Willard R-II Schools
Employee Handbook

Food Service Handbook

Developing Tomorrow's Leaders By Pursuing Excellence Today
Dear Employee:

Welcome to Willard Schools! We are delighted to have you as a member of our team. You are now an important part of one of the premier school districts in Missouri.

Willard Schools is made up of approximately 4300 students along with 600 faculty, staff and administrators. We serve in eight different schools and a dozen other support facilities spread through out Willard, northwest Springfield and northwest Greene County. Together we support the Board of Education’s mission to teach and develop future generations to achieve their maximum potential. Your role is critical in fulfilling that mission.

It is my privilege to serve as the Director of Operations and Communications of the Willard Schools. Our department directors and I are committed to helping you be effective and successful as you serve kids in your specific area of employment. If we can help you in any way during your transition and employment please don’t hesitate to call on us.

Sincerely,

Michael Graves
Director of Operations & Communications
Willard School District

Handbook Introduction

The employee handbook provides a reference for new and experienced Willard Schools employees when questions arise relating to the terms and conditions of employment. This employee handbook may be found on the Willard Schools web page at www.willardschools.net

This handbook is divided into two parts. The part one provides general information about job responsibilities, requirements, benefits and procedures that govern your employment. The part two of this handbook provides specific descriptions and procedures related to your specific area of employment. Always refer to the Willard School District web site for the most current version. Willard Board of Education current policies are also available on the www.willardschools.net website. Those board policies always supersede the handbook.

This handbook does not create any rights, benefits or duties which are not set forth in the operations of the Willard School District, the Missouri Department of Education, or federal laws: and it does not constitute a contract with public employees.

If you have questions regarding any policies, procedures or benefits covered in the handbook, you are encouraged to contact your supervisor or the District Office.
Table of Contents

SCHOOL DISTRICT MISSION ........................................................................................................... 6
SCHOOL DISTRICT GOALS AND OBJECTIVES ........................................................................ 6

Education ........................................................................................................................................ 6
Professional Personnel .................................................................................................................. 7
School Environment ...................................................................................................................... 7
Operations ....................................................................................................................................... 7

SCHOOL BUILDING ADMINISTRATION ...................................................................................... 8
SUPPORT SERVICES GOALS .......................................................................................................... 8
PERSONNEL POLICIES AND GOALS ......................................................................................... 9

FEDERAL AND STATE LAWS-EMPLOYMENT ........................................................................... 10
EQUAL EMPLOYMENT OPPORTUNITY ..................................................................................... 10
NOTICE OF NONDISCRIMINATION ......................................................................................... 10

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT .................................. 12

Additional Prohibited Behavior ................................................................................................. 13
Consequences .............................................................................................................................. 13
Definitions ..................................................................................................................................... 13

COMPLIANCE OFFICER .............................................................................................................. 14
PUBLIC NOTICE .......................................................................................................................... 15
REPORTING ................................................................................................................................. 15

STUDENT-ON-STUDENT HARASSMENT ................................................................................. 15
INVESTIGATION ........................................................................................................................... 16

GRIEVANCE PROCESS .................................................................................................................. 17
CONFIDENTIALITY AND RECORDS .......................................................................................... 17

FAMILY MEDICAL LEAVE ACT ................................................................................................. 18
AMERICAN WITH DISABILITY ACT ........................................................................................ 18

REPORTING SUSPECTED CHILD ABUSE ................................................................................... 19

SAFETY AND HEALTH PROGRAMS ............................................................................................ 20

SAFETY PROGRAM ...................................................................................................................... 20

STAFF HEALTH AND SAFETY .................................................................................................... 20

IDENTIFYING POTENTIAL HAZARDS ..................................................................................... 21

Hazards in the Classroom ............................................................................................................ 21
Hazards Along Evacuation Routes ............................................................................................... 21

USE OF SAFETY EQUIPMENT ..................................................................................................... 22

ILLNESS AND INJURY RESPONSE AND PREVENTION ............................................................. 22

Incident Reports .......................................................................................................................... 22
Eye Protection ............................................................................................................................... 22

FIRST AID GUIDELINES .............................................................................................................. 22

Emergency Forms ......................................................................................................................... 22
Medical Emergencies .................................................................................................................... 23
Evaluation of Illness and Injury .................................................................................................... 23
General Directives for Illness and Injury ....................................................................................... 24
Disposition of Minor Illness or Minor Injury Cases .................................................................... 24
Disposition of Major Illness or Major Injury Cases .................................................................... 24

BUILDING AND GROUNDS SECURITY ..................................................................................... 25

Firearms and Other Weapons ....................................................................................................... 25
Vandalism ....................................................................................................................................... 25

EMERGENCIES ............................................................................................................................. 26

Accident/Report ............................................................................................................................. 26

VISITORS IN THE BUILDING ...................................................................................................... 26

BUILDING AND GROUNDS MAINTENANCE ........................................................................... 26

BAD WEATHER CLOSING ............................................................................................................ 27

JOB QUALIFICATIONS AND REQUIREMENTS ........................................................................... 28

STAFF ETHICS ............................................................................................................................. 28

Employment Standards ............................................................................................................... 28
Staff Relations ............................................................................................................................... 29

JOB VACANCY ANNOUNCEMENTS ............................................................................................. 29

3
EMPLOYEE EVALUATION

Food Service Employee Handbook

FOOD SERVICES MANAGEMENT

Position: Building Food Services Manager

Qualifications: Requires working knowledge of cash register and computer

Performance Responsibilities:

Position: Food Service Cashier

Qualifications: Requires working knowledge of cash register and computer

Performance Responsibilities:

Position: Food Service Worker

Qualifications: Requires working knowledge of cash register and computer

Performance Responsibilities:

FOODS SERVICE DEPARTMENT

OBJECTIVES

FOOD SAFETY:

COOKING REQUIREMENTS FOR SPECIFIC TYPES OF FOOD

COOLING FOOD

FOOD SERVICE DEPARTMENT, WE EXPECT YOU TO:

PERSONAL APPEARANCE AND SANITATION

SAFETY PROCEDURES

WHO AND WHEN TO CALL WHEN PROBLEMS OCCUR

ILLNESS/CANNOT COME TO WORK
SCHOOL DISTRICT MISSION

The mission of the Willard School District is:

“Developing Tomorrow’s Leaders by Pursuing Excellence Today”

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

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

A copy of the district's CSIP is available on the district website.

SCHOOL DISTRICT GOALS AND OBJECTIVES

The Board of Education is charged on behalf of the patrons of the district with the responsibility of determining the goals for the Willard School District. In discharging this responsibility the Board has addressed four primary areas: education, professional personnel, school environment and operations. It is the commitment of the Board to develop policies, rules and regulations to implement the goals within each area.

Furthermore, it is the commitment of the Board to review annually and restate as necessary the goals and objectives applicable to district operations as well as those for each administrative and/or instructional level.

Education

- Structure the overall instructional program to meet the variety of student needs, capacities and aspirations through both individualized class offerings and offerings that extend the learning environment into the community.
- Promote a plan for the organized improvement of the school curriculum including the articulation of instruction between the elementary, secondary and vocational levels.
- Provide offerings which explore a wide range of career opportunities.
- Integrate intellectual, physical, social and career developmental experiences for each student.
- Maintain a comprehensive and articulated program for handicapped students involving the maximum inclusion of handicapped students in regular school programs.
- Help students gain an understanding of themselves as well as the basic skills and techniques involved in living and working with others.
• Promote a relevant and challenging secondary school curriculum which will adequately prepare the student for his vocational goals or post-secondary education.

• Promote participation and recognition of achievement in all endeavors (academic, athletic, fine arts, performing arts, practical arts, vocational education, etc.)

• Provide opportunities to assist students in forming attitudes and acquiring habits needed for responsible citizenship.

• Promote an expanded school program which may include pre-school, exceptional child and adult education as based on the needs of the community and the fiscal capability of the Willard School District.

• Offer a program of guidance and counseling that will enable each student to take the greatest advantage of the school program according to individual needs.

Professional Personnel
• Improve district performance in the teaching of reading, writing, mathematics and other basic skills.

• Establish a comprehensive performance based evaluation for all professional staff personnel.

• Provide in-service training and professional growth experiences for the professional staff.

• Continue effective disciplinary procedures that promote a positive school environment.

• Maintain a system of accountability for the improvement of the instructional program.

School Environment
• Provide physical facilities for the district’s educational programs.

• Assure each individual a physically and emotionally safe teaching and learning environment.

• Assure that each individual is treated fairly, respectfully and without bias by all members of the school community.

• Assure accessibility of district facilities and educational programs to all students and staff members.

• Have each individual in the school community know and fulfill his responsibility with regard to safety and respect to others.

• Provide for a public relations program by seeking the cooperation of all citizens and community agencies in planning and conducting educational activities.

