

WAYNESVILLE R-VI SCHOOL DISTRICT



TRANSPORTATION EMPLOYEE HANDBOOK 2011-2012

Originally Adopted August 1990
Latest Revision April 29, 2011

The Waynesville R-VI School District does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a Vietnam-era Veteran in admission/access to, or treatment/employment in its programs and activities.

Any persons having inquiries concerning compliance with the regulations implementing federal legislative requirements is directed to contact the building level principal or the assistant superintendent at (573) 774-6194 (Title IX, Title VI, and ADA), or the administrative assistant for special services at (573) 774-6407 (Section 504).

The transportation handbook guidelines are governed by the Waynesville R-VI School Board Policies. Board policies amended or adopted from those stated in the handbook are immediately enforced.

Transportation handbooks and Board policies may be viewed online at <http://waynesville.k12.mo.us>

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TRANSPORTATION GOAL

The Waynesville R-VI School District is committed to the goal of providing a safe, efficient, and pleasant bus ride daily for its students. To meet this goal, the District will operate equipment that is well-maintained and clean.

Transportation employees will receive regular in-service training to reach and maintain safe driving skills. In addition, each employee will be expected to be neat in appearance and to always exhibit a caring and courteous attitude.

TRANSPORTATION WELFARE COMMITTEE

In order to provide safe, dependable transportation for our district's students, the mission of the Transportation Welfare Committee is to provide all personnel with representation, resources, and guidelines for:

- ✓ Employment Concerns
- ✓ Welfare Support
- ✓ Morale Building
- ✓ Career Development
- ✓ Skill Improvement
- ✓ Research and Planning

Comments and concerns will be reviewed by the committee chairperson on the last Tuesday of each month and presented to the transportation welfare committee as applicable on the first working Tuesday of the next month. If a concern or question is district related, or cannot be satisfactorily handled at the department level, it will be referred to the District Welfare Committee to be discussed at their monthly meeting. Responses to all welfare concerns will be made available to all personnel. When an employee submits a concern or suggestion, we ask for no identification and make no attempt to find out who you are.

SECTION I

PAYROLL PROCEDURES AND FRINGE BENEFITS

1. Compensation

See pages 6 and 7 for salary schedules.

2. Pay Periods

Hourly Bus operators and Bus aides are paid on the fifth day of each month with this exception: when payday falls during a scheduled holiday or school recess, pay stubs will be issued the last work day preceding the recess.

If an employee is absent from work on a specific payday, the employee may request the payroll office to mail his/her pay stub to the address on file in the Personnel Office.

A pay stub will be released only to the actual employee unless the employee authorized in writing that its release should be made to someone else.

3. Salary Placement Advancement and Change

Employees who work a minimum of 135 school days in a school year for each position in the prior year will be eligible for advancement on the salary schedule beginning July 1. New employees may be allowed a maximum of four (4) years prior transportation experience for salary schedule placement.

4. Salary Withholdings

Salary deductions are allowed only upon approval by the Board of Education. A variety of deductions are currently in effect:

- ✓ Federal tax
- ✓ State tax
- ✓ Social Security
- ✓ Medicare
- ✓ PEERS (Public Employee Education Retirement System)
- ✓ Tax Sheltered Annuities

5. Social Security and Medicare Programs

All classified employees must contribute an amount as required by law to Social Security. The Waynesville R-VI School District also contributes an amount as required by law. Under government regulation all employee earnings must be reported with the Social Security numbers. Because of this regulation, no payroll checks can be written without the employee's Social Security number. Any employee noting an error in his/her Social Security number should contact the Personnel Services Office immediately.

6. Retirement Plan

All full-time, standard, and regular employees who work twenty (20) or more hours per week unless they hold teacher certification (in which case they enroll in the Public School Retirement System of Missouri) must enroll in the Public Employee Education Retirement System. Beginning July 1, 2011, the employee will contribute 6.86 percent of his/her income to the plan and the school district contributes a matching amount. This amount is subject to change by the Retirement System. Employees who terminate their employment with the district may withdraw their contributions according to the rules and regulations of the Retirement System and must personally contact the Retirement Office in Jefferson City concerning this withdrawal. The address is P.O. Box 268, Jefferson City, Missouri 65102. The toll free number is 1-800-392-6848. The retirement system manual is available at www.psr-peers.org.

7. Worker's Compensation

Pursuant to state law, an employee of the Waynesville R-VI School District who is injured, killed or who is exposed to and contracts any occupational disease arising out of and in the course of employment is eligible for compensation in accordance with this policy and the Missouri Workers' Compensation Law.

All employees of the Waynesville R-VI School District are covered under the Worker's Compensation law for injuries sustained during the course of employment. All Workers' Compensation injuries are to be reported immediately to the employee's immediate supervisor, who, in turn, will notify the Operational Services Office regarding the injury. All employees who have suffered a **"Worker's compensation related injury"** are **REQUIRED to seek treatment at St. John's Clinic, 608 Old Route 66 E, St. Robert, MO 65584, Telephone (573) 336-5100. "Initial Treatment" at any other facility will not be approved, nor paid, by the Waynesville R-VI School District.** If an "emergency injury" occurs, and the physicians at St. John's Clinic are unavailable to provide medical treatment, the employee should seek treatment at the nearest available medical facility.

All absences related to Workers' Compensation will be keyed to available health leave or a deduction absence.

8. Garnishments

All garnishments are processed under the regulations of the Federal Garnishment Law.

9. Fringe Benefits

A. Annual Paid Holidays – Each designated regular route driver and hourly bus aide will receive 11 paid holidays per school year. They shall be compensated at the rate of 6 hours per day.

The 11 annual paid holidays for the 2011-2012 school year will be:

November 11	Veteran's Day
November 24	Thanksgiving Day
December 25	Christmas Vacation
December 26	Christmas Vacation
December 31	New Year's
January 1	New Year's
January 16	Martin Luther King Day
March 13	Spring Break
March 14	Spring Break
March 15	Spring Break
March 16	Spring Break

B. Health Leave – each designated regular route driver and bus aide will receive one health leave day per month for a maximum total of nine days per year which may be used during the regular school year. This does not include summer school.

C. Health Leave Accumulation – unused health leave will be allowed to accumulate to 25 days as defined in 7B at the rate of 6 hours. There will be no reimbursement for unused health leave upon leaving employment with the school district.

D. Annual regular Health Examinations for Bus Operators will be district paid and must be completed by a district approved physician.

E. Employee IDs will be used instead of activity passes for employee and **IMMEDIATE** family members only. This will exclude all state sponsored activities.

