
x5001

Elementary Building

Principal: Eric Detweiler x4003

Asst. Principal: Phil Jacquot x4004

School Nurse: Karly Peppers x4008

Intermediate Building

Principal: Leslie Marchetti x3003

Asst. Principal: Berry Ijames x3004

School Nurse: Melissa Agers x3008

Office Secretary: Kristi Moore x3001

Jr. High School

Principal: Bill Murphy x2003

Asst. Principal: Kimberly Copeland x2004

School Nurse: Kathy Woodham x2008

Office Secretary: Jaime Gansmann x2001

Hillsboro High School

Principal: Mark Groner x1003

Asst. Principal: Gary Drury x1004

Asst. Principal: Amber Parks x1007

Asst. Principal/AD: Chris Schacht x1015

School Nurse: Christina Campbell x1008

Bldg. Secretary: Christy Schacht x1002

Office Secretary: Julie Reiter x1019

Learning Center

Principal: Billy Reece x8603

Office Secretary: Katie Gallaway x8601

Welcome to the Hillsboro R-3 School District! You, as a member of the Substitute Teacher staff, are one of the most vital parts of our school system. It would be extremely difficult for us to operate our school efficiently without our Substitute Teachers. A dedicated, versatile person is needed to work with kindergarten students one day and high school students the next. We appreciate your willingness to serve as a Substitute Teacher for our students. We also acknowledge the challenging nature of this task.

This handbook, along with assistance from school staff, will enable you to assist us in meeting the educational needs of our students. This handbook will also assist in enabling you to make your substitute teaching a rewarding and successful experience. As a Substitute Teacher, you must follow the policies, rules, and regulations of the Hillsboro R-3 School District and the State of Missouri. Full copies of all Policies and Regulations may be obtained via the District website: www.hsdr3.org

Our goal is to work together to provide Hillsboro students with the best possible education. We wish you a successful, productive, and rewarding school year.

***Melissa Hildebrand
Associate Superintendent***

***Dr. Jon Isaacson
Superintendent***

EMPLOYMENT INFORMATION

PROCEDURES OF APPLICATION

Prospective Substitute Teachers may apply on our website at www.hsdr3.org, under Employment Opportunities at the bottom of the home page. To complete your application packet, you must have identification to prove your citizenship – see the I-9 form for a list of acceptable documents. You will need to apply for a substitute certificate thru DESE. The application and instructions can be found at <https://dese.mo.gov>. The Department of Elementary and Secondary Education (DESE) for the State of Missouri will only accept IDENTOGO fingerprints for securing background screenings for public school employees. All individuals must pre-register either online at www.machs.mo.gov, or by calling 1-877-862-2425 to schedule an appointment at one of the various locations available. You must provide the appropriate 4-digit code for the position you will have with our district: such as Certified Educator, or Teacher Substitute. The total cost will be *approximately* \$44.50 due at the time of your appointment. Arrive at the facility on time. You must present photo identification. It will take 5 minutes to process your fingerprints. Results will be sent directly to Hillsboro R-III & DESE.

We will not be able to use you in the classroom or as a Substitute Nurse until the background screening is returned with a favorable outcome and you have completed substitute orientation. You will be notified of the next available orientation after all the required paperwork and documents are received. If you are new to the District, you will need to interview with Dr. Jon Isaacson, Superintendent. If the background results are favorable and the interview process is successful, you will have a reasonable assurance of employment for the current school year.

Substitutes on the active call list may receive a letter of intention at the end of each school year. It is the responsibility of the Substitute to fill out all necessary forms in order to remain on the active sub list.

It is the responsibility of the Substitute Teacher to keep the Hillsboro R-III School District informed of any change in status that may affect their employment. The majority of substitute teaching assignments are made by telephone; therefore, prompt notice of any change in telephone number is imperative. It is also important for you to notify the District of any changes in address.

Substitute Teachers who terminate their services with the Hillsboro R-III School District are requested to submit a written resignation to **Betsy Noack at the Administration Building via email at noack_betsy@hsdr3.org.**

Substitute Teachers are maintained on the active call list contingent upon their ability to comply with personal and professional standards of conduct. Conduct detrimental to the reputation of the individual buildings and/or the Hillsboro R-III School District, not in the interest of the instructional program, or constituting a threat to the safety or well-being of students will be cause for removal from the Substitute call list.