Operations
• Make every effort to secure adequate funding for the district’s educational program.
• Operate within a balanced budget during the fiscal year.
• Maintain an up-to-date inventory of the supplies and equipment in the district.
• Maintain adequate transportation, clerical, custodial, maintenance and food services for the efficient operation of the district’s schools.
• Continually strive for more efficient use of professional and support staff.
• Maintain and review long-range plans for the efficient use of school facilities.
• Assure immediate communication between the superintendent or his designee and the Board on critical occurrences within the district.

In establishing these goals for the district, the Board does not attempt to diminish the importance of other issues facing the district.

SCHOOL BUILDING ADMINISTRATION

The Board of Education affirms the rights and responsibilities of the building Principals and Directors for the administration of their various programs and buildings within the broad scope of the adopted Board policies, rules and procedures.

Acting with the approval of the Superintendent, each Principal or Director will be the Chief Administrator of his or her school or department, and shall be responsible for and have authority over the actions of students, professional and support staff, visitors, and persons hired to perform special tasks. Staff members who work in more than one school will be responsible to the Principal or Director of the school during their time in that building.

The Principal or Director is charged with the supervision and direction of the staff and the students assigned to the building, as well as with the care of the school facility and its equipment. The Principal or Director will ensure that the Board policies, rules, and procedures, as well as the directives of the Superintendent and the guidelines for the instructional program are observed. Within the framework of Board policies and the general rules and procedures established by the Superintendent, the Principal or Director may implement and enforce additional procedures as deemed advisable for efficient operation of the school.

SUPPORT SERVICES GOALS

The Board recognizes that support services are essential to the successful operation of the Willard School District. However, support services shall be established, operated and evaluated under the qualification that the primary function of the school district is the education of its youth.

In order to provide services that are supportive of the district’s educational programs, the Board establishes the following support services goals.

• Provide a physical environment for teaching and learning that is safe, healthful and
pleasant for the students, staff and public.

- Establish a thorough, effective and economical maintenance program including preventative maintenance that will ensure a useful life of school property, vehicles, buildings and equipment.

- Provide safe transportation for eligible students to and from school.

- Provide nutritious and tasty meals to students.

- Establish efficient and businesslike procedures for the management of offices, buildings and grounds and the various support services programs developed to meet the needs of the educational programs.

**PERSONNEL POLICIES AND GOALS**

The Board recognizes that the personnel employed by the district constitute the most important resource for effectively conducting a quality educational program. Important contributions to a successful educational program are made by both professional and support staff employees. The district’s program will function best when it employs highly qualified personnel, conducts appropriate staff development activities and establishes policies and working conditions which enable each staff member to make the fullest contribution to the district’s programs and services. It shall be the policy of the Board to select the most qualified teaching personnel, secretarial staff, custodians and other support staff employees available in light of service to be rendered and limitations of salary schedule.

The goals of the district’s personnel program shall include the following:

- Recruit, select and employ the best qualified personnel to staff the school district.

- Provide staff compensation and benefit programs sufficient to attract and retain qualified employees.

- Provide an in-service training program for employees to improve their performance and the overall rate of retention and promotion of staff.

- Conduct an employee appraisal program that will contribute to the continuous improvement of staff performance.

- Assign personnel to ensure they are utilized as effectively as possible.

- Develop the quality of human relationships necessary to obtain maximum staff performance and personal satisfaction.

The Superintendent of schools shall formulate the duties of principals, supervisors, teachers,
secretaries, custodians, food service employees and other employees for the approval of the Board.

**FEDERAL AND STATE LAWS-EMPLOYMENT**

**EQUAL EMPLOYMENT OPPORTUNITY**

The Willard School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant’s job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination on the basis of race, color, religion, sex, national origin, age or military status should contact the Director of Operations. Employees with questions or concerns about discrimination on the basis of a disability should contact the Director of Operations.

**NOTICE OF NONDISCRIMINATION**

The Willard School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or any other characteristic protected by law in its programs, activities or in employment.

The District will identify, evaluate and provide a free appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a student may have a disability—regardless of whether the student is currently enrolled in the Willard School District—is encouraged to contact the district's compliance officer listed below.

All persons with disabilities requiring accommodations to participate in district programs, activities or employment are encouraged to contact the Compliance Officer listed below.

The following Compliance Officer has been designated to address inquiries, questions and grievances regarding the district’s nondiscrimination policies:

**Contact the District Office at 417-742-2584**

In the event that the Compliance Officer is unavailable or is the subject of a grievance that would otherwise be made to the Compliance Officer, reports should instead be directed to the acting Compliance Officer:

**Contact the District Office at 417-742-2584**

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, or the U.S. Department of Justice if applicable.
Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114-3302  
1-816-268-0550  TDD: 1-877-521-2172  
E-mail: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission  
Robert A. Young Federal Building  
1222 Spruce St., Rm. 8.100  
St. Louis, MO 63103

OR

Gateway Tower II  
4th & State Ave., 9th Floor  
Kansas City, KS 66101  
1-800-669-4000  TTY: 1-800-669-6820

U.S. Department of Justice  
Civil Rights Division  
950 Pennsylvania Avenue, NW  
Disability Rights Section - NYAV  
Washington, DC 20530  
1-800-514-0301  TTY: 1-800-514-0383

Missouri Commission on Human Rights  
P.O. Box 1129  
Jefferson City, MO 65102-1129  
mchr@dolir.mo.gov  
OR

111 N. 7th Street, Suite 903  
St. Louis, MO 63101  
mchr@dolir.mo.gov

Title I of the American’s with Disabilities Act of 1990 prohibits employment discrimination against qualified individuals with disabilities by employers with 15 or more employees. The U.S. Equal Employment Opportunity Commission and the Office for Civil Rights are the agencies assigned to enforce Title I of the ADA.

Title II of the Americans with Disabilities Act of 1990 prohibits disability discrimination by public entities, including public colleges and universities whether or not they receive Federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title II of the ADA.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in any program or activity receiving Federal financial assistance and Title VII of
the Civil Rights Act of 1964 prohibits discrimination. Programs and activities that receive
Federal financial assistance from the United States Department of Education are covered by Title
VI. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency
charged with enforcing Title VI.

**Title VII of the Civil Rights Act of 1964** protects individuals against unlawful employment
practices based on their race, color, sex and national origin. The Civil Rights Act of 1991
significantly extended plaintiffs’ rights under Title VII. The U.S. Equal Employment
Opportunity Commission is the law enforcement agency charged with enforcing Title VII.

**Title IX of the Education Amendments of 1972** prohibits discrimination on the basis of sex in
education programs or activities and extends to employment and admission to institutions that
receive Federal financial assistance. The Office for Civil Rights (U.S. Department of Education)
is the law enforcement agency charged with enforcing Title IX.

**Age Discrimination Act of 1975** protects people from discrimination based on age in programs
or activities receiving Federal financial assistance. The U.S. Equal Employment Opportunity
Commission is the law enforcement agency charged with enforcing ADA of 1975.

**Age Discrimination in Employment Act of 1967** protects individuals who are 40 years of age
or older. The U.S. Equal Employment Opportunity Commission is the law enforcement agency
charged with enforcing the ADEA.

**Civil Rights Act of 1991** provides monetary damages in case of international employment
discrimination. The U.S. Equal Opportunity Commission is the law enforcement agency charged
with enforcing the CRA of 1991.

**Equal Pay Act of 1963** protects men and women who perform substantially equal works in the
same establishment from sex-based wage discrimination. The U.S. Equal Employment
Opportunity Commission is the law enforcement agency charged with enforcing the EPA.

**Section 504 of the Rehabilitation Act of 1973** protects people from discrimination in
admission, employment, treatment or access based on disability in programs or activities
receiving Federal financial assistance. The Office for Civil Rights (U.S. Department of
Education) is the law enforcement agency charged with enforcing Title VI.

**PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT**

**General Rule**
The Willard 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 the law. The Willard 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:

**Contact the District Office at 417-742-2584**

The Compliance Officer will:

1. Coordinate District compliance with this policy and the law.

2. Receive all grievances regarding discrimination and harassment in the Willard 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:

Contact the District Office at 417-742-2584

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 Willard 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 MEDICAL LEAVE ACT**
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one (1) year and for at least 1,250 hours over the previous 12 months and if there are at least 50 employees within 75 miles.

**AMERICAN WITH DISABILITY ACT**

*Public Notice*
The Willard Public Schools is an active participant in the Individuals with Disability Education Act – Part B (P.L. 94-142 which was reauthorized in 1991, Through P.L. 101-476) which guarantees a free appropriate public education to all children. All public schools are required to provide a free and appropriate public education to all students with disabilities including those attending private/parochial schools, beginning on the child’s third birthday through age twenty (20), regardless of the child’s disability. The public school assures that to comply with the full education opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorder/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorder, visually impaired, hearing impaired, physically/other health impaired multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school assures that it will provide information and referral services necessary too assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri’s First Step Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Education and secondary Education concerning alleged failures by the District to meet the requirements of the Family Education Rights and Privacy Act (FERPA). You may contact your local District, if you wish to review the requirements provided in FERPA.