HOURLY BUS OPERATOR SALARY SCHEDULE

2011-2012

<u>Year</u>	<u>Hour</u>
X0*	\$11.47
0	13.10
1	13.30
2	13.58
3	13.80
4	14.02
5	14.24
6	14.60
7	14.88
8	15.13
9	15.37
10	15.64
11	15.95
12	16.23
13	16.55
14	16.89
15	17.22
16	17.55
17	17.88
18	18.22
19	18.55

EMPLOYEES MUST WORK AT LEAST 135 WORK DAYS IN ORDER TO ADVANCE ON THE PAY SCALE

Trip Payment Salary Schedule

The pay shall be \$9.35 per hour from the time the bus leaves garage until return. Each trip will carry a two (2)-hour minimum time charge. A room will be provided if the trip is an overnight trip. The driver will be reimbursed for meal expenses for out of town trips as set in the Classified Employee Handbook.

HOURLY BUS AIDE SALARY SCHEDULE

2011-2012

<u>Year</u> X0*	<u>Hour</u> \$7.41
0	7.46
1	7.76
2	8.04
3	8.27
4	8.45
5	8.75
6	8.99
7	9.26
8	9.47
9	9.72
10	9.99
11	10.17
12	10.39
13	10.69
14	11.00

EMPLOYEES MUST WORK AT LEAST **135** WORK DAYS IN ORDER TO ADVANCE ON THE PAY SCALE

ADMINISTRATIVE PROCEDURES FOR ASSIGNING ACTIVITY TRIPS

1. All bus operators may sign up for activity trips.
2. There are six (6) different categories of activity trips. The categories are as follows:
 - a. Any activity trips (this includes all categories)
 - b. Local activity trips (within a 30 mile radius)
 - c. Activity trips between routes only
 - d. Evening activity trips (those leaving after the p.m. route)
 - e. Weekend activity trips
 - f. Overnight activity trips
3. As assignments come into the transportation office, they will be assigned by the Director or designee according to the interests reflected by the drivers in each of the six (6) groups. The director or designee will take into account the number of hours worked during the week by the drivers.
5. The Driver must notify the Director no later than two (**2**) days before the assigned trip that a conflict will keep him/her from fulfilling the assigned activity trip.
6. An alternate driver will be assigned at the discretion of the Director or designee due to time constraints or other unforeseen circumstances.
7. Unforeseen or emergency requests for activity trips with less than five (**5**) school days notice will be filled at the discretion of the Director or designee.
8. The bus assigned on each activity trip will be approved by the director or designee.

ACTIVITY TRIP PROCEDURES

1. Verify the activity trip with the Dispatcher
2. Fill out all paperwork completely, accurately, and legibly
3. Obtain the gate key and/or credit card if needed
4. Perform a complete Pre-Trip Inspection. The procedures are on the back of the clipboard
5. Ensure the bus is fueled
6. Communicate with the sponsor about the details of the activity trip
7. Get the student roster from the sponsor
8. Locate and demonstrate the emergency exits
9. Do not block the back door and keep the aisle clear
10. Be courteous at all times
11. Upon the completion of the trip:
 - a. Ask the sponsor for assistance in getting the bus clean
 - b. Prior to leaving the school inspect the bus for lost items
 - c. Have the sponsor sign the Activity Trip form
 - d. Fuel the bus
 - e. Clean the bus
 - f. Perform a Post-Trip Inspection
 - g. Ensure that all paperwork is filled out completely, accurately, and legibly
12. Turn in the paperwork to the secretary promptly (no later than the following working day, the drop box may be used)
13. Promptly notify the Director of any problems or issues

SECTION II

PERSONNEL POLICIES, PROCEDURES, RULES AND REGULATIONS

1. Equal Opportunity Employment

No person shall be denied employment, re-employment or advancement, nor shall be evaluated on the basis of sex, marital status, race, color, creed or national origin. Age shall be considered **only** with respect to minimums as specified by state law, federal law or policies of this Board.

2. Probationary Periods

A. New Employees: All new transportation employees will be subject to a sixty (60) calendar day probationary period during the regular school year. *If training during summer break, only the days the employee actually works will be counted on the probationary period.* The Director of Transportation may recommend an extended thirty (30) day probationary period for an employee whose performance was not satisfactory. Inadequate performance of work during this period will result in termination. **All new employees will remain on probationary status until fingerprint and background clearances are verified.**

B. Employees Receiving a Promotion or Transfer: All employees changing to a different position within the district will be subject to a thirty (30) working day probationary period for the new job assignment.

3. Relationship with Students, Other Employees, and Parents

Laws of Missouri only permit a certificated employee to discipline a pupil. When a bus operator or bus aide observes unruly behavior by a pupil, he/she should report the incident to the Director of Transportation or to the principal of the school. Corporal punishment by a bus operator is not permitted. The employee may restrain, without administering punishment, by intervening in a fight or preventing a pupil from damaging school property. All bus operators and aides should develop a friendly and cooperative working relationship with the pupils. The relationship of certificated and classified personnel shall be that of employees working together to provide the best possible learning situation for Waynesville R-VI students.

4. Personnel File

A personnel file is maintained on each employee in the Personnel Services Office. The file shall contain information pertinent to the individual's employment relationship with the district. An employee may review the contents of his/her personnel file in the presence of the assistant superintendent for human resources or superintendent at a mutually convenient time.

5. Current Personal Information

Contact Information – If the employee has a change of address or telephone number, the employee shall immediately notify their department's administrative office. Additionally, the employee shall notify the Personnel Services Office.

Name Change – The district, by law, is required to use the employee's name as it appears on their social security card. Name changes can only be made if the employee's social security card has been updated.

6. Conditions of Health

All employees are expected to perform their assigned job as specified by the job description regardless of conditions of health, except during periods of authorized leave for physical limitations resulting from an occupationally related injury or illness while in the employ of the Waynesville School District. Application for a position is the employee's statement that he/she is physically fit.

7. Physical Examination

Employees will be required to pass a physical examination from a physician designated by the school district prior to beginning employment. Health examinations are provided for bus drivers. Additional examinations may be required by the district at district expense.

8. Operator Certification

Each bus operator must have a valid Missouri Commercial Driver's License with '**P and S**' endorsements prior to receiving a job assignment.

9. Uniforms

Each transportation employee will be provided uniform shirts. Employees are expected to maintain the uniform shirt in a clean, neat appearance, and to wear them daily.

10. Work Schedules

Individual departments establish work schedules for their employees which will most efficiently meet the needs of the district. The work week will be established during the Sunday-Saturday time period and may be adjusted by the immediate supervisor on a temporary basis.

11. Job Assignments

Job assignments (position placements) will be made by the director, or designee of the transportation department with the approval of the superintendent or designee.