Inactivity for a period of one year, excessive cancellations, and/or refusals of assignments will also result in the Substitute Teacher's removal from the substitute call list.

CERTIFICATION INFORMATION

Substitute Teaching Certificates are issued by the Missouri Department of Elementary and Secondary Education (DESE) to applicants who have completed a minimum of 36 semester hours from a regionally accredited college/university. A background and criminal history check are part of the DESE application process. Substitute certification applications are submitted through the local school district administration. Substitute Teacher Certificates are requested annually.

A Substitute holding a Missouri Teacher's Certificate or current Substitute Teacher's Certificate may substitute an unlimited number of days during a school year within the guidelines of ACA.

A professional staff member who has retired under the Missouri Public School Retirement System is limited to *550 hours of teaching during the school year.
***For Post-Retirement Substitute Teachers - Work Hour Limits have been waived until June 30, 2025.**

PAYMENT RATES

The rate of pay for Substitute Teachers is as follows for Substitutes working within the classroom with students for the **2023-2024** school year, including summer school.

Position	Full Day	Half Day	10+Consecutive Days
Classroom Teacher	\$100/105*	\$50/52.50*	\$125/130*
Sped Paraprofessional	\$100/105*	\$50/52.50*	n/a

*Retired Hillsboro R-III Teachers

Substitute Teachers scheduled and approved for Long-Term Positions will be paid \$130/day or \$65/half day starting on Day 1.

Substitute Paraprofessionals scheduled for Long-Term Positions will be paid at \$110/day \$55/half day.

It is important to keep a record of the job numbers for each assignment you accept so you can compare this with your paycheck to determine if you have been paid the correct amount. If you feel an error has been made on your paycheck, contact Kim Uthoff at the Administration Office: 789-0000, ext. 6008 or Angie Boylan at ext. 6007.

PAY PERIODS

Substitute Teachers are paid on the 15th and the last day of the month for the days they worked in the previous payroll period. If either of these days falls on a weekend, then you shall receive payment on the Friday prior.

PROCEDURAL INFORMATION

SUBSTITUTE TEACHING ASSIGNMENTS

The District Substitute Coordinator for the Hillsboro R-3 School District is Dr. Jon Isaacson, Superintendent and Betsy Noack, Human Resources.

In order for you to obtain substitute teaching assignments, you will need to access the Frontline Absence Management System. Absence Management is an automated phone and web-based substitute scheduling system. This web-based software program will be used to procure substitutes. Training will be given at the Substitute Orientation in late summer. There may be additional training during the school year, which is necessary for the safety and security of our students.

TEACHERS REPORTING ABSENCES

Teachers will report an absence to the Absence Management System in the evening and early morning. **The system will begin calling at 2:00 pm and will not call after 10:00 pm. Calling will resume from 5:00 am until 11:00 am.**

You may be called for a half-day because a teacher must leave school during the day or when there are half-day meetings. Occasionally the Absence Management System may call you in an emergency situation, allowing you only a short amount of time to report to school.

Many teachers turn in requests for substitutes in advance. Please feel free to view the available substitute jobs ahead of time.

Should a teacher ask you to substitute teach for him/her, please ask that teacher to contact the Absence Management System to report the absence and request a desired substitute.

CANCELING A JOB

Occasionally a Substitute must cancel an assignment due to personal or family illness, or emergency. If it becomes necessary to cancel an assignment for these reasons, please notify the system so that another substitute can be called.

If you need to cancel and it is more than one hour from the start of the job, please cancel in the Absence Management System. If it is less than one hour until the start of the job, please cancel in the Absence Management System and the designated building.

High School: 636-789-0010
Learning Center: 636-789-0080
Junior High: 636-789-0020
Intermediate: 636-789-0030
Elementary: 636-789-0040
Primary: 636-789-0050

SNOW DAYS

If you have been called to substitute and school is then canceled due to inclement weather, please do not report to school. School closings are reported over several media avenues including the District website (www.hsd3.org), District Facebook, District Twitter @Hillsboro_R3. It is the Substitute's responsibility to listen for school closings.