The public school has developed a local Compliance Plan for implementation of Special Education and this Plan is available for public reviewing during regular school hours on days school is in session in the Office of the superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district’s plan for compliance with the requirements for identifying and servicing all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurance that services are provided in compliance with the requirement of 34 CFR 76.301 of the General
Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who resides in the District or whose parent/legal guardian resides in the school district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian’s name/address, birth date and age of each child; and each child’s disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

Pursuant to the requirements of state law 162.997 RSMo, the State Board of education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, “parent” is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the state. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Education and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parent will be provided by the Missouri Department of Elementary and Secondary Education and the District.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district’s surrogate parent contact person – the person responsible for the district’s special education program.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

**REPORTING SUSPECTED CHILD ABUSE**

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services or appropriate state agency (e.g.: state agency operation licensing, certifying, or registering a Facility). Reports to Child Protective Services can be made to a local office or to the Missouri Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the building principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concerns to the principal before making a report to the appropriate agencies. Reporting the concerns to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer’s request to interview a student at
school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

**SAFETY AND HEALTH PROGRAMS**

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

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

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

**STAFF HEALTH AND SAFETY**
The health and safety of all district personnel is of vital importance to the school district. The Board will seek to provide safe working conditions for all staff members and will give prompt consideration to those conditions that may present a threat to the health and safety of staff members. The district will respond to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA). All employees will receive annual training on universal precautions and the district's communicable disease policy.

The District will only make medical inquiries, require physical exams or keep medical information on an employee in accordance with law.

Individuals employed by the District or through a contracted service to drive district transportation must annually file a statement from a medical examiner with the District that indicates that they are physically qualified to operate district transportation for the purpose of transporting students. A new driver must file this statement prior to his or her initial operation of District transportation.

Medical records must be maintained on separate forms in separate medical files and shall be kept confidential.
IDENTIFYING POTENTIAL HAZARDS
It is important that schools conduct regular evaluations of facilities for potential dangers to students and staff in the case of a disaster. Administrators, maintenance personnel and local emergency response agencies may cooperate to minimize the potential hindrances to effective crisis intervention. Following is a list of basic concerns applicable to all school buildings. Each individual site should also contribute locally specific criteria.

Hazards in the Classroom
Depending on the type of crisis a school may face, the classroom can contain numerous potential hazards. Taking the time to correct potentially dangerous situations in the classroom prior to a crisis occurring will assist in preventing further injuries in the event of a disaster.

Hazards Along Evacuation Routes
Identifying potential hazards along school evacuation routes is important when developing procedures for a quick and orderly evacuation. A thorough assessment of the hazards likely to be encountered en route from the classroom and other activity rooms to safe areas can be beneficial to designing a safe and effective escape plan.

- Fire code requirements for safety glass along evacuation routes should be checked.

- Following a disaster, hallways may be cluttered with debris from ceilings, fallen light fixtures, broken glass, and toppled storage units. Students should be advised to anticipate these hazards.

- Signs should be posted near elevators prohibiting their use in the event of fire and earthquakes. If the school has students with physical impairments, there should be a plan for transporting them without the use of elevators in the event of an emergency.

- In the event the school must be evacuated, it is important not to evacuate to an area where gas, sewer and power lines may be located. Evacuation to these areas may result in added confusion for repair crews and/or students, and increase the chance of injuries.

- It is also important to identify potential hazards in the neighborhood surrounding the school. The area in which the school is located may have businesses, factories and structures that should be taken into consideration when developing a crisis response plan. Although the school cannot control what happens at another location, understanding the potential problems these places can pose for the school may affect such things as evacuation routes. Take the time now to identify potential factors that can affect the school or the response plan.

- Many potential hazards are not readily apparent. Help in identifying their location may be obtained from the fire department, city/county public works office and building inspection department. Through early identification of potential hazards, the crisis response will be able to address possible contingencies which will help minimize panic and injury in the event of a disaster.
USE OF SAFETY EQUIMENT
Employees shall follow safety and security standards as outlined by the department. Safety glasses, ear plugs, safety boots are required as needed.

ILLNESS AND INJURY RESPONSE AND PREVENTION
District personnel will provide appropriate first aid and emergency treatment, and contact Emergency Medical Services (EMS) when appropriate, for any individual who is injured or becomes ill while on district property, on district transportation or at a district activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the individual unless otherwise required by law.

Procedures for handling emergencies will be established and distributed in each school building.

Incident Reports
Employees must report all injuries to their supervisor immediately. Staff who witness any injury or observe the onset of a serious illness on district property, on district transportation or at a district activity will prepare a written incident report on the incident form available in each building. A copy of the incident report form will be filed with the appropriate designee as soon after witnessing the event as possible.

The Superintendent is charged with providing the Board periodic statistical reports on the number and types of injuries occurring on district property or at district activities as well as information on individual accidents or injuries as necessary.

Eye Protection
When required by law, the District will provide students, staff and visitors with eye protective devices that will be used during all activities defined by law. School Principals are authorized to charge for loss, damage or failure to return any eye protective device.

FIRST AID GUIDELINES

Emergency Forms
It is imperative that students or their parents/guardians and employees provide the District with current information on emergency information forms. Student forms shall be completed at the beginning of each school year and kept on file in a location readily accessible to District
personnel. Staff forms will be completed at the beginning of each school year and maintained in accordance with Board policy and law.

**Medical Emergencies**

- **Cardiopulmonary Resuscitation (CPR):** The school nurse will maintain a list of staff members who have submitted certification that they are trained in CPR. The school nurse will provide the list to the school principal, who will ensure that the list is disseminated and posted in the appropriate locations. The nurse will review certifications and update the list annually.

- **Emergency Medical Services (EMS):** In the event that a situation warrants contacting EMS, the school principal will also notify the parents/guardians or other appropriate parties immediately.

- **Automated External Defibrillators (AED’s):** If the District is equipped with AED’s, the Superintendent will provide for training and supervision of personnel on use of the device, ensure that the locations of all AED’s are posted and ensure that the equipment is properly maintained and registered in accordance with law.

- **Pre-Filled Epinephrine Auto Syringes:** Epinephrine will be administered only by the school Nurse in accordance with written protocols provided by the authorized pre-scriber, except for students authorized to carry and self-administer epinephrine in accordance with Board policy.

**Evaluation of Illness and Injury**

Evaluations of illness and injury should minimally include:

- Taking a history of the symptoms, paying particular attention to any signs and symptoms of communicable diseases.

- Determining whether an elevated body temperature is present.

- Performing a physical assessment as indicated by symptoms.

Students should be isolated until a judgment using written protocols has been made by a professional nurse, physician, health paraprofessional or an individual acting as a temporary substitute for the professional nurse.
General Directives for Illness and Injury
Any individual who is taken ill or injured while on district property should report to the nurse's or school principal's office. Any individual injured on district property, on district transportation or at a district activity will be given emergency first aid care by the nurse or designee if available. Emergency first aid treatment may be rendered by other district personnel if the nurse or designee is not available.

Disposition of Minor Illness or Minor Injury Cases
- If the injury or illness is minor, it may be appropriate to retain the student in school for the remainder of the day; however, in the interest of school-parent/guardian relations, the school principal or designee may contact the parents/guardians to inform them of the situation. If a parent/guardian cannot be reached, the school principal or designee will use the alternate contacts provided on the emergency form.

- If a student requires non-emergency medical attention, the parents/guardians will be notified immediately by the school principal or designee, and the parents/guardians will be responsible for transporting the student to the physician of their choice.

- Disposition of minor illness or injury of staff members will be left to the discretion of the individual staff member.

Disposition of Major Illness or Major Injury Cases
- If, in the judgment of the school principal or designee, an injury or illness is serious enough to require immediate emergency care, the individual should be transported immediately by ambulance or private vehicle. The District will contact EMS in cases of critical emergencies where immediate life-saving measures are needed.

- The school should be prepared to give rescue officials the individual's emergency information form.

- The school will ascertain the destination or hospital to which the individual is taken.

- The school principal or designee will contact the parents/guardians, spouse or other appropriate parties. In the case of a student, if there is no telephone, an adult messenger from the school will directly notify the parents/guardians.
BUILDING AND GROUNDS SECURITY

The patrons of the school district have provided the district with facilities for the education of their youth through the support of their tax dollars. It is the responsibility of the Board of Education, administration, professional and support staff members, and students to see that these facilities are cared for, used properly and treated with respect. The Superintendent, with the counsel of the administrative staff, will establish procedures for the proper use of school facilities to guard against damage or loss of school property by theft, vandalism or misuse. These procedures will include preventive measures as well as clear steps to follow when school property has been taken or damaged.