12. Extra Duty Assignments (see Section II, Addendum I)

The transportation director or designee will make all extra duty assignments as necessary. Each employee will be considered throughout the school year and extra duty assignments will be dispersed as equally as possible as time and availability allows. Forms to sign up will be made available to all employees.

13. Attendance at Meetings

Employees are expected to attend all meetings called by the superintendent or immediate supervisor.

14. Non-School Employment

It is recognized that district employees may hold jobs with other organizations; however, it is expected that this second job will not hinder the performance of the job held at the Waynesville R-VI School District. If such a hindrance occurs and the employee does not take action to correct the conflict after being so informed, the employee will be terminated from the Waynesville R-VI position.

15. Operator Daily Routine

- A. Report to the office on time before each scheduled run
- B. Complete pre-trip inspection of bus before each scheduled run
- C. Maintain daily route schedule within legal speed limits
- D. Report student discipline problems to Director of Transportation
- E. Report any mechanical concerns about bus to Head Mechanic
- F. Keep assigned bus clean
- G. Cell phones shall not be used while on duty except for emergencies**
- H. Food and drink are not allowed on route buses other than water**
- I. Use of the AM/FM radio or other device to play music during routes is prohibited**
- J. Return keys to designated location after each completed run
- K. School bus drivers, aides, and the dispatcher are required to check IN and OUT with the Time Clock System**

16. Job Performance Evaluations

Each employee will have a least one (1) formal job performance evaluation with his/her supervisor at the end of the probationary period and at least one (1) per year thereafter, or as many other evaluations as the supervisor determines will be beneficial to the employee and the school district. The results of these evaluations will be placed in the employee's personnel file. The employee will receive a copy of any formal evaluation document placed in his/her personnel file. A copy is also kept at the building or department office.

17. Discipline

After the probationary period, an employee whose job performance or personal behavior on the job is not satisfactory will be given a verbal and/or written notice of the concerns, depending on severity. Any personal behavior on the job that is not satisfactory will be given a verbal and/or written notice of the concerns, depending on severity. Any employee committing any of the following violations may have a pay deduction, be suspended temporarily, be reassigned, or discharged:

- A. Failing to be at work assignment at starting time
- B. Absence from duty with failure to notify supervisor*
- C. Leaving work station without authorization
- D. Excessive absenteeism (see Section II Addendum 1)
- E. Excessive tardiness (see Section II Addendum 1)
- F. Not using time to complete work required
- G. Falsification of personnel or other records*
- H. Removing district property, records, or confidential information from premises without authorization*
- I. Willful abuse, misuse, defacing or destruction of district property, including tools, equipment, or the property of other employees*
- J. Theft or misappropriation of property of employees or of the district*
- K. Refusal to obey proper orders of supervisor*
- L. Unauthorized operation of machines, tools or equipment, using district vehicle for personal reasons
- M. Threatening, intimidating, coercing, or interfering with employees or supervisors at any time*
- N. Making or publishing false, vicious, or malicious statements concerning any employee, supervisor or the district
- O. Possession, consumption, or reporting to work under the influence of alcohol or drugs (including illegal or non-prescribed drugs)*
- P. Disregarding safety rules or common safety practices
- Q. Unsafe operation of motor driven vehicle*
- R. Operating machines or equipment without safety device
- S. Unauthorized distribution of literature, written or printed matter of any description on district premises
- T. Posting or removing notices, signs or writing in any form on bulletin boards or district property at any time without specific authority of administration
- U. Poor workmanship
- V. Immoral conduct or indecency including abusive and/or foul language*
- W. Making and/or receiving personal calls during work hours, except for emergencies
- X. Walking off job*
- Y. Refusal or failure to do work assignments*
- Z. Waynesville R-VI School District is a Tobacco-Free district. There will be no smoking or use of tobacco products at any time on district facilities, district transportation, and on all district grounds at all times
- AA. Leaving students unattended on the bus*
- BB. Fraternizing with students, e.g. exchanging phone numbers and/or social networking site information, texting and/or e-mailing students. Professional relationships must be maintained at all times

* Cause for immediate dismissal

18. Insubordinate Actions

Actions which interfere with the orderly functioning of the school district are improper procedures to be used by public school employees. No salaries will be paid for services withheld due to such action and termination of employment may result from the participation in such action.

19. Termination of Employment

Employees shall be considered terminated from the district if:

- a. They are discharged for cause by the district
- b. They fail to report to work for three (3)-consecutive-days and do not within such a three-consecutive-day period give a satisfactory explanation for not reporting. Such employees shall be considered having voluntarily quit

Payment will be made at the next regularly scheduled pay period.

20. Loss of Personal Property

The School District will not assume responsibility for loss of, or damage to, personal property stored, installed, or used on the school premises.

21. Business Gifts

No member of the Board of Education or employee of the school district will accept gifts from any person, group, or entity doing, or desiring to do, business with the district, and all business related gifts are specifically prohibited except those of normal value advertising items which are widely distributed.

22. Job Descriptions

Job descriptions for school employees are located in the Waynesville R-VI School District Employee Reference Manual and on the school web site @ waynesville.k12.mo.us

23. Drug/Alcohol-Free Workplace (Board Policy GBEBA)

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

When it is evident that an employee has consumed alcoholic beverages or controlled substances off school property before or during a district activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measures for possession or consumption on district property.

Staff members will be tested for alcohol and controlled substances if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district transportation must submit to alcohol and drug testing as otherwise required by law. All testing will be conducted in accordance with Board policy, administrative procedures, and law.

Any employee who violates this policy will be subject to disciplinary action, which may include suspension, termination, and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. Each employee is hereby notified that, as a condition of employment, the employee must abide by this policy and notify the superintendent or designee of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent or designee in writing no later than five (5) calendar days after conviction. The superintendent will provide notice in writing of such violation to the United States Department of Education or other appropriate federal agency within ten (10) calendar days after the superintendent receives such notification, if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education (DESE).

The district will take appropriate disciplinary action within thirty (30) days. The district will institute a drug-free awareness program to inform employees of the dangerous and harmful nature of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. Although the district will not assume financial responsibility, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available. The following are substance abuse centers in Missouri:

Alcohol and Drug Control Office	596-0938
Alcohol and Drug Abuse Hotline	800-252-7105
Alcoholics Anonymous (Ft. Leonard Wood)	596-0119
Child Abuse and Neglect Hotline	800-392-3738
Child Abuse and Neglect National Hotline	800-422-4453
Domestic Violence Hotline	800-799-7233
Elderly Abuse and Neglect Hotline	800-392-0210
Pulaski County Crisis Center	774-2628
Rape and Abuse Crisis Services	800-303-0013
Salem Treatment Center	573-729-4103
Al-Anon • Alateen	774-2982/774-6859

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

24. Support Staff Leaves and Absences (see Board Policies GDBDA and GDBDA for full policies)

If there is no district form to request a particular leave/absence, a written request for the leave/absence should be submitted in writing to the building principal/director then forwarded to the assistant superintendent for human resources (unless otherwise specified) for Board action. Requests should include all pertinent information including type of leave requested, tentative dates for the leave, etc. The district may require an employee to provide the district a doctor's note or other verification before the district applies sick leave or other applicable paid leave to the absence.

Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. When an employee is routinely tardy, frequently absent, or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer. Employees may be terminated for excessive absences or tardiness. Unless authorized by the Board, superintendent, or otherwise authorized by law, an employee's absence or tardiness is considered excessive if it:

- a) Is for a reason not granted as paid or protected leave under Board policy
- b) Exceeds the number of days allotted by the Board for that particular leave
- c) Is for a reason authorized by Board policy but exceeds five (5) days a month, twenty (20) days in a semester, or forty (40) days per school year

The employee's salary will be docked if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, even if the absence or tardiness is authorized by the Board or superintendent.

The district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

25. Procedures for Calling in Absences

- o After duty hours, call 774-6002, extension 12 and leave a message for the dispatcher.
- o During duty hours, call 774-6002, speak with a staff member and inform them of your absence.

26. Extra Duty Assignments

The transportation director or designee will make all extra duty assignments when necessary. Each employee will be considered throughout the school year and extra duty assignments will be dispersed as equally possible as time and availability allows.

Examples of extra duty assignments include:

- WCC Job Site Shuttle
- Health Occupations Shuttle
- Hospitality Shuttle
- Senior High Community Based Program for Transitions
- Noon Early Childhood Routes
- English as a Second Language Shuttle
- After School Academic Assistance
- After School Athletic Activity Bus
- Fueling/Preventive Maintenance
- Washing Buses

Qualifications for these assignments are established in job descriptions. **JDE 4.05.1.** Extra duty assignments will be reviewed on a regular basis and may be temporary. On going employee evaluations will be utilized when making assignments.

- ✓ Job knowledge
- ✓ Quality of work
- ✓ Quantity of work
- ✓ Dependability
- ✓ Cooperation
- ✓ Safety
- ✓ Other areas as appropriate for the specific job

Additional extra duty assignments will be posted with related qualifications necessary for consideration of assignment as the need arises.

27. Cell Phone Policy

All Transportation Employees are directed to discontinue use of personal cell phones while performing duties as bus drivers and aides for the Waynesville R-VI School District. Personal cell phones are to be **used only in emergencies** during all time for which pay is collected. Personal emergencies may be handled in the following manner:

- 1) A radio call is placed to the transportation department with a request for an emergency call
- 2) A dispatcher notifies the bus driver of the immediate need to call the transportation department
- 3) The bus driver pulls over and stops the bus
- 4) The bus driver turns on his/her personal cell phone and calls the transportation department
- 5) The transportation department notifies the driver of the request for an emergency call
- 6) If the bus driver places the emergency call, the bus must remain parked for the length of the call

28. Radio Etiquette and Procedures

All personnel must be professional, courteous, and respectful at all times when using the radio. The radio is for official communication only. Prior to using the radio, listen to ensure the radio is clear, formulate your thoughts, and be as concise as possible.

Proper procedures:

1. Key your mic and wait one second prior to speaking to ensure your entire message is received
2. Please allow time for a response to your communication
3. Non-essential items need to be brought to the attention of the appropriate person upon returning to the transportation department
4. Request a land line for situations that may not be appropriate for radio communication

29. Accident Procedures and Protocols

An accident is an unexpected, unforeseen event not under the control of the insured and resulting in a loss.

All drivers should be trained in the procedures to follow if they are involved in a traffic accident with a district vehicle. The driver involved has the important role of making the initial accident report. The way the driver handles the accident scene can have a direct impact on any alleged liability for the school district. The following is a general procedure for drivers at the scene of an accident in which they are involved:

1. Stop immediately and shut off engine. Turn on four-way flashers. Extinguish fires and ensure no one smokes near the scene
2. See that the injured are cared for, summon police and ambulance to the scene (if necessary). Contact the dispatcher/transportation director and inform them of the location of the accident
3. Account for all students and protect the students and the bus from additional harm
4. Protect the accident scene with warning reflectors, direct traffic around the accident scene, if necessary, so that evidence is not destroyed
5. Under normal circumstances, do not move the bus until law enforcement officers advise you to do so
6. Make sure police inspect the damage and notations are made of any bodily injury
7. Be alert to comments made by occupants of other vehicles and take down remarks concerning admissions of guilt, defective condition of the other vehicle, extent of injuries, and property damage
8. Assist the Transportation Director with the collection of information – be specific! The information collected at the scene will be used to file initial claims reports and may be critical in defending a lawsuit. Critical information includes:
 - Time: date, day of the week, exact time of accident, light or dark
 - Weather Conditions: Clear, dry, rain, snow, etc.
 - Location: exact location, street address, distance from a landmark
 - Road Conditions: asphalt, concrete, road defects, icy, wet, dry, road spillage
 - Other Drivers: names, address, driver’s license number, phone, insurance company
 - Injured Persons: name, address, phone numbers, age, sex, injuries
 - Accident Type: head-on, rollover, rear-ended, etc.
 - Objects Involved: how involved, exact location (temporary or fixed object), description (color, size, owner, etc.)
 - Additional Information: tickets issued, photos
9. Make a diagram of the accident scene showing location of vehicles after the collision, use lines to show paths that vehicles traveled. Do not rely on the police diagram, as they will sometimes have errors. (Particularly in multi-vehicle accidents)
10. Provide roster and insurance card for investigative officer if needed
11. Never admit guilt for the accident. That is what we pay our insurance company to do
12. Every accident is to be reported. A complete report must be made promptly upon your return to the transportation department
13. The Waynesville R-VI School District is not responsible for citations or fines assessed to the driver
14. Drivers will be required to be tested for drugs and alcohol after a school bus accident meeting the following criteria:
 - The accident resulted in death
 - A vehicle suffered disabling damage and had to be towed
 - When someone is injured
 - Significant damage to any vehicle involved in the accident
 - When district officials deem such testing is warranted
15. Drivers issued a traffic citation as a result of an accident may be subject to termination of employment.