REPORTING TO SCHOOL

- **Arrive at your assigned building at the designated time, not later than 15 minutes prior to the start of school. For K-6 grade, you should report to the buildings by 8:00 am. When substituting for grades 7-12, you should report to the buildings by 7:00 am.**
- Report to the office upon arrival at the building. Sign in and pick up a Substitute pass and keys, if needed. Let the secretary know who you are and for whom you are substituting. The building secretary will direct you to the classroom. If you are substituting for the afternoon only, you may want to arrive a few minutes early so that you have time to review lesson plans.

- After obtaining your keys and room assignment, check the teacher's mailbox for information you may need to conduct class, lunch envelopes, announcements, etc. Locate and review the lesson plans for the day. Some classroom activities may require advance preparations or special equipment. After reviewing the lesson plans thoroughly, you should arrange to have materials, equipment, etc. available as needed. Familiarize yourself with the classroom schedule so you know what to expect as the day progresses.
- In some of the buildings, you may be requested to complete a Substitute Teacher Report Form. Please complete the form if requested, and return it to the office at the end of the day. All buildings will request that the teacher fill out a "Report on Substitute Teacher." This is done to ensure that our students are provided with the best supervision and instruction possible when the teachers are out. Substitutes, who exercise good classroom management skills, implement the lesson plans, leave the teacher a note informing them of the day's events, and follow building/District policies will receive a favorable report. Substitutes who consistently receive unfavorable reports subject themselves to removal from the Substitute call list.
- At the end of the day you may leave after the buses have departed. This is generally 5 or 10 minutes after school is out. The classroom should be left in good order and substitute reports completed.

DRESS FOR SUCCESS

The way you dress is an important factor for a Substitute Teacher. Studies have shown that there is a difference in how substitutes are perceived relative to their dress. The more professional you look, the better you will be able to command the respect you deserve.

BE A PROFESSIONAL

When you are substituting in the Hillsboro R-III School District, it is expected that you will conduct yourself in a professional manner. This goes for your interactions with other teachers, students, and staff. In your role as a Substitute, situations involving students, teachers and parents are going to occur that need to remain confidential and not be discussed outside the school. Any information concerning

teachers, students, or parents should be held confidential. Discussing such information outside the school in conversations is harmful to people, creates rumors, and fosters hard feelings. Avoid conversations with students which disclose personal information about you or them.

When substituting in the various buildings and classrooms, you should never compare other schools, Principals, teachers, or students with another. You should never talk badly concerning a teacher to a student or parent. Your attitude and professionalism will have a great deal to do with your acceptance by school faculty, staff, and students. All adults will be expected to conduct themselves in a manner reflective of a positive role model for children. Behavior contrary to this expectation will result in possible removal from the Substitute call list. Exemplify integrity, respect, hard work, and focus.

GENERAL TEACHING RESPONSIBILITIES

The role of a Substitute Teacher is to provide continuity of the instructional programs as planned by the regular teacher. Remember you are in the classroom to provide instruction so avoid a babysitting attitude. Effective learning activities and a positive working relationship with the students are necessary. As a Substitute, you will be asked to assume duties as the Principal directs. In emergency situations you may be asked to cover another teacher's classroom; you may also be asked to work during the teacher's planning period(s). You are subject to the same policies and must assume responsibility for students under your supervision and maintain a positive, orderly environment at all times.

The foremost responsibility of the Substitute Teacher is to teach, as well as possible, what the regular teacher has planned and outlined for the class. Follow the lesson plans as closely as possible. No substitute can be expected to implement any lesson exactly as the regular teacher, but the closer the substitute can approximate the teacher's procedures, the better it is for the students, the regular teacher, and even the substitute. You may not like or agree with what the teacher has planned but it is your job to implement the plans that the teacher has prepared. If you deviate from the lesson plans for any reason, leave a note for the teacher explaining the reason for the change and what you did as an alternative activity.

A summary of the day's activities should be left for the teacher on his/her desk. This communication is essential for the classroom teacher. Teachers have sometimes restricted Substitutes from their classroom because the Substitutes have not fully communicated information.

CLASSROOM MANAGEMENT

An effective substitute strives to create a climate in which success is expected, academics are emphasized, and the environment is orderly. As a Substitute Teacher, it is essential to understand and practice good classroom discipline and management. Exercising control of the situation from the very beginning is the key to successful substituting. This is necessary before any learning can occur. Often a class will test a Substitute Teacher. Your response to these situations is crucial. Teacher self-control is a must. You must begin by establishing order in the first minute of the first period of the day. Your responses must be calm, firm yet fair, and tempered with good humor. You can prevent many problems with a combination of planning, awareness, and sensitivity. To assist you in maintaining discipline, the following guidelines are recommended.