The Superintendent and the Administrative Staff will see that all professional and support staff know and respond to the proper procedures for the use and care of school property and report correctly when property has been taken or damaged.

Access to school buildings and grounds outside regular school hours will be granted only to authorized personnel. An adequate key control system shall be established that will prevent the potential entrance of unauthorized persons.

All records of existing or proposed security systems and structural plans for property owned or leased by the District will be considered closed to the extent that disclosure would threaten public safety, as allowed by law. The public interest in nondisclosure outweighs the public interest in disclosure because the disclosure of these records would impair the District's ability to protect the security or safety of persons or real property.

When special events or activities are scheduled, the principal may request permission from the Superintendent to employ special law enforcement services to give extra help in protecting school property.

Firearms and Other Weapons

No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the District, except for authorized law enforcement officials. Adults and students may possess weapons on school property for the limited purpose of facilitating or participating in a school-sanctioned firearm-related event, as long as the weapons are not concealed and the weapons are not carried onto school transportation or onto the premises of any other school or school-sponsored activity. School officials are prohibited from authorizing any person to bring weapons on school property or to school activities, including concealed weapons, beyond the exceptions stated in this policy.

Any person who possesses a weapon in violation of this policy will be asked to leave. In addition, District Administrators may report the incident to law enforcement officials, ban the person from school property or school events in accordance with policy or seek other legal remedies. Possession of weapons by students is governed by policy and regulations.
Vandalism
The Board shall seek all legal redress against persons found to have committed incidents of willful or malicious abuse, destruction, defacing and/or theft of the property of the Willard School District.

District patrons, students and members of the staff are urged by the Board to cooperate in reporting incidents of vandalism to property belonging to the district, as well as the name(s) of the person or persons believed to be responsible.

The Superintendent and/or Principal shall be authorized to sign a complaint, press charges and pursue civil action against perpetrators of vandalism to school property. Restitution for the damages caused will be sought from such persons -- and, in the case of minors, from their parents/guardians -- under the laws of this state. Students found guilty of willfully defacing or injuring any school property shall pay for the damages caused thereby and may be suspended or expelled as provided by law.

EMERGENCIES

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

Accident/ Report
An employee must report all injuries immediately to his or her immediate supervisor by completing the District’s incident report form. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee’s supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy. Upon receiving a report of an injury or illness, the Supervisor will immediately forward the report to the Superintendent or designee.

VISITORS IN THE BUILDING
All visitors are expected to enter any District facility through the main entrance and sign in or report to the Buildings main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge. Regular visits by family and friends during working hours are not appropriate.

BUILDING AND GROUNDS MAINTENANCE
Research shows that the condition of the District's facilities has an impact on both teaching and
learning. Well-maintained facilities improve student achievement, and inadequately maintained facilities have a negative impact on student achievement and staff and student morale. Based on its recognition that student achievement is the top priority in the Willard School District, the Board directs the Superintendent or designee to implement a program of preventive maintenance to protect and improve the district’s facilities. The program will include:

1. Regularly scheduled inspections.

2. Procedures for reporting dangerous conditions.

3. Procedures for receiving and responding to requests for repairs. These procedures will include methods for tracking the completion of requested repairs and documenting reasons any repairs are not made.

4. Annual evaluation of maintenance staffing needs.

The Superintendent and the Administrative Staff will provide training to ensure that all professional and support staff has knowledge and follows the proper procedures for the maintenance of school property.

**BAD WEATHER CLOSING**

The District may close school because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District’s facilities. When it becomes necessary to open late or to release students early, radio and television stations will be notified by school officials.

School Closing Information may be access on the *Willard Web Page at www.willardschools.net*

Willard Public Schools has instituted the practice of releasing one of the following statements to the media regarding inclement weather and school and /or office closing:

- **WILLARD PUBLIC SCHOOLS ARE CLOSED**
  Students, Teachers, Principals, Food Service, Nurses, Building Secretaries, Bus Drivers, and Paraprofessionals DO NOT REPORT.

  All twelve-month employees must report for work. Those who can’t work must report their absences as vacation time.

- **WILLARD PUBLIC SCHOOLS AND OFFICES ARE CLOSED**

  All district employees are off.
JOB QUALIFICATIONS AND REQUIREMENTS

STAFF ETHICS

Employment Standards
An effective education program requires the service of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, all employees of the Willard School District are expected to maintain high personal and professional standards that include the following:

- Place the welfare of the children first.
- Maintain just and courteous professional relationships with pupils, staff members and others.
- Represent the school system in a positive way on all occasions and work to gain recognition of the contributions of the school system to the community.
- Work to build friendly and intelligent cooperation between the community and the school system.
- Protect and properly use school properties, equipment and materials.
- Transact all official business with properly designated authorities of the school system.
- Maintain efficiency and knowledge of developments in their field of work.
- In the performance of professional duties:
  - Recognize and respect the basic dignities of all individuals with whom you interact.
  - Accurately respect your professional qualifications.
  - Present all subject matter in a fair and accurate manner.
  - Extend to students the opportunity for individual action in pursuit of learning.
  - Insure students have access to varying points of view unless just cause exists to act otherwise.
  - Keep secured information in confidence unless disclosure serves professional purpose or is required by law.
- Encourage and support merit-based appointments and promotions.
- Direct constructive criticism of other staff members, dependents or school policies or procedures only to the appropriate school administrators and solely for the purpose of school improvement.
- Avoid using school contacts and privileges to promote partisan politics, sectarian religious views or self-serving interest of any kind.
- Take care not to imply any endorsement from the District by your individual actions.
- Promptly notify appropriate administration staff at the earliest possible time of any intent to terminate employment or resign so that the most qualified replacement can be found.
Staff Relations
The Willard School District desires to avoid misunderstandings, potential conflicts of interest, perceptions of favoritism, claims of sexual or general harassment, work disruption and a negative or unprofessional work environment that can result from romantic relationships among co-workers.

Accordingly administrators, directors, managers, and supervisors are strongly discouraged from becoming romantically involved with any other district employees. All employees, both supervisory and non-supervisory, are required to inform your Department Director, Director of Operations or Superintendent, in writing, of any such relationships. Such disclosures will not necessarily disqualify an employee from employment, but will help the district to provide accountability and coaching so that appropriate boundaries are maintained and behaviors are avoided that in the sole opinion of the district would be inappropriate or become potentially disruptive.

Failure to abide by these guidelines, disclose romantic relationships or maintain boundaries and behaviors as instructed may, at the sole discretion of the district, result in disciplinary actions that could include reduction in pay, demotion, job reassignment or termination.

It is not the district’s intention to overly restrict or dictate any employee’s personal life. But rather to provide all employees with a work environment that is safe, professional, productive and effective in accomplishing the district’s mission. Friendships and social contacts between employees are not a matter of concern as long as they are consistent with the above guidelines. Employees should understand that courts and other co-workers are holding organizations to high standards to insure a fair, safe and conflict free workplace. Willard is committed to those high standards for all staff.

Employees may address any questions on these guidelines to your Department Director, Director of Operations or Superintendent.

JOB VACANCY ANNOUNCEMENTS
It is the responsibility of the Superintendent, with the assistance of the administrative staff, to determine the staff personnel needs of the school district and the individual schools. Building Principals and Department Directors locate suitable candidates to recommend to the Board for employment.

The District’s hiring procedures comply with all federal and state hiring practices. All candidates will be considered on the basis of qualifications, training, experience and ability to fulfill the requirements of the position.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system.

To the extent possible, announcements of job vacancies by position and location are viewed on
the Willard District Website, school buildings, transportation, and the district office.

CRIMINAL HISTORY RECORD CHECK
The District may obtain the criminal history for each applicant for employment who, in the opinion of the District, is a serious candidate and may be offered a position. The District will obtain criminal history record information that relates to all persons employed by the District.

EMPLOYEE PERFORMANCE/ DEVELOPMENT

WORK PERFORMANCE STANDARDS

PROBATION PERIOD
Once the Willard Board of Education approves the employment of an individual, then they will be placed on a three month probation period. Informal and formal evaluations may be completed during this time period to introduce and initiate job responsibilities, appraise the employee’s skills and abilities, and to establish work ethics.

WORK SCHEDULE
Daily time schedules for members of the support staff will be established by department directors and the Director of Operations in coordination with the building administrators. Each employee will be provided with an appropriate work calendar prior to the beginning of the new school year. The work calendar may be modified during the course of the year, as required by the activities and events schedule or weather conditions.

Employees shall contact by phone their immediate supervisor in case of illness and or emergency resulting in their absent from work. Timeliness is important so the operations of the school day can run smooth and effectively. Supervisors will establish the appropriate time schedules.

Support employees are employed at-will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

SIS EMPLOYEE TIME SCHEDULES
Step by step instructions in the back of manual.

