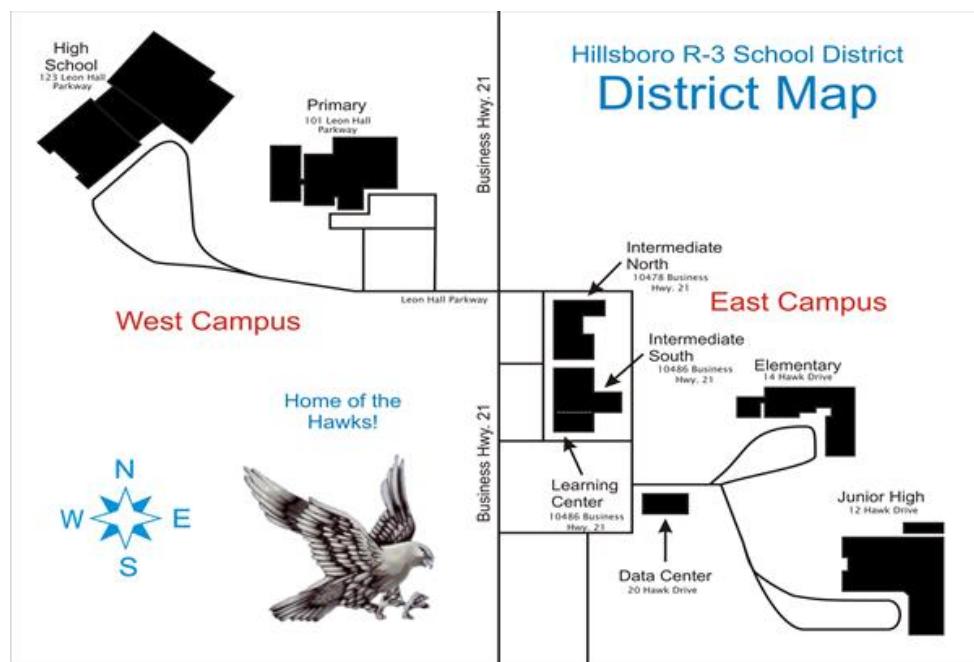


Classified Part-Time & Substitute Handbook

2023-2024

Hillsboro R-3 School District

Classified Staff



DISTRICT CONTACTS AND EXTENSIONS

DISTRICT MAIN LINE: 636-789-0000

Administration Building

Payroll/Benefits Secr.: Angie Boylan X 6007
Human Resources Specialist: Betsy Noack X 6040
Personnel Payroll Supervisor: Kim Uthoff X 6008

Primary Building

Principal: Dr. Cathy Freeman X 5003
Assistant Principal: Amy Phillips X 5010
School Nurse: Jessica Taylor X 5008
Office Secretary: Michelle Barciszewski X 5001

Elementary Building

Principal: Eric Detweiler X 4003
Assistant Principal: Phil Jacquot X 4004
School Nurse: Karly Peppers X 4008
Office Secretary: Shylah Williams X 4001

Intermediate Building

Principal: Leslie Marchetti X 3003
Assistant Principal: Berry Ijames X 3004
School Nurse: Melissa Agers X 3008
Office Secretary: Kristi Moore X 3001

Jr. High School

Principal: Bill Murphy X 2003
Assistant Principal: Kimberly Copeland X 2004
School Nurse: Kathy Woodham X 2008
Office Secretary: Jamine Gansmann X 2001

Hillsboro High School

Principal: Mark Groner X 1003
Assistant Principal: Amber Parks X 1004
Assistant Principal: Gary Drury X 1007
Asst. Principal/A.D.: Chris Schacht x1015
School Nurse: Christina Campbell X 1008
Office Secretary: Julie Reiter X 1019
Bldg. Secretary: Christy Schacht X1002

Learning Center

Principal: Billy Reece X 8603
Office Secretary: Katie Gallaway X 8601

Operations

Sr. Operations Director: Dr. Clay LaRue x8003
Maintenance Director: Ray Bess X 3501
Asst. Transportation Director: Jim Brooks X8005
Operations Secretary: Jonelle Frasca x8008

Welcome to the Hillsboro R-3 School District! You, as a member of the Part-Time Food Service and/or Substitute Classified 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 Classified Substitutes and part-time Food Service Workers. We appreciate your willingness to serve our district. 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 needs of our district. This handbook will also assist in enabling you to make your time a rewarding and successful experience. As a Substitute Staff and/or Part-Time Food Service member; 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 and facilities. 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 staff may apply at the Administration Building or by linking to an on-line application on the District website. To complete your application packet, you must have identification to prove your citizenship – see the I-9 form for a list of acceptable documents. All individuals must pre-register either online at www.machs.mo.gov, or by calling 1-877-862-2425 to schedule your background check appointment at one of the various locations available. The total cost will be approximately \$44.80 due at the time of your appointment. This cost is non-reimbursable. 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.

We will not be able to use you in a building or as a substitute nurse until the background screening is returned with a favorable outcome and you have completed an orientation. You will be notified of the next available orientation after all the required paperwork and documents are received. If the background results are favorable and the interview process is successful, you will have a reasonable assurance of employment for the school year.