16. Responsibilities

Driver	Transportation Department	Nurses	Principals
<ul style="list-style-type: none"> - Notify Transportation Department - Develop list of students on the bus at time of accident 	<ul style="list-style-type: none"> - Contact law enforcement - Contact Superintendent Office - Contact Building Principal and provide them with information of accident location and route number - Contact parents of all students involved (make them aware students are being assessed by school nurse and the nurse will follow-up with a phone call after student has been checked out) - Contact Operational Services for insurance reporting - Following day follow-up call to parents 	<ul style="list-style-type: none"> - Meet students at the door when they arrive at the building - Immediately assess for possible injuries of each student on the bus - Contact the parents making them aware of medical check 	<ul style="list-style-type: none"> - Meet students at the door when they arrive at the building - Make sure students are not counted absent

30. Citations/Traffic Tickets

Bus drivers receiving traffic (on or off duty) or parking (on duty only) citations must notify the Director immediately. If the citation was received while on duty, the driver must pay any fine or costs associated with it unless there is a proven vehicle defect that could not have been found in the pre-trip inspection or unless the driver was following a specific instruction from the director or person dispatching.

Any points that you receive while driving your personal vehicle will also carry over to your school bus CDL.

1. If you accumulate four or more points in a 12-month period, the Driver Licensing Division will send you a warning letter stating that you are in danger of losing your driving privileges
2. If you accumulate eight or more points in an 18-month period, your driver's license will be suspended for 30 days. If you've previously had your license suspended for accumulating too many points, you will lose your driving privileges for 60 days on the second suspension and 90 days on any subsequent suspensions
3. If you accumulate 12 or more points in 12 months, 18 or more points in 24 months, or 24 or more points in 36 months, your Missouri driver's license will be suspended for one year
4. Any suspension of CDL license of a Waynesville R-IV School District Bus Driver may result in termination from employment

SECTION III

INCLEMENT WEATHER AND EMERGENCY PLAN

Notification of No School

If a severe snow or ice storm develops during the night which makes driving hazardous, the decision to close school will be the responsibility of the superintendent of schools or a designated representative. If schools are to be closed, the superintendent will notify the local radio stations prior to six (6) A.M.

Local Radio and Television Stations

When the Waynesville R-VI School District decides to cancel school, use emergency snow routes, delayed start, or early dismissal, it will be broadcasted over local radio stations, cable TV-Channel 12, Springfield Broadcast Council, and posted on our web page at waynesville.k12.mo.us.

Radio Stations:	KJPW	102.3 FM	KTTR	99.7 FM / 1490 AM
	KFBD	97.9 FM	KUMR	88.5 FM
	KJEL/KBNN	106.9 FM	KUNQ/KBTC	99.3 FM
	KCLQ	107.9 FM	KFLW	98.9 FM
	KZNN	105.3 FM		

Television Stations:	Channel 12	(Cable 12)	Waynesville High School Station
	Channel 3	(Cable 3)	Springfield
	Channel 10	(Cable 10)	Springfield
	Channel 27	(Cable 4)	Springfield

Snow Routes

Emergency snow routes are run by school buses when the majority of main roads have been plowed, but the secondary or side roads have not been plowed or there is reasonable doubt of safe roadway conditions. Snow routes will be in effect for **both** morning and afternoon.

Due to the different types of roads in our district and the routing of certain school buses, not all bus routes will have an emergency snow route. Students affected by the use of emergency snow routes will receive additional information regarding modified bus stop locations from the bus driver.

Delayed Start

Should the Waynesville R-VI School District declare a “**Delayed Start**” is in effect; all bus schedules and school starting times will be delayed two (2) hours. School dismissal times would not be changed.

Early Dismissal

If a severe snow or ice storm should develop during that part of the day when school is in session, and if these conditions cause driving to be hazardous, school will be dismissed early.

If at any time a road is not safe for operation of a school bus, students will be returned to their designated school for parents to pick up.

Action

Arrangements will be made to have as many buses as possible and in the shortest possible time when it becomes necessary to dismiss school early. If it becomes necessary to close school before the regular closing time, notification to parents will be announced over the above radio stations.

Emergency Equipment for Buses

1. One fire extinguisher
2. One first aid kit
3. Three red flags or three reflectors

Bus Driver Responsibilities

The bus driver will not jeopardize the safety of any student by traveling on roads which are hazardous. Bus drivers will notify their immediate supervisor if a road is hazardous, blocked, if the bus becomes stuck, if the bus is involved in a wreck, or any other emergency situation which concerns the bus or route.

The bus driver should:

1. If a radio is available, contact bus supervisor or another bus
2. Use regular route whenever possible
3. Inform students of alternate routes
4. Make provisions for students who cannot be delivered to home to be taken to immediate bus supervisor
5. Establish procedures to eliminate or greatly reduce telephone call

If Bus Has Stalled

The bus driver will follow all federal and state regulations which include, but are not limited to the following:

1. Stay with the bus
2. Turn on parking lights and/or four-way flashers
3. Set the hand brake
4. Allow the motor to run only if exhaust is taken away by air currents

Otherwise:

- A. Turn off ignition switch
 - B. Put transmission in gear
5. Provide for ventilation by lowering windows slightly
 6. Do not panic – work slowly
 7. If possible, use two-way radio or send two reliable students to summon help and telephone bus supervisor at 774-6002
 8. Avoid over exertion

Emergency Evacuation

1. Fire or danger of fire:
 - A. Bus will be stopped and evacuated immediately if the engine or any portion of the bus is on fire
 - B. Passengers will move a distance of 100 feet or more from the bus and remain until the driver of the bus has determined that no danger remains
 - C. Being near an existing fire and unable to move the bus away, or near the presence of gasoline or other combustible material will be considered as “danger” of fire and students should be evacuated

2. Bus in an unsafe position:
 - a. In the event that a bus is stopped due to accident, mechanical failure, road conditions, natural disaster, or human failure, the driver must determine immediately whether it is safer for passengers to remain in the bus or for them to evacuate

3. The driver must evacuate if:
 - a. The final stopping point is on, or adjacent to, the path or any railroad conveyance
 - b. The stopping position of the bus is such that there is danger of collision. The bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist is considered to be reason for evacuation

4. Important factors for school bus evacuation drills:
 - a. Safety of children is of the utmost importance and must be considered first
 - b. Emergency drills for school buses will be organized and supervised in the same manner as regular school fire drills
 - c. Drills will be held on school property and not on bus route
 - d. Type of bus drills will be alternated.
 - e. Driver will stay in the bus during evacuation drills and be certain that the hand brake is set and the ignition is off
 - f. Do not permit children to take lunch boxes, books, etc., with them when they leave the bus. Getting the child off safely in the shortest time possible, and in an orderly fashion, is the major objective of a school bus evacuation drill
 - g. Students will assemble at least 100 feet from the bus in an “emergency drill” and remain in a group until given further directions by the leader or driver
 - h. All children will be given an opportunity to participate including those who ride only on special trips
 - i. Each student being transported will be instructed in proper safety precautions as well as in drill procedures
 - j. Instruct students in procedures for obtaining help and/or assistance

5. Emergency Situation

If an emergency situation develops that requires drastic action, stop the bus at a safe location, radio the Transportation Department, ask for assistance, and await further instructions.