The employee’s total attendance/absence record will be periodically reviewed and the totality of
that record will be considered as it relates to the job performance obligations. The totality of an employee’s attendance/absence record could be deemed appropriate cause for disciplinary action, including termination of employment.

**TRAINING**

Employees will be requested to attend training on harassment, child abuse and other workshops deemed appropriate.

**VACATION / HOLIDAYS**

The school calendar, as adopted by the Board, establishes the school recess periods and holidays for support staff members employed on a **12-month basis**. Employees that are employed for 12 months shall receive vacation with pay during their first year of continuous employment. The following schedule will be followed:

<table>
<thead>
<tr>
<th>Employment</th>
<th>Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year</td>
<td>5 working days or prorated</td>
</tr>
<tr>
<td>2 thru 4 years</td>
<td>10 working days</td>
</tr>
<tr>
<td>5 thru 14 years</td>
<td>15 working days</td>
</tr>
<tr>
<td>15 or more</td>
<td>20 working days</td>
</tr>
</tbody>
</table>

**DESIGNATED HOLIDAYS** – See Board Policy GDBE

If the holiday falls on a day other than a regular work day, the employee will be granted a regular Work day as a holiday. If a regular holiday must be used for a student make-up day, employees will be granted another day off during a non-student attendance day. The day granted must be approved and submitted by the Department Supervisors.

**USE OF CELL PHONES**

Employees may use personal cell phones on a limited basis and school issued phones for business as needed. School issued phones should be carefully maintained and used only to enhance communication. Respectful consideration must be used when using a phone causing a disruption of students in class. Cell phones are not to be used while operating school equipment or driving a vehicle.

**USE OF SCHOOL VEHICLES**

School vehicles are for school use only. Employees must maintain current drivers’ licenses and a good driving record. Employees are not authorized to allow other persons to ride in the vehicle without authorization from their supervisor. Mileage and gas logs must be maintained at all times.

**TOBACCO USE - SMOKE FREE DISTRICT**

The Willard School District is a smoke free in and/or on all School District property. All persons are expected to refrain from the use of tobacco in any form while in and/or on school property. This includes all school and non-school events held on school property.
**WORK DRESS AND APPEARANCE**
It is the responsibility of all employees to project a positive image. Every employee is expected to present a neat, well-groomed appearance during working hours. Each school or department has established its own dress code guidelines. Apparel which distracts from the learning climate or is offensive is prohibited. Certain departments are required to wear uniforms and/or safety equipment as a part of their job requirements. If an employee is required to wear a uniform or safety equipment, the supervisor will advise the employee as to where they may be obtained.

**COMPENSATION**

**SALARY SCHEDULES**
Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The District’s pay schedules are reviewed by the School Board and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. Any overtime compensation must be approved by the Director of Operations or Superintendent. Other employees are generally classified as nonexempt and are paid based on hourly wages with overtime compensation for each overtime hour worked. Overtime must have prior approval from the employee’s Department Director and clocked by the information system.

**OVERTIME COMPENSATION**
Overtime is in accordance with Federal Wage and Hour Laws. Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee’s regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. Non-exempt employees must work more than 40 total hours in a week to earn overtime compensation.

For the purpose of calculating overtime a workweek begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday.

**PAY PERIOD**
All employees are paid on the 20th of each month. Pay checks will be direct deposited or distributed to the appropriate building site. If pay falls on a weekend, checks will be deposited on the preceding Friday. During the school year, pay statements are delivered to each building. Payment will not be released to any person other than the District employee named on the check without the employee’s written authorization. During summer breaks, pay statements will be mailed.

An employee’s payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.
UNDERPAYMENT/OVERPAYMENT STATUS

It is the District’s practice that all employees receive just compensation for work performed. If the District finds that an employee has been paid in error, the District will make adjustment to ensure the employee is paid correctly. Also, if the District finds that an employee is being overpaid; arrangements with the employee will be made to ensure repayment. It is the employee’s obligation to verify the correctness of compensation and to notify the District office immediately if his/her salary is incorrect.

PAYROLL DEDUCTIONS

Automatic payroll deductions for the Missouri Public Schools Retirement System (PSRS) or Non-Teacher Retirement System (NTRS)/Social Security Deduction and federal income are required for all full-time employees. Medicare tax deductions are also required for all employees hired after March 31, 1986.

Other payroll deductions employees may elect, include deductions for the employee’s share of premiums for health, dental, and life insurance, flexible benefit programs and tax deferred savings plans. Employees may also request payroll deductions for payment of membership dues to professional organizations. For other payroll deduction possibilities, contact payroll secretary at the District Office. Salary deductions are automatically made for unauthorized or unpaid leave.

BENEFITS PLAN

HEALTH

Willard R-2 Schools offers medical coverage to all eligible employees contracted for at least 30 hours per week. Enrollment is required when first eligible/hired to be effective immediately. Additions to the employee policy will be allowed for qualified “life changing”* events. A portion of the employees’ monthly coverage will be paid by the School District each year. This amount will be determined on a yearly basis by board vote and communicated to employees before “open” enrollment each year in June. Additional coverage is available for spouse and eligible dependent(s) for the employee to purchase.

*LIFE INSURANCE

Willard R-2 Schools purchases a $15,000 life insurance policy for all employees contracted for at least 20 hours per week. Enrollment is required when first eligible/hired to be effective immediately. Additional life insurance may be purchased for spouse and dependents at time of initial enrollment. When adding spouse and/or dependents at a later date, enrollment is subject to underwriting requirements with the insurance company and may not be approved for
enrollment. All newborns must be added within 30 days of birth to be covered under employee’s policy.

SUPPLEMENTAL INSURANCE BENEFITS
At their own expense, employees can enroll in supplemental insurance programs. Premiums for these programs can be paid through payroll deduction.

CAFETERIA PLAN BENEFITS (SECTION 125)
Employees may be eligible to participate in the Cafeteria Plan (Section 125) and under IRS regulations, must either accept or reject this benefit annually. This plan enables employees to pay certain insurance premiums on a pretax basis. Insurance program included dependent health, accidental death and dismemberment, cancer and dread disease, dental, additional term life insurance, a medical reimbursement account, and a dependent care reimbursement account. A third-party administrator handles employee claims made on these accounts and employee should contact the Benefit’s Office for more information.

WORKER’S COMPENSATION AND DISABILITY

WORKER’S COMPENSATION
Pursuant to state law, an employee of the Willard 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 Worker’s Compensation Law.

REPORTING
An employee must report all injuries immediately to his or her immediate supervisor by completing the District’s incident report form. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee’s supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy. Upon receiving a report of an injury or illness, the supervisor will immediately forward the report to the Superintendent or designee. The Superintendent or designee will promptly forward a copy of the report to the District’s Worker’s compensation insurance carrier and will be responsible for keeping the carrier informed of the employee’s status.
**USE OF LEAVE**
The District does not permit the use of paid leave for absences during the period when the employee receives worker’s compensation wage benefits. Because by law an employee will not receive worker’s compensation wage benefits for the first three (3) days of absence if the total absence is less than 14 days, the district will apply available paid leave for those days. However, the employee will only receive compensation for those days once the District knows that the employee will not receive worker’s compensation wage benefits for those days.

Employees who are absent due to an illness or injury compensable under worker’s compensation and who are receiving such compensation will not lose seniority or any accumulated paid leave due to the absence. However, the employee will not continue to accumulate paid leave during the absence. Employees are required to use accumulated paid leave to receive medical treatment, evaluation or to attend physical rehabilitation during work time. If paid leave has been exhausted and the employee must be absent during work time to receive medical treatment, evaluation or to attend physical rehabilitation in conjunction with a work-related injury or illness, the employee may be granted unpaid leave.

**MEDICAL PROVIDERS**
The District may designate medical providers to be used in the administration of worker’s compensation claims and treatment. A list of district-designated providers will be available to employees upon request. If a medical provider has been designated by the District and the employee chooses to use his or her own provider, the employee is responsible for all costs associated with the provision of those services.

**LOSS OF BENEFITS**
An injury caused by the failure of employees to use safety devices provided by the District or obey rules adopted by the District for the safety of employees will result in the reduction of benefits payable under this policy and pursuant to law. Violation of the District’s Drug-Free Workplace policy or any other district policy, procedure or rule relating to the use of alcohol or non-prescribed controlled substances will result in a reduction or loss of benefits payable under this policy and pursuant to law if the injury was sustained in conjunction with the use of alcohol or non-prescribed controlled substances. The Board authorizes post-injury testing for non-prescribed controlled substances or alcohol in accordance with Board policy and law. Refusal to submit to the test will result in the loss of benefits. An employee is disqualified from receiving temporary total disability worker’s compensation benefits during any period of time in which the employee receives unemployment benefits. Temporary, partial or total disability worker’s compensation benefits are not payable if an employee is terminated from employment for misconduct post-injury.