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

It is your responsibility to keep the Hillsboro R-3 School District informed of any change in status that may affect your employment. The majority of substitute 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 staff who terminate their services with the Hillsboro R-3 School District are requested to submit a written resignation to **Betsy Noack at the Administration Building**.

Substitute staff and Part-Time Food Service employees 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, departments and/or the Hillsboro R-3 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 staff member's removal from the substitute call list.

SUBSTITUTE INFORMATION

A substitute may substitute an unlimited number of days during a school year.

A STAFF MEMBER WHO HAS RETIRED UNDER THE MISSOURI PUBLIC SCHOOL RETIREMENT SYSTEM IS LIMITED TO *550 HOURS DURING THE SCHOOL YEAR *Waived through 6/30/2025

PAYMENT RATES

The rate of pay for substitute staff is as follows for the 2023-2024 school year, including summer school.

2023-2024 Classified Substitute and Temporary Assignments	
<u>Position</u>	<u>Rate</u>
Substitute Bus Driver	\$18.25/hr
Substitute Secretary	Beginning rate of position
Substitute Custodian	\$13.25/hr
Substitute Security	\$16.00/hr
Substitute Maintenance	\$14.50/hr

Substitute Health Aide	\$16.00/hr
------------------------	------------

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.

Lunch Room Aide Salary Schedules. In order to be eligible for step movement should the Board of Education approve step increases for all classified staff, a Lunch Room Aide must work a minimum of 500 hours in food service during the previous fiscal year (July 1, 20xx – June 30, 20xx).

Part time staff members do not have leave time. However, if you need to take time off you are able as long as you communicate with your manager.

Part time schedules will be developed using performance and attendance as standards for hours. If you take extended time off, please be advised that another part time person will be scheduled in that place.

When individuals who take extended time off come back, they may have to wait to be put back on a daily schedule until we have a need. It may not be the same building.

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
Summer Payments = Non 12-month Certified						
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

The District Substitute Coordinator for the Hillsboro R-3 School District is Dr. Jon Isaacson, Superintendent.

In order for you to obtain substitute assignments, you will need to access the Time Clock System. Training will be given at the Substitute Orientation. There may be additional training during the school year, which are necessary for the safety and security of our students.

STAFF REPORTING ABSENCES

Staff will report an absence in the evening and early morning.

You may be called for a half-day because a staff member must leave school during the day or when there are half-day meetings.

Should a staff member ask you to substitute for him/her, please ask that staff member to contact their supervisor 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 Department Director or Secretary so that another substitute can be called.

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 twitter @Hillsboro_R3. It is the substitute's responsibility to listen for school closings.

REPORTING TO ASSIGNMENT

- **Arrive at your assigned building at the designated time. You will need to go to the Main Office and clock in.**

- Report to the office upon arrival at the building/department. CLOCK IN and pick up a substitute pass and keys, if needed. Let the secretary know who you are and for whom you are substituting.
- In some of the buildings you may be requested to complete a Substitute Staff member Report Form. Please complete the form if requested and return it to the office at the end of the day. Some buildings will request that the staff member fill out a “Report on Substitute Staff member.” This is done to ensure that our students are provided with the best possible substitute when the staff are out. Substitutes, who exercise good work skills, arrive on time, and leave 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 work day you may leave after all duties are complete.

DRESS FOR SUCCESS

The way you dress is an important factor for a substitute staff member. 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-3 School District, it is expected that you will conduct yourself in a professional manner. This goes for your interactions with other staff, students, and staff. In your role as a substitute, situations involving students, staff and parents are going to occur that need to remain confidential and not be discussed outside the school. Any information concerning staff, 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, staff or students with another. You should never talk badly concerning a staff member 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 RESPONSIBILITIES

As a substitute staff member, it is essential to understand and practice good discipline and management. Exercising control of the situation from the very beginning is the key to successful substituting. While working in a school setting, a student or parent may interact with you as a substitute staff member. Your response to these situations is crucial. Staff member self-control is a must. 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 staff member 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 an adult and therefore not a “pal” to the students.
3. Always insist that students address all staff and adults by their titles: Mr., Mrs., Miss, etc.
4. Use your voice, eyes, proximity, and other non-verbal communication.
5. Assist students or parents when they request help.
6. Know when to overlook. Don’t seek trouble. Overlook small things which are unintentional and do not matter.

First and foremost, the supervision and safety of the students is your responsibility. 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.

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.

LIABILITY

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

- *Leaving class, the bus, an area or individual students under your care unattended*
- *Allowing a stranger to enter or attend your bus or the building during the school day*
- *Allowing a student to leave the building during the school day*
- *Allowing disruptive or violent behavior in classroom, school, or bus*
- *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 during school hours.*
- *Transporting a student in a personal vehicle*
- *Keeping student after school without parent/ guardian permission*

TOBACCO-FREE DISTRICT

The Hillsboro R-3 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-3 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, bus or area to familiarize yourself with the emergency procedures. This information should be posted near the doorway; if it is not, check with the office or your Department Director. In some cases, you may be substituting in a school or bus 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, bus or area 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, 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 staff member 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 staff shall never have access to any student records.

BOARD OF EDUCATION POLICIES

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

General Rule

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

Hillsboro, MO 63050

Phone: 636-789-0060

Fax: 636-789-3216

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.

* * * * *