6. Special Occasions

In the event of an emergency during an out-of-town trip, the trip sponsor(s) will assume responsibility for the students. The driver will notify his/her immediate supervisor and follow the emergency procedures as listed under stalled bus. A bus roster of passengers will be provided to the building principal and bus driver prior to departure. Immediately following an emergency, the sponsor will coordinate with school officials. A report status will be given of any injured passengers, treatment given, and location if transported to another site.

SECTION IV

GENERAL DISTRICT ORGANIZATIONAL INFORMATION

1. *Board of Education:*

A. The Board of Education is an agency of the state and is organized and operates under the laws of Missouri which authorize the Board “to make all needful rules and regulations for the organization, grading, and government in the school district.”

B. Meetings:

Regular meetings of the Board of Education are held at 6:30 p.m. on the third Monday of each calendar month unless another date or time is set by resolution. Special meetings of the Board of Education may be called by the President and the Board according to law and Board policy.

C. Functions:

The Board of Education performs the following three basic functions necessary to the discharging of its responsibilities: Legislative, Executive, and Appraisal.

The legislative function is the policy-making aspect of the school system. It is the policy of the Board of Education to retain and exercise full legislative authority and control of the schools by adopting general policies and procedures or by acting directly in matters not covered by its policies.

The executive function of the Board is concerned with placing in operation existing Board policy. This function is delegated by the Board of Education to its executive and administrative officer, the superintendent of school.

The appraisal function involves the determination of the efficiency of the school operation and an evaluation of the educational program of the school district.

BOARD POLICIES AND FORMS

School Board policies including those listed below may be found on the district's website at <http://policy.msbanet.org/waynesville/>. Compliance of School Board policies is mandatory for all employees of the Waynesville R-VI School District.

Board Policies for Employees

AC*	Prohibition against illegal discrimination and harassment
AH	Tobacco-Free District
GBBDA*	Family Medical Leave
GBCB	Staff Conduct
GBEBA*	Drug-Free Workplace
GBEBB	Employee Alcohol and Drug Testing
GBL	Personnel Records
GBM*	Staff Complaints and Grievances
GDA	Support Staff Positions
GDBDA	Support Staff Leaves and Absences
GDC	Support Staff Recruiting and Hiring
GDPD	Non renewal, suspension, and termination of Support Staff Members

Board Policies for Students

JG	Student Discipline
JG-R1	Elementary Student Discipline
JG-R2	Middle School Discipline
JG-R3	High School Student Discipline
JFCC	Student Conduct on School Transportation

*Copy of policy included in this section

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

General Rule

The Waynesville R-VI School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Waynesville R-VI School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment 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.

Consequences

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.

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.

Definitions

Discrimination – Conferring, refusing or denying benefits 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 or any other characteristic protected by law, or based on a belief that such a characteristic exists.

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 or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; 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.

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

Compliance Officer

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

Assistant Superintendent (Personnel Services)
200 Fleetwood Drive, Waynesville, Missouri 65583
Phone (573) 774-6194, Fax (573) 774-6307

The compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in the Waynesville R-VI 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; and recommend consequences.
5. Seek legal advice when necessary to enforce this policy.
6. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
7. Make recommendations regarding the implementation of this policy.
8. 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 and harassment.
9. Perform other duties as assigned by the superintendent.

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

Superintendent
200 Fleetwood Drive, Waynesville, Missouri 65583
Phone (573) 774-6497; Fax (573) 774-6491

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting illegal discrimination and harassment and disseminate information on how to report discrimination and harassment. 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 Waynesville R-VI School District does not discriminate in its programs, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment 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.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination and harassment 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 any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination 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 or harassment, 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 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 next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. 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 take immediate action if necessary to prevent further potential discrimination or harassment 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 ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. 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 will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

2. Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance 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 (10) 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 filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance 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's decision and any actions taken are final. 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 will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

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.

FAMILY AND MEDICAL LEAVE

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

Definitions

The following definitions apply to FMLA leave:

Active Duty – Call to, order to, or retention of duty of members of the uniformed services under federal law during a war or national emergency.

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

Child – A biological, adopted or foster child; a stepchild; a legal ward; or a child of a person acting as a parent if the child is under 18 or 18 or over but incapable of self-care due to mental or physical disability. For military FMLA leave only, "child" is not limited to individuals who are under 18 or over 18 but incapable of self-care due to mental or physical disability.

Covered Servicemember – A member of the armed forces, National Guard or Reserves who is undergoing medical treatment, recuperation, therapy, is otherwise in outpatient status, or is otherwise on the temporary disability list for a serious injury or illness.

Next of Kin – For the purposes of servicemember family leave, the nearest blood relative other than a spouse, parent, son or daughter, in order of priority as established by federal regulation.

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

Parent – The biological, adoptive, step or foster parent of an employee or an individual who acted as a parent to an employee when the employee was a child under 18 or 18 or over but incapable of self-care due to mental or physical disability. For the purpose of servicemember family leave, a parent is eligible for leave even if the child is over 18 years of age.

Qualifying Exigency – As defined by 29 C.F.R. § 825.126.

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

Serious Illness or Injury – In the case of a member of the armed forces, including a member of the National Guard or Reserves, an injury or illness incurred in the line of duty on active duty in the armed forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

Spouse – Husband or wife.

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

Eligibility

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

1. Have been employed in the district for at least 12 months (but not necessarily consecutively).
2. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave (full-time teachers are deemed to meet this requirement).
3. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite.
4. Provide the district at least a 30-day notice of an expected absence for foreseeable circumstances, if practical.

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

1. Birth and first-year care of the employee's child.
2. Adoption or foster placement of a child with the employee.
3. Serious health condition of the employee or the employee's spouse, child or parent.
4. Care of a spouse, child, parent or next of kin who is a covered servicemember (servicemember family leave).
5. A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on active duty, or has been notified of an impending call or order to active duty, in the armed forces in support of a contingency operation.