**DRUG-ABUSE PREVENTION/DRUG-FREE WORKPLACE**
Willard Public Schools is committed to maintaining a drug-free environment and will not
tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs during working hours may be dismissed. The District’s policy on drug abuse and drug-free schools follows:

**ALCOHOL AND DRUGS:** Employees shall not lawfully manufacture, distribute, dispense, possess, use or be under the influence of any of the following substances during working hours while at school-related activities during or outside of usual working hours:

- Any controlled substance or dangerous drugs defined by law, including but not limited to marijuana, any narcotic drug hallucinogen, stimulant, depressant, amphetamine, or behavior-altering drugs.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or other chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

**EXCEPTION:** An employee who used a drug authorized by a licensed physician through a prescription specifically for that employee’s use shall not be considered to have violated this policy.

**VIOLATIONS:** Violation of any policies, regulations, and guidelines may result in disciplinary action including termination of employee.

**REPORTING OF DRUG OFFENCE:** All employees must notify the Director of Operations or Superintendent if they are convicted of, or if they plead guilty to or no contest to and received deferred adjudication for, any drug related offense. Such report must be made not later than five calendar days after such conviction or plea is entered. Failure to report such conviction or plea will be grounds for termination.

**SEARCHES, ALCOHOL AND DRUG TESTING:** It is the intent of the Board of Education and Administration of the Willard School District that employees comply with all federal and state laws pertaining to a drug-free workplace and a drug-free school environment. Accordingly, the Board has prepared and adopted policies that define the expectations and obligations of employees in a drug-free workplace and environment. The policy specifically bans the use, possession, consumption or sale of illegal drugs, alcohol and other substances that create a risk to employees and students. Likewise, legal drugs are banned when their use in the workplace could result in danger or difficulty on the job. Employees must comply with these policies as a condition of employment. Employees of the District must recognize their responsibilities as role models for the student; therefore, employees who violate these policies will be subject to disciplinary action, which may include suspension, termination and/or referral for prosecution.

Non-investigatory searches in the workplace, including accessing an employee’s desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the District reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such as investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee’s personal items, work areas, lockers and private vehicles parked on District premises.
or worksites or used in District business.

**REASONABLE SUSPICION DRUG TESTING:** The District reserves the right to require testing of any employee for alcohol and/or drug intoxication or use while on any District premises, facility, or worksites, or while conducting District business or attending any school-related function or activity, on or off school property. Failure to submit to such testing will be considered as testing positive and will result in appropriate action.

**SAFETY-SENSITIVE POSITIONS:** Employees assigned to positions that have been classified as safety-sensitive shall be subject to random drug/alcohol testing under the guidelines and procedures as established by the drivers of commercial motor vehicles, including school buses.

**EMPLOYEES REQUIRED TO HAVE A COMMERCIAL DRIVER’S LICENSE.** All employees who are required to have a Commercial Driver’s License (CDL), drive a school vehicle, or transport other employees or students are subject to drug and alcohol testing.

---

**Computer Use and Data Management**

The Willard School District’s technology exists for the purpose of maximizing the educational opportunities and achievement of District students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students’ families and other patrons of the District, all of which positively impact student achievement. The District will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to District technology and to create a safe environment in which to use that technology.

**DEFINITIONS**

For the purposes of this policy and related procedures and forms, the following terms are defined:

*Technology Resources* – Technologies, devices and resources used to access, process, store or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephone equipment, audio-visual equipment, internet, electronic mail, electronic communication devices and services, multi-media resources, hardware and software.

*User* – Any person who is permitted by the District to utilize any portion of the District’s technology resources including, but not limited to, students, employees, School Board members and agents of the school district.
**User Identification (ID)** – Any identifier that would allow a user access to the District’s technology resources or to any program including, but not limited to, e-mail and Internet access.

**Password** – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

**AUTHORIZED USERS**
The District’s technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors. All users must agree to follow the District’s policies and procedures. Unless authorized by the Superintendent or designee, all users must have a signed User Agreement on file with the district before they are allowed access to District technology resources.

Use of the District’s technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the Superintendent or designee.

**USER PRIVACY**
A user does not have a legal expectation of privacy in the user’s electronic communications or other activities involving the District’s technology resources, including e-mail and access to the Internet or network drives. By using the district’s network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the District. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using District technology.

Electronic communications, downloaded material and all data stored on the District’s technology resources, including files deleted from a user’s account, may be intercepted, accessed or searched by district administrators or designees at any time in the regular course of business to protect users and district equipment. Any such search, access or interception will be reasonable in inception and scope and shall comply with all applicable laws.

**TECHNOLOGY ADMINISTRATION**
The Board directs the Superintendent or designee to create procedures governing technology usage and to assign trained personnel to maintain the District’s technology in a manner that will protect the District from liability and will protect confidential student and employee information retained on or accessible through District technology resources.

Administrators of computer resources may suspend access to and/or availability of the District’s technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All District technology resources are considered District property. The District may maintain or improve technology resources at any time. The District may remove, change or exchange hardware or other technology between buildings, classrooms
or users at any time without prior notice. Authorized District personnel may install or remove new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

**CONTENT FILTERING AND MONITORING**

The District will monitor the online activities of minors and operate a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filtering/Blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

The Superintendent or designee may disable the District’s filtering/blocking device to enable a non-student user access for bona fide research or for other lawful purposes. In making decisions to disable the District’s filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

**CLOSED FORUM**

The District’s technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The District’s webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving District technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the District and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the District’s technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

**RECORDS RETENTION**

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on District technology resources that complies with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State. In the case of pending or threatened litigation, the District’s attorney will issue a litigation hold directive to the Superintendent or designee.

The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the District’s attorney. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the District’s Information Technologies Department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including
termination of employment, as well as personal liability for civil and/or criminal sanctions by the
courts or law enforcement agencies.

**VIOLATIONS OF TECHNOLOGY USAGE POLICIES AND PROCEDURES**

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the District’s mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the District’s technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the District’s technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the District’s technology policies and procedures. Any attempted violation of the district’s technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

**DAMAGES**

All damages incurred by the district due to a user’s intentional or negligent misuse of the District’s technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

**NO WARRANTY/NO ENDORSEMENT**

The District makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The District’s technology resources are available on an “as is, as available” basis.

The District is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The District does not endorse the content nor guarantee the accuracy or quality of information obtained using the District’s technology resources.

**PURCHASING PROCEDURES**

No purchase, charges, or commitments to buy goods or service for the District can be made without a District requisition form for proper authorization. No purchases, charges, or commitments to buy goods or services for the District can be made without a proper authorization. The District will not reimburse employees or assume responsibility for purchase made without authorization. Contact your immediate supervisor for additional information on purchasing.
PERFORMANCE EVALUATIONS

PERFORMANCE EVALUATION
Evaluation of an employee’s job performance is a continual process that focuses on improvement. Performance evaluation is based on an employee’s assigned job duties and other job-related criteria.

EMPLOYEE CONDUCT
It is the desire of the Board of Education that each working environment be safe and pleasant so as to enhance the educational experience for the students in the school district. Realization of this goal is dependent upon appropriate behavior of professional and support staff personnel.

The examples listed below illustrate conduct which is inappropriate and behavior which is prohibited in a public school environment. While the list is not all inclusive, it represents examples of conduct which will subject a school district employee to discipline, up to and including discharge.

- Improper physical contact with a student; having a physical or mental condition unfitting the employee to instruct or associate with children, or engaging in conduct which demonstrates that the employee should not instruct or associate with children;
- Immorality;
- Incompetency or inefficiency in the line of duty;
- Insubordination;
- Willful or persistent violation of, or failure to obey, the school laws of the state or the published regulations of the Board of Education, including, but not limited to, Rules of Conduct, The Conflict of Interest policy (Policy GBCA) and the staff Ethics Policy
- Excessive or unreasonable absence from performance of duties;
- Conviction of a felony or crime involving moral turpitude;
- Theft, or attempted theft of school district property or property belonging to others;
- Use of threatening, intimidating, coercive, racial, discriminatory or abusive language toward any student, parent, supervisor or fellow employee at any time; engaging in conduct which violates Board of Education Policy ABC, Staff and Student Harassment; ACA, Nondiscrimination on the Basis of Sex, ACAA, Sexual Harassment, or ACB, Nondiscrimination on the Disability;
- Possession, use or distribution of intoxicating liquor or alcoholic beverages on or in school district property, in any vehicle used to transport students to or from school...
activities, or off school property at any school-sponsored or school approved activity, event or function. Reporting to a school assignment after having consumed intoxicating liquor or alcoholic beverages;

- Possession, use, distribution or manufacture of a controlled substance, controlled substance analogue, anabolic steroid or drug paraphernalia on or in school district property, in any vehicle used to transport students to and from school or school activities, or off school property at any school sponsored, or school-approved activity, event or function. Reporting to a school assignment after having consumed any of the substances listed in this paragraph. An employee who is charged with a crime involving the possession, use, distribution or manufacture of any of the substances listed in this paragraph, or any similar substances, shall be suspended from employment with the District or removed from association with children, until a court of competent jurisdiction renders a final decision on the employee’s guilt or innocence, or the District has sufficient information from which the need for disciplinary action can be determined.