1. Conduct yourself as the teacher and accept the role of a professional. Be business-like and confident. The students will be watching to see what kind of person you are. Remember, that first impressions mean a great deal.
2. Remember that you are the adult and therefore not a "pal" to the students.
3. Set clean limits/standards/rules for the students and BE CONSISTENT in enforcing them. Your success in classroom management will depend to a great extent on your degree of fairness and consistent treatment. Students must know what to expect of you and what you expect of them. Uncertainty often leads to misbehavior.
4. Always insist that students address all teachers and adults by their titles: Mr., Mrs., Miss, Ms., etc.
5. Use peer social pressure to encourage good behavior. Do not punish the group for the misbehavior of one.
6. Expect students to behave and praise students for their good behavior.
7. As you speak, circulate in the classroom to monitor activity and to target possible trouble spots.
8. Use your voice, eyes, proximity, and other non-verbal communication.
9. Assist students when they request help. This avoids disruptions that may be caused later by the student's frustration.
10. Pause and wait, if necessary, for attention and silence.
11. Know when to overlook. Don't seek trouble. Overlook small things which are unintentional and do not matter.

12. Know when to assert yourself. This is one of the most important principles in maintaining proper classroom control.
13. Distinguish between unintentional and intentional pupil misbehavior.
14. Distinguish between pupil discussion and pupil argumentation.
15. Distinguish between pupil humor and pupil insolence.
16. **Avoid sarcasm, which is destructive; shouting, which can indicate a loss of control; and any kind of corporal punishment – NEVER TOUCH A STUDENT IN A HOSTILE OR AGGRESSIVE MANNER.**
17. Don't make promises or threats that you may not be able to keep. Students are quick to see through and lose respect for the teacher who continually threatens, but who does nothing about pupil misbehavior
18. Keep activities moving and students working.
19. Use a positive approach.
20. If you need to discuss a problem with a student, do so privately. Many students will become more rebellious if an adult humiliates them in front of others. This will avoid a power struggle.
21. If you are having problems in maintaining classroom discipline, contact the building administrator.

First and foremost, the supervision and safety of the students is your responsibility. Let this be your guiding principle on what you let the students do and where you let them go. As the teacher you are responsible for the supervision of students in and outside of the classroom. Be at the door greeting students as they come in, if possible. Immediately after the bell rings or morning announcements are completed, take the initiative by introducing yourself and writing your name on the board. Announce that you will be following the plans left by their regular teacher and that you will be leaving a summary of the day for the teacher to review on his/her return.

Being positive and giving encouragement is the best way to manage a classroom. Substitute Teachers are to follow the classroom management system established by the regular classroom teacher and the building which is assigned. If no procedures are evident, briefly outline your rules and expectations for them, including consequences for misbehavior. Follow through on these in a consistent and fair manner. Do not make threats of punishments that you cannot enforce to individuals or the group. If necessary, consult with an administrator to see what alternatives are available for coping with behavior problems. When reasonable requests have been used and a student continues to be insubordinate or unmanageable, seek assistance from the office. Don't be afraid to call the office for help; Principals expect a good Sub to do this rather than let a situation get out of control. Although good behavior is subjective, you should expect it. Students, in most cases, respond to what is expected of them. Set your tone in a positive manner and expect the students to follow classroom and building rules.

THERE IS NO CORPORAL PUNISHMENT OF ANY KIND ALLOWED AT ANY GRADE LEVEL, and one should never touch a student as a means of discipline.

We ask that you not place students in the hallway, embarrass anyone, or leave the room unattended. If you need assistance, you may send a student to the office or use the call button if one is available.

The District provides liability insurance for Substitutes, however, if you place yourself in a position that is not defensible, it may be a problem for everyone.

ELEMENTARY

Basic school rules for children in K-6 are:

- Students go from place to place in line with supervision
- Students keep hands and feet to themselves
- Students may not swear or threaten others
- Students may follow the instructions of staff members and substitutes
- Students are to walk at all times
- Students share in the responsibility of keeping the building clean
- Students must always be respectful of others
- Students have to be walked to the bus at the Primary

For ease in identifying students, a good procedure is to ask them to write their names on a card and tape it to the front of the desks. If a seating chart is not available at the elementary level, calling roll is acceptable for attendance.