Leave Use

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

1. All eligible employees are entitled to leave for a period not to exceed 12 workweeks per leave year for:
 - a. The birth and first-year care of the employee's child.
 - b. The adoption or foster placement of a child with the employee.
 - c. A serious health condition of the employee or the employee's spouse, child or parent.
 - d. A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on active duty, or has been notified of an impending call or order to active duty, in the armed forces in support of a contingency operation.
2. All eligible employees are entitled to servicemember family leave for a period not to exceed 26 workweeks of leave per leave year for the care of a spouse, child, parent or next of kin who is a covered servicemember. This leave is only available during a single leave year.
3. Regardless of the reason leave is taken, no employee shall be entitled to a combined total of more than 26 workweeks of FMLA leave during the leave year.
4. When a husband and wife entitled to FMLA leave are both employed by the district and both wish to use FMLA leave for the same qualifying event, both employees will be limited to an aggregate total of 12 workweeks during a 12-month period in cases where the leave is taken for the birth or first-year care of the employees' child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition. Likewise, when a husband and wife are both employed by the district and both wish to use servicemember family leave or a combination of servicemember family leave and leave for the birth or first-year care of their child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition, both employees will be limited to an aggregate total of 26 workweeks of leave.

5. When an employee has an absence (taken as paid or unpaid leave) that meets the criteria to be an FMLA-qualified absence, the district will designate such absence as part of the employee's total annual FMLA entitlement. If an employee is on a Workers' Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence will also be designated as an FMLA-qualifying absence and charged against the employee's FMLA-protected time entitlement.
6. The district shall apply appropriate paid leave, including health leave, personal business leave and vacation time, to an FMLA absence to the extent allowed by law and policy, giving proper notice to the employee. If an employee's accrued paid leave is exhausted, but an FMLA-qualifying reason for absence persists or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until allowable FMLA leave has been used, but such absences will be unpaid.
7. FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced-schedule leave in hourly increments. Instructional employees may take intermittent leave only when the employee and the district have reached an agreement for how the leave will be used.
8. The district reserves the right to require certification of any FMLA-qualifying event or condition of the employee or employee's spouse, child, parent or next of kin. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work.

Instructional Employees

If intermittent leave or reduced-schedule leave equals more than 20 percent of instructional time, the district may require instructional employees who take such leave due to medical reasons to take block leave or to find an alternative placement for the period of planned medical treatment. When an instructional employee on FMLA leave is scheduled to return close to the end of a school term, the district may elect to use a special rule to prolong the employee's leave until the beginning of the next school term, thus extending the leave beyond the period where an FMLA-qualifying reason exists. In such an instance, the prolonged leave time is unpaid and is not charged against the employee's annual FMLA entitlement. In cases where the special rules for instructional employees apply, the superintendent may apply those special rules or the general FMLA rules as best serves the interest of the district.

Leave Protections

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

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

Enforcement

The U.S. Department of Labor is authorized to investigate and resolve complaints of violation of the FMLA. An eligible employee may bring a civil action against an employer for violations. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state law or local policy that provides greater family or medical leave rights. For additional information, contact the nearest office of the U.S. Department of Labor's Wage and Hour Division.

STAFF COMPLAINTS AND GRIEVANCES

It is the intent of the Board of Education to address staff complaints and grievances at the earliest possible time and at the lowest level of supervision. Therefore the Board directs the superintendent or designee to create a procedure detailing how employees may bring complaints and receive responses to their complaints.

If a complaint has been made to the employee's immediate supervisor, building-level supervisor, and the superintendent or their designee and the employee has received responses from these persons, the employee may appeal to the Board of Education. The employee must submit a written request for an appeal within five (5) workdays after receiving a decision from the superintendent. The decision of the Board will be final.

Forms for staff complaints and grievances are available from the building office or the human resources office.

I. Definition

Complaint and/or Grievance -- An employee's assertion that he or she is adversely affected by a violation, misinterpretation or misapplication of a published district policy, procedure or regulation, or of an employee handbook, employee contract or existing law. Complaints relating to discrimination or harassment will be resolved in accordance with policy AC.

II. Exclusions

This regulation shall not apply to complaints for which state law establishes a procedure for obtaining a Board hearing. In addition, complaints about non-renewal of a probationary teacher's contract, or about any other official Board action, shall be directed to the Board; and a hearing on the same, unless required by state law, shall be discretionary with the Board. Complaints concerning evaluations except those which lead to a loss of pay will be excluded.

III. Collateral Prohibitions

As part of this obligation, the Board is also prohibited from, and declares a policy against:

Retaliatory actions based on filing a complaint or grievance or participation in an investigation, formal proceeding or informal resolution concerning the complaint or grievance.

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT
(Grievance Form)

Once completed, file this form with the compliance officer. If you have any questions or need assistance, contact the compliance officer at 200 Fleetwood Drive, Waynesville, Missouri 65583 or Phone (573) 774-6194, Fax (573) 774-6307.

Grievant's Contact Information

Name: _____ / _____ / _____

Address: _____

Phone Number(s): _____

School (if applicable): _____

Relationship to the District: Student Parent/Guardian Employee Other

Discrimination/Harassment Grievance (Use additional sheets if necessary.)

Please list all factual information you have regarding the alleged discrimination/harassment, as well as the reasons you believe these actions constitute illegal discrimination/harassment. Be complete and use full names/titles, dates, exact locations and specific occurrences, if appropriate.

List the names of witnesses to the alleged misconduct.

List the names of any person who may have been a victim of this alleged discrimination/harassment.

Have you brought your concern to the attention of a district employee or any other person? If so, who?

Critical

What results are you seeking by filing this form?

I have read policy AC, including the time limits and other provisions governing the grievance process.

Signature of Grievant

Date

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented:

Waynesville R-VI School District, Waynesville, Missouri

STAFF COMPLAINTS AND GRIEVANCES
(Grievance Initiation Form)

This form provides the opportunity for an employee to question the application of a Board policy, regulation or procedure, or of an employee handbook, employee contract or existing law and to secure at the lowest administrative level an equitable, prompt and satisfactory solution. Complaints relating to discrimination or harassment will be resolved in accordance with policy AC.

Grievant's Information

Employee name: _____ Date: _____

Home address: _____

Work location: _____ Title: _____

Grievance

Identify the Board policy, regulation or procedure, or employee handbook, employee contract or existing law for which application is at issue. Use full names, dates, exact location and specific occurrence, if appropriate. (Use additional sheet if necessary.)

What results are you seeking from this grievance initiation? (Use additional sheet if necessary.)

Signature of Grievant _____ Date _____

* * * * *

Note: *The reader is encouraged to review policies and/or procedures for related information in this administrative area.*

Implemented:

Waynesville R-VI School District, Waynesville, Missouri

DRUG-FREE WORKPLACE

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

When it is evident that an employee has consumed alcoholic beverages or controlled substances off school property before or during a district activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on district property.