- Falsification of any timekeeping record or other maintained by the school district with the intent to deceive the District;

- Fighting or threatening physical confrontation on school district property, in any vehicle used to transport students to and from school or school activities, or off school property at any school-sponsored or school-approved activity, event or function;

- Failure to report absence promptly to the proper person.

- Reporting a false reason for an absence;

- Absence beyond the expected date of return from a leave of absence, excused time off, vacation or holiday without permission;

- Failure to begin work at the scheduled time or quitting work before the scheduled time, including at breaks and meal periods;

- Commission of any crime or illegal activity on school district property; in any vehicle used to transport students to and from school or school activities, or off school property at any school sponsored or school – approved activity, event or function, or while performing assigned duties for the school district.

- Possession or use of a firearm or other weapon referenced in Board of Education Policy JFCJ, Weapons, unless approved in advance by the Board of education, on or in school district property in any vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event or function or where the weapon is possessed or used unlawfully, or displayed or flourished in a threatening manner.

- Failure to obey safety rules, including rules regarding the school district’s legal responsibility for the safety and welfare of students.
Failure to obey Employee Internet Usage Guidelines

Any employee who is charged with a criminal offense may be suspended from employment with the school district or removed from association with children until final decision on the charges is made by a court of competent jurisdiction, or the District has sufficient information from which the need for disciplinary action can be determined.

DISMISSAL AND SUSPENSION

The Superintendent, Assistant Superintendent and Director of Operations are invested with the authority to suspend any staff member for a violation of the policies, procedures and regulations of the Board of Education, or for violation of state law. Action shall be taken when, in their judgment, the best interests of the school will be served by suspension.

HARASSMENT ISSUES

Harassment of a coworker or student motivated by race, color, religion, national origin, disability, or age is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual’s race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive education or work environment.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the building principal or supervisor. If the building principal or Supervisor is the subject of a complaint, the employee shall report the complaint to the Department Director, Director of Operations or Superintendent. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor.

Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or Supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The district will not retaliate against an employee who in good faith reports perceived harassment.

Sexual Harassment/Employee-to-Employee

Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or otherwise offensive work environment.
Employees who believe that they have been sexually harassed by another employee are encouraged to come forward with complaints. The District will promptly investigate all allegations of sexual harassment and will take prompt appropriate disciplinary action against employee found to have engaged in conduct constituting sexual harassment of other employees.

Sexual Harassment/Employee-to-Student
Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, request for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between District employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversation for the purpose of personal sexual gratification.
- Telephoning students at home or elsewhere and engaging in inappropriate social relationships.
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

In most instances, sexual abuse of a student by an employee violates a student’s constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the building principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student’s parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse will also be reported to the appropriate authorities, as required by law.

SEPARATION OF EMPLOYMENT

RETIREMENT
All staff members who qualify shall be participants in the Public School Retirement Systems (PSRS) or the Non-Teacher System (PEERS) of the State of Missouri.

Employees who plan to retire under PSRS should notify the District Benefit Office as soon possible. Inquiries should be addressed to: Teacher (Non–Teacher) Retirement Systems of Missouri, P.O. Box 268, Jefferson City, Missouri 65102 or call 1(800)392-6548 or 1(573) 634-5290. You may also e-mail member services@psrsmo.org.

EMPLOYMENT AFTER RETIREMENT
Individuals receiving retirement benefits from the Missouri Public School Retirement System
(PSRS) and PEERS may be employed in certain positions or on a part-time basis. After retirement you may serve on a temporary, substitute or part-time basis in any capacity for a school district for up to 550 hours in a school year (July 1 through June 30) and continue to receive your retirement benefits. Further, for such employment you may earn up to 50% of the annual compensation payable under the employing District’s salary schedule for the position or positions filled by the retiree, given such person’s level of experience and education. Temporary or substitute employment is defined as employment either in a position held by a regular employed person who is temporarily absent or in a position which is temporarily vacant. Part-time employment is defined as employment which is less than full-time.

RESIGNATIONS
Support staff must provide their employer with a written and signed letter of resignation 2 (two) weeks prior to the last day of employment. Once the letter is accepted by the supervisor then it will be listed on the Willard Board of Education agenda to formally accept the resignation. Failure to provide a 2 week notice may result in forfeiture of accumulated sick pay or vacation pay.

UNEMPLOYMENT COMPENSATION INSURANCE
Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the District Office.
Willard R-II School Policies

For a complete view of the Willard R-II School Board of Education Policies go to www.willardschools.net by going the web page and clicking on the Administration tab then to Board of Education and Board of Education policies

The following policies are more relevant to the support staff and employee policies and procedures.

**Staff Conduct**
Policy GBCB

**Support Staff Leaves and Absences**
Policy GDBDA

**Family Medical Leave**
Policy GDBDA-AP

**Staff Complaints and Grievances**
Policy GBM
Willard R-II Schools

EMPLOYEE HANDBOOK RECEIPT

Name_________________________________ School /Department_________________________________

Last First MI

Please indicate your choice by checking the appropriate box below:

______ I choose to receive the employee handbook in electronic format and accept responsibility for accessing the handbook according to the instruction provided.

The Willard Public School Employee handbook may be accessed by using the following directions:

1. Open the Willard Public School Home Page- at www.willardschools.net
2. Administration
3. Policies
4. Select Handbook that applies to you. You may view or print any or all sections of the Handbook.

______ I choose to receive a hard copy of the employee handbook. A printed hard copy of the Willard Public School Employee handbook will be provided to you upon receipt of this request.

The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify or eliminate the information summarized in this booklet. As the District provides updated policy information, I accept responsibility for reading and abiding by changes. I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department director of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the building principal, if I have questions or concerns or need further explanation.

Acknowledgement

I acknowledge I have received and reviewed a copy of the Employment Handbook, and that I have been made aware there is also an electric version of the handbook available on the District’s website. I agree that if there is any policy or provision of the Handbook that I do not understand, I will seek clarification from my principal or direct supervisor.

I acknowledge that this Handbook is not a contract, either express or implied. I understand the District is an “at-will” employer, and, as such, employment is not for a fixed term or defined period and may be terminated at the will of either party, with or without cause, at any time, and without prior notice, unless otherwise agreed to by the Board and me in a writing signed by both the Board President and me. I understand that the policies, procedures and benefits described in this Employment Handbook are regularly reviewed by the administration and the Board, and may be amended, modified, or deleted unilaterally by the Board at any time. I further acknowledge that the provisions in this Handbook are for information purposes only, the Board of Education policy, rules or regulations take precedence. I hereby acknowledge receipt of or access to the Willard Public School District Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

________________________________________
Signature

________________________________________
Date

Please sign and date the receipt then forward it to the District Office
ILLNESS AND INJURY RESPONSE AND PREVENTION

(Emergency Information Form–Employee)

Employee’s Name: __________________________ / ______________ /_________________

Last          First          Middle

Date of Birth: __________________________________________________________________

Address: ______________________________________________________________________

City: __________ State: _____ Zip: ______ Phone: _______ Cell Phone: ________

Name of Spouse and/or Children (optional): ________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Person(s) to Contact in Case of Emergency:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Cell Phone</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Doctor's Name: __________________________ Phone: __________________________

Address: ____________________________________________________________________

Hospital Preference: __________________________________________________________

Please list any medical or personal information you would like the District to be aware of in order to adequately assist you in an emergency:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

__________
Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), the Willard School District will not discriminate against an otherwise qualified individual with a disability in employment.

__________________________ [name], an employee of the Willard School District, has requested accommodation under the ADA and Section 504. The employee has identified the following physical or mental impairment(s):

The District requests information about the impairment(s) and related limitations to determine if a legal disability exists and what accommodations are appropriate. The District may not be able to provide appropriate accommodations until this form is completed and returned. Please attach additional information if it will assist the District in determining if a legal disability exists or determining the appropriate accommodations. If you have questions regarding this form or the employee's job duties, please contact ________________ [title] at [phone] or ___________________ [e-mail].

To Be Completed by the Physician/Health Care Provider

1. In your professional opinion, does the employee have the identified impairment(s)?
   - Yes   - No
   State the approximate duration of the impairment(s).

2. Considering any mitigating measures, such as medicine or medical devices used by the employee that may reduce the impact of the impairment, does this impairment limit the employee in one (1) or more of the following activities: caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working?
   - Yes   - No
   If yes, please list all the activities limited and the manner and extent to which they are limited.