Particularly at the elementary level, having a “bag of tricks” available will be helpful. Even the best of plans sometimes fall short, leaving extra time to fill. A collection of games, stories, art projects, puzzles, riddles, etc. to use as fillers will help you maintain a controlled environment. However, the first priority is to complete the lesson plans for the day in an effective manner.

When substituting in elementary schools please have the daily schedule on the board and review it throughout the day so the students know what work to do without having to ask numerous questions.

Provide the teacher with a note detailing the day:

- a. Include what was accomplished by subject area; i.e. reading, math, language arts, etc.
- b. Make a list of students who leave the class, the time and where they are going. Students may leave for special education classes, gifted classes, band, nurse, or office.
- c. Make a list of students who were very helpful or those who caused problems, and how they were helpful or problematic.
- d. Grade papers, if requested by the teacher.

SECONDARY

At the secondary level, it is best to have the assignment for the day on the board and have the students begin working before taking attendance. Please take attendance each hour and inform the office when a student is absent. An updated seating chart should be available, but if there are discrepancies, please make a note to the teacher.

Placing the assignment on the board before the students arrive will make for a smoother transition, reduce confusion and reduce possible discipline problems. As students are working, circulate throughout the class, asking questions or assisting as necessary. Explain to them that there are three options for them when their work is complete: 1) continue with other work for the class, 2) work on an assignment from another class, however, they are not allowed to go to their locker if they do not have the materials, or 3) sit quietly.

TIPS FOR MAINTAINING A POSITIVE ENVIRONMENT

1. Be sure the students know your name and try to use their name if at all possible.
2. Avoid sarcasm, ridicule, or negative comments; a positive respect for all is essential.
3. If you appear enthusiastic and pleased to be there, the students will respond accordingly.

4. Limit the amount of talking you do and maintain a quiet, assertive tone at all times.
5. Review the existing rules about talking, getting out of their seats, and leaving the classroom. If you are unaware of the classroom rules, establish them yourself; the rules should be simple to follow and reasonable.
6. Be sure the students are supervised at all times.
7. Deal with misbehavior in a quiet, calm, matter-of-fact manner without embarrassing the student.
8. Keep the teacher's desk and confidential material secure.

LIABILITY

Actions which are not defensible could have legal implications and possibly result in losing your position are as follows:

- ***Leaving class or individual students under your care unattended***
- ***Allowing a stranger to enter or attend your class***
- ***Allowing a student to leave the building***
- ***Allowing disruptive or violent behavior in classroom***
- ***Physically touching or punishing a student***
- ***Giving verbal abuse***
- ***Promoting or allowing sexual innuendos, conversation, or actions***
- ***Releasing a child to a parent or anyone without going through the office***
- ***Transporting a student in a personal vehicle***
- ***Keeping student after school without parent/ guardian permission***
- ***In elementary grades, not escorting students to designated areas (art, music, PE) or not escorting them back to the classroom from these areas – students are also escorted to the bus loading area***
- ***In secondary grades, not being at a duty station before, after, and between classes***
- ***Not following up when a student is overdue in returning to the classroom***

TOBACCO-FREE DISTRICT

The Hillsboro R-III School District has a “Smoke-Free and Tobacco Free” policy in effect. Smoking or other use of tobacco products is prohibited in all school facilities, buildings, buses, and on all school grounds. This includes electronic smoking devices or items that are similar in nature. This ban extends to all employees, students, and patrons attending school-sponsored athletic events and meetings.

DRUG-FREE DISTRICT

The Hillsboro R-III School District recognizes that employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the Board of

Education does not tolerate the manufacture, use, possession, sale, distribution, or being under the influence of controlled substances or alcoholic beverages on any school property or during any period of time an employee is supervising students on behalf of the school district or is otherwise engaged in school district business.

Any employee who violates this policy will be subject to disciplinary action which may include employment suspension, terminations, and referral for prosecution.

CHILD ABUSE

Be alert to any symptoms that indicate possible abuse. Contact a building administrator or counselor if you have a concern about a student.

SUBSTANCE ABUSE

If you suspect abuse on the part of a student, contact a building administrator. Do Not confront students involved with such infractions.