Staff members will be tested for alcohol and controlled substances if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district transportation must submit to alcohol and drug testing as otherwise required by law. All testing will be conducted in accordance with Board policy, administrative procedures and law.

Any employee who violates this policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and notify the superintendent or designee of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent or designee in writing no later than five (5) calendar days after conviction. The superintendent or designee will provide notice in writing of such violation to the United States Department of Education or other appropriate federal agency within ten (10) calendar days after the superintendent or designee receives such notification if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education (DESE).

The district will take appropriate disciplinary action within 30 days.

The district will institute a drug-free awareness program to inform employees of the dangerous and harmful nature of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. Although the district will not assume financial responsibility, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

Upon the request of DESE or an agency of the United States, the district shall certify that it has adopted and implemented the drug prevention program described in this policy. The district shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes and ensure that the disciplinary sanctions are consistently enforced.

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

Section V: School Bus Table of Consequences

Waynesville R-VI School District School Bus Table of Consequences for Grades K – 6

Category	Examples of Infractions	1 st Referral	2 nd Referral	3 rd Referral	4 th Referral	5 th Referral	6 th Referral
A	<ol style="list-style-type: none"> Boarding or exiting the bus unsafely, to include crossing in front of or behind the bus Standing while bus is in motion or not being properly seated Obstructing an empty seat, door, stairs, or aisle Disruptive/excessive noise Public Display of Affection (PDA) Eating, drinking, chewing gum Littering Getting on or off the bus at a bus stop other than the assigned bus stop 	Oral/Written Warnings	Oral/Written Warnings	3-Day Bus Suspension	5-Day Bus Suspension	10-Day Bus Suspension	Suspension of bus riding privileges for the remainder of the school year
B	<ol style="list-style-type: none"> Failure to comply with bus driver or other adult's instruction Horseplay Spitting Damage, theft, or pilfering <\$100 (restitution required) Disturbing, insulting, harassing, or bullying other students Using profane or obscene language or gestures 	Oral/Written Warnings	3-Day Bus Suspension	5-Day Bus Suspension	10-Day Bus Suspension	Suspension of bus riding privileges for the remainder of the school year	
C	<ol style="list-style-type: none"> Disrespect to staff members - profanity (verbal or written), disrespectful language (threatening or nonthreatening) or obscene gestures Full or Partial nudity Interfering with driver Hitting, biting, pushing, kicking Vandalism, damages, or theft >\$100 (restitution required) Tobacco use or possession False accusation 	3-Day Bus Suspension	5-Day Bus Suspension	10-Day Bus Suspension	Suspension of bus riding privileges for the remainder of the school year		
D	<ol style="list-style-type: none"> Fighting/Assault Sitting in Driver's seat/tampering with controls Throwing objects at, within, or out of the bus Sticking objects or body parts out of the window/door Threatening bodily harm to another person – verbal or written 	5-Day Bus Suspension	10-Day Bus Suspension	Suspension of bus riding privileges for the remainder of the school year			
E	<ol style="list-style-type: none"> Any action that leads to a bus accident Possession or use of weapons or other prohibited items Lewd or indecent acts Possession of illegal substances Causing injury to another person Alcohol use or possession Bomb threat 	<p align="center">School suspension/expulsion proceedings initiated</p> <p align="center">Discipline Report submitted to appropriate authorities</p>					
<ol style="list-style-type: none"> All rule infractions are cumulative in most cases for the school year. A series of minor infractions may result in serious consequences. All misconduct must be evaluated on a case by case basis. The administration reserves the right to alter the consequences due to the severity, frequency, or previous warnings regardless of sequence or frequency of misconduct. Possession of weapons, prohibited items, controlled substance or representations of controlled substances, alcohol, or other serious incidents will be reported to the appropriate authorities and may result in suspension or expulsion from school in addition to loss of bus privileges. Restitution may be required for all damages resulting from student action including, but not limited to, vandalism, fighting, theft, throwing objects, or other damages. 							

Waynesville R-VI School District School Bus Table of Consequences for Grades 7 – 12

Category	Examples of Infractions	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
A	<ol style="list-style-type: none"> Boarding or exiting the bus unsafely, to include crossing in front of or behind the bus Standing while bus is in motion or not being properly seated Obstructing an empty seat, door, stairs, or aisle Disruptive/excessive noise Public Display of Affection (PDA) Eating, drinking, chewing gum Littering Getting on or off the bus at a bus stop other than the assigned bus stop 	Oral/Written Warnings	3-Day Bus Suspension	5-Day Bus Suspension	10-Day Bus Suspension	Suspension of bus riding privileges for the remainder of the school year
B	<ol style="list-style-type: none"> Failure to comply with bus driver or other adult's instruction Horseplay Spitting Damage, theft, or pilfering <\$100 (restitution required) Disturbing, insulting, harassing, or bullying other students Using profane or obscene language or gestures 	3-Day Bus Suspension	5-Day Bus Suspension	10-Day Bus Suspension	Suspension of bus riding privileges for the remainder of the school year	
C	<ol style="list-style-type: none"> Disrespect to staff members - profanity (verbal or written), disrespectful language (threatening or nonthreatening) or obscene gestures Full or Partial nudity Interfering with driver Hitting, biting, pushing, kicking Vandalism, damages, or theft >\$100 (restitution required) Tobacco use or possession False accusation 	5-Day Bus Suspension	10-Day Bus Suspension	Suspension of bus riding privileges for the remainder of the school year		
D	<ol style="list-style-type: none"> Fighting/Assault Sitting in Driver's seat/tampering with controls Throwing objects at, within, or out of the bus Sticking objects or body parts out of the window/door Threatening bodily harm to another person – verbal or written 	10-Day Bus Suspension	Suspension of bus riding privileges for the remainder of the school year			
E	<ol style="list-style-type: none"> Any action that leads to a bus accident Possession or use of weapons or other prohibited items Lewd or indecent acts Possession of illegal substances Causing injury to another person Alcohol use or possession Bomb threat 	<p align="center">School suspension/expulsion proceedings initiated</p> <p align="center">Discipline Report submitted to appropriate authorities</p>				

- All rule infractions are cumulative in most cases for the school year. A series of minor infractions may result in serious consequences.
- All misconduct must be evaluated on a case by case basis. The administration reserves the right to alter the consequences due to the severity, frequency, or previous warnings regardless of sequence or frequency of misconduct.
- Possession of weapons, prohibited items, controlled substance or representations of controlled substances, alcohol, or other serious incidents will be reported to the appropriate authorities and may result in suspension or expulsion from school in addition to loss of bus privileges.
- Restitution may be required for all damages resulting from student action including, but not limited to, vandalism, fighting, theft, throwing objects, or other damages.