3. Can the employee perform all of the essential functions of his or her position as articulated in the attached job description without accommodations?
   - Yes   - No
   If no, what functions is the employee unable to perform? Please explain why the employee is unable to perform the functions and for how long the employee will be unable to perform these functions.

4. If you answered no to question 3) above, is the employee able to perform all of the functions of his or her position with accommodations?
   - Yes   - No
   If yes, please describe the types of accommodations that would allow the employee to perform these functions:

It is my professional opinion that the above information is true and accurate as of the date of my signature.

__________________________  ______________________
Physician/Health Care Provider Signature          Date

Print Name: ___________________________          Phone Number: ____________

Return Form To: ___________________________          [title and address]
TECHNOLOGY USAGE

Refer to Policy EHB-AP

(Employee Technology Agreement)
I have read the Willard School District Technology Usage policy and procedure and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and termination of my employment with the district.
I understand that my use of the District’s technology resources is not private and that the school District may monitor my electronic communications and all other use of district technology resources. I consent to District interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data I store on the District’s technology resources, including deleted files, pursuant to state and federal law, even if the district’s technology resources are accessed remotely. I understand I am responsible for any unauthorized costs arising from my use of the District’s technology resources. I understand that I am responsible for any damages to district technology due to my negligent or intentional misuse of the district’s technology resources. I understand that this form will be effective for the duration of my employment with the district unless changed or revoked by the district or me.

Signature of Employee_____________________________________________________

Date______________________________________________________

Name of School:_________________________________________________________

* * * * * *

Implemented: May 22, 2008
Revised:
Willard School District, Willard, Missouri
Willard R-II District

EMPLOYEE EVALUATION

Employee’s Name_________________________Date:___________

Position:_________________________School:_________________________

Evaluation Criteria and Factors: Describe the employee’s performance relative to the criteria and factors stated below. Additional sheets may be attached to elaborate on specific performance aspects.

Evaluation Criteria – Rating Definitions:

- **Exceeds Norm**: The employee goes above standards by demonstrating outstanding performance, skills and knowledge.
- **Normal Standards and Expectations**: The employee consistently meets the position standards; performance is fully acceptable and demonstrates a balance between quality and quantity.
- **Less than Standards**: The employee does not consistently meet expectations and demonstrates a need for improvement in performance.
- **Standard Not Met**: The employee does not perform at an acceptable level to meet the position standards.

**Please check the appropriate box for each area**

<table>
<thead>
<tr>
<th>Factors</th>
<th>Exceeds Norm</th>
<th>Meets Standard</th>
<th>Less Than Standard</th>
<th>Standard Not Meet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. KNOWLEDGE and SKILLS SPECIFIC TO THIS JOB</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:_____________________________________________________________________
_______________________________________________________________________________

<table>
<thead>
<tr>
<th>Factors</th>
<th>Exceeds Norm</th>
<th>Meets Standard</th>
<th>Less Than Standard</th>
<th>Standard Not Meet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B. Decision Making</strong></td>
<td>Makes clear, constant, transparent decisions; acts with integrity in all decision making; distinguishes relevant from irrelevant information and makes timely decisions</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:_____________________________________________________________________
_______________________________________________________________________________

<table>
<thead>
<tr>
<th>Factors</th>
<th>Exceeds Norm</th>
<th>Meets Standard</th>
<th>Less Than Standard</th>
<th>Standard Not Meet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C. Planning and Initiative</strong></td>
<td>Achieves unit’s plans within timelines and resources; scopes plans and schedules work; sets priorities and goals; anticipates and adjust for problems ; evaluates workloads ; measures and evaluates performance against goals</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:_____________________________________________________________________
_______________________________________________________________________________

<table>
<thead>
<tr>
<th>Factors</th>
<th>Exceeds Norm</th>
<th>Meets Standard</th>
<th>Less Than Standard</th>
<th>Standard Not Meet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D. Communication</strong></td>
<td>Connects with peers, subordinates and customers, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Factors</td>
<td>Exceeds Norm</td>
<td>Meets Standard</td>
<td>Less Than Standard</td>
<td>Standard Not Meet</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------</td>
<td>----------------</td>
<td>--------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>E. Quality Improvement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strives for efficient, effective, high quality performance; delivers timely and accurate results; resilient when responding to situations that are not going well; takes initiative to make improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Problem Solving</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identifies problems, involves others in seeking solutions, conducts appropriate analysis, searches for best solutions; responds quickly to new challenges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Cooperation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promotes respect, fairness and equity; and shows respect for people and their differences; works to understand perspectives of others; demonstrates empathy; brings out the best in others</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. Stewardship</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates accountability and sound judgment in using school resources in open and effective manner, appropriate understanding of confidentiality, district values; adheres to policies, procedures, and safety guidelines. Cooperates and collaborates with colleagues as appropriate; works in partnership with others. Demonstrates responsibility while working around school age children</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Leadership</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accepts responsibility for own work; develops trust and credibility; demonstrates honest and ethical behavior</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Supervisor Comments:

Employee Comments:

Supervisor Signature: __________________________ Date ____________

Employee Signature: __________________________ Date ____________

I have reviewed this evaluation and discussed the contents with my supervisor. My signature means that I have been advised of my performance and have been given the opportunity to make comments, but does not necessarily imply agreement with the evaluation or the contents.

Employee’s Signature ____________________________________________

Print Name _____________________________________________________

Date: __________________________________________________________
Food Service Employee Handbook

Willard R-II Schools

Developing Tomorrow's Leaders by Pursuing Excellence
FOOD SERVICES MANAGEMENT

The food services program provided by the school district is designed to provide wholesome and appetizing school meals to district students. School meals contribute to good nutrition, which is vital to mental and physical growth during the formative years. As such, the food services program operates as an integral part of the total school program.

Program leadership, direction and supervision at all levels are the responsibilities of a trained staff. The superintendent, in cooperation with the director of food services, is charged with administering the total program, implementing Board policy as it pertains to school food services and making recommendations pertaining to the program and food services personnel to the Board. Food services personnel in the schools will be directly responsible to the director of food services in the district and the building principal.

The principal of each school shall administer the program in the particular school and shall maintain discipline in the cafeteria or lunchroom. In addition, the principal will require correlation between the district's health instruction and the food services program.

The school food services program will be operated on a non-profit basis and will comply with all rules and procedures pertaining to health, sanitation, internal accounting procedures and service of foods. The district will meet all state and federal requirements necessary for participation in state and federal meal programs. All school food services receipts must flow through the district chart of accounts and be used only to pay allowable food services costs, in accordance with law.

Meal prices shall be established annually by the Board of Education.

When food services facilities are used by outside agencies, an adequate fee approved by the Board will be charged. If facilities are used for other than the regular program, the manager will ensure that no supplies provided for the regular program or USDA commodities are used.

Position: Building Food Services Manager

Qualifications:

- Management and supervisory experience.

Requires working knowledge of cash register and computer

- Bookkeeping skills.
- Baking and cooking skills.
- Ability to plan, organize and cater miscellaneous school events.
- Ability to maintain a customer friendly lunch room.
- Ability to provide a wide variety of meals for children and staff.
- Must be able to lift items weighing up to 50 lbs.
Performance Responsibilities:

1. Attend monthly meetings to order supplies.
2. Be available for emergency calls or make arrangements for someone to be available to handle problems that might arise when manager is not on the job.
3. Resolve problems among staff members and incidents that might occur with food service employees.
4. Check and sign-off an all time cards, schedule workers to cover hours Monday through Friday.
5. Maintain cleanliness of entire kitchen facility. Schedule daily, weekly and monthly cleaning of floors, ovens, freezers, and refrigerators.
6. Close out computers, kitchen, freezer and storage room at the end of the year.
7. Conduct inventories of freezers and storeroom.
8. Ensure proper storage of food item.
9. Ensure repair of equipment by appropriate work orders.
10. Help PTO and staff with request for use of kitchen throughout the year.
11. Maintain recipes needed for all menus.
12. Maintenance of food service operation full compliance with public and state health codes.
13. Organize computer with free and reduced information.
15. Post items on inventory sheet and update as needed.
16. Prepare and organize daily breakfast and lunch menus including activities for breakfast promotions.
17. Prepare end of the month statements and provide paperwork to be distributed accurately.
18. Prepare monthly commodity orders.
19. Prepare time sheet information and make it available for review by appropriate authorities.
20. Properly store groceries upon delivery.

Performance Responsibilities:

1. Maintain clean, organize and orderly checkout areas.
2. Works efficiently with food product meals on time.
3. Properly stores groceries upon delivery.
4. Ability to determine production schedule and necessary supplies for planned menu.
5. Enter and record student breakfast and lunch account information, make deposits into individual accounts.
6. Compile and maintain accurate balance and reports for breakfast and lunch counts.
7. Accurately