EMERGENCY PROCEDURES

Locate the emergency information in each classroom to familiarize yourself with the emergency procedures. This information should be posted near the doorway; if it is not, check with the office. In some cases, you may be substituting in a

school when a drill is conducted for one of the emergency situations. It is your responsibility to know and carry out the appropriate procedures.

ILLNESS/INJURY

If a student in your room becomes ill or injured, send the student to the Nurse for minor illness. Fill out the nurse referral form and send it with the child. Seek assistance if the student is unconscious or seriously injured.

Students should not be left unattended during the regular school day for any reason. If an emergency arises, send a student messenger to obtain assistance from a nearby room, or call the office.

MEDICATIONS

Unauthorized administration of medication to students can have serious legal consequences. **Under no circumstances should a Substitute Teacher administer or permit a student to take medication unless directed to do so by the office or school nurse.** If you have any questions, please contact the office.

CONFIDENTIALITY / ACCESS TO STUDENT RECORDS / STUDENT INFORMATION

Just as with all District staff members all information concerning a student is confidential. This information may not be discussed with other citizens in the community. Please make sure you work to keep any information about any student confidential. This includes information such as grades, behavior, parents, school placement in special programs, and any other private information. Substitute Teachers shall never have access to any student records.

BOARD OF EDUCATION POLICIES

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION - AC CRITICAL

GENERAL RULE

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

The Board also prohibits:

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

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

ADDITIONAL PROHIBITED BEHAVIOR

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

Interim Measures

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

Consequences and Remedies

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

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

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

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

Remedies provided by the District will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing

an escort between classes, or allowing the victim to retake or withdraw from a class. The District may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the District.

Definitions

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

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

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

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

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

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the District's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The District presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

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

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

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

Compliance Officer

The Board designates the following individual to act as the District's Compliance Officer:

Superintendent of Schools
Hillsboro R-III School District
100 Leon Hall Parkway
Hillsboro, MO 63050
Phone: 636-789-0060
Fax: 636-789-3216

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:

Assistant Superintendent
Hillsboro R-III School District
100 Leon Hall Parkway

The Compliance Officer or acting compliance officer will:

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

13. Perform other duties as assigned by the Superintendent.

Public Notice

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

Reporting

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

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

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

Student-on-Student Harassment

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

Investigation

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

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

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the Compliance Officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the Superintendent, the Compliance Officer may designate someone outside the District to hear the grievance in lieu of the Superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the District's Compliance Officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.

4. The District will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.

5. The District will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.

6. Upon receiving a grievance, district administrators or supervisors, after consultation with the Compliance Officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the District's Compliance Officer. The Compliance Officer may, at his or her discretion, assign a school Principal, or other appropriate supervisor to conduct the investigation when appropriate.

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

Within 30 working days of receiving the grievance, the Compliance Officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the Compliance Officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the Compliance Officer conducts the investigation, the Compliance Officer or Acting Compliance Officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the District's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the Compliance Officer's decision to the superintendent by notifying the Superintendent in writing. The Superintendent may, at

his or her discretion, designate another person (other than the Compliance Officer) to review the matter when appropriate.

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

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

Confidentiality and Records

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

Training

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

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

**FILE: JFCF
CRITICAL**

HAZING AND BULLYING

General

In order to promote a safe learning environment for all students, the Hillsboro R-III School District prohibits all forms of hazing, bullying, and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension, or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, District staff, coaches, sponsors, and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage, or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building Principal. The Principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The Superintendent will provide for appropriate training designed to assist staff, coaches, sponsors, and volunteers in identifying, preventing, and responding to incidents of hazing and bullying.

The District shall annually inform students, parents, District staff, and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written

policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Definitions

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the District and legitimately related to the purpose of the organization.

Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm. * * * * *

2023-2024 PAY DATE SCHEDULE

HILLSBORO R-III SCHOOL DISTRICT SEMI-MONTHLY PAY DATES FOR 2023-2024						
PAY DATE	TEACHER CHECKS	12-MONTH CLASSIFIED CHECKS	10-MONTH CLASSIFIED CHECKS	11-MONTH CLASSIFIED CHECKS	PAY PERIOD START	PAY PERIOD END
7/14/23		1			6/16/2023	6/30/2023
7/31/23		2			7/1/2023	7/15/2023
8/15/23		3			7/16/2023	7/31/2023
8/31/23	1	4		1	8/1/2023	8/15/2023
9/15/23	2	5	1	2	8/16/2023	8/31/2023
9/29/23	3	6	2	3	9/1/2023	9/15/2023
10/13/23	4	7	3	4	9/16/2023	9/30/2023
10/31/23	5	8	4	5	10/1/2023	10/15/2023
11/15/23	6	9	5	6	10/16/2023	10/31/2023
11/30/23	7	10	6	7	11/1/2023	11/15/2023
12/15/23	8	11	7	8	11/16/2023	11/30/2023
12/29/23	9	12	8	9	12/1/2023	12/15/2023
1/12/24	10	13	9	10	12/16/2023	12/31/2023
1/31/24	11	14	10	11	1/1/2024	1/15/2024
2/15/24	12	15	11	12	1/16/2024	1/31/2024
2/29/24	13	16	12	13	2/1/2024	2/15/2024
3/15/24	14	17	13	14	2/16/2024	2/28/2024
3/28/24	15	18	14	15	3/1/2024	3/15/2024
4/15/24	16	21	15	16	3/16/2024	3/31/2024
4/30/24	17	21	16	17	4/1/2024	4/15/2024
5/15/24	18	21	17	18	4/16/2024	4/30/2024
5/31/2024 - *All 2023-24 Ins Prems Due*	19	22	18	19	5/1/2024	5/15/2024
6/14/23	20	23			5/16/2024	5/31/2024
6/28/24	21	24			6/1/2024	6/15/2024
<u>Summer Payments = Non 12-month Certified</u>						
Last week of June 2024 - For July 15 '23 Paycheck	22					
Last week of June 2024 - For July 31 '23 Paycheck	23					
Last week of June 2024 - For August 15 '23 Paycheck	24					
Pay dates will be the 15th and the last day of month (unless on holiday/weekend, then preceding business day)						
Teacher Hourly Assignments (current time sheet items - except Homebound, athletic workers, etc.) paid once						

SUBSTITUTE TEACHER / PARA

10+ CONSECUTIVE DAYS TIME SHEET

SUBSTITUTE NAME: _____						RETIREE: YES / NO
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Date	Monday	Tuesday	Wednesday	Thursday	Friday		TOTAL DAYS WORKED _____ Initial below if half day should be paid as a full day _____
	Full Day	Full Day	Full Day	Full Day	Full Day		
	Half Day	Half Day	Half Day	Half Day	Half Day		
Teacher							

Date	Monday	Tuesday	Wednesday	Thursday	Friday		TOTAL DAYS WORKED _____ Initial below if half day should be paid as a full day _____
	Full Day	Full Day	Full Day	Full Day	Full Day		
	Half Day	Half Day	Half Day	Half Day	Half Day		
Teacher							

Date	Monday	Tuesday	Wednesday	Thursday	Friday		TOTAL DAYS WORKED _____ Initial below if half day should be paid as a full day _____
	Full Day	Full Day	Full Day	Full Day	Full Day		
	Half Day	Half Day	Half Day	Half Day	Half Day		
Teacher							

****Initiailling the "half day paid as full day" lines above indicates that you have made an attempt to either find a full day assignment or another half day assignment to complete a full day, but none were available. Initiailled half days will be paid at the full day rate once they have been verified by the payroll department.****

SUBSTITUTE SIGNATURE: _____	TOTAL DAYS WORKED THIS PAY PERIOD _____
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*****PLEASE RETURN FORM TO ANGIE BOYLAN @ CENTRAL OFFICE-PAYROLL*****

*Substitutes are eligible to receive long term sub pay once they have worked 10 consecutive days within the district. The long term sub rate is \$125 per day or \$130 for retirees.

*After 10 consecutive days of work, the sub will receive long term sub pay beginning on the 11th day and any consecutive days thereafter.

*Substitutes may work in various buildings and for multiple teachers, but days must be consecutive to be eligible for long term sub pay.

*If there is any break in consecutive days, the substitute must start their 10 consecutive days over again.

*Half day sub assignments may be counted as a full day as long as there are no other jobs available that day

*Please send completed forms to Angie Boylan in the Payroll Department via email or campus mail at the end of each pay period. Pay periods end on the 15th and the last day of each month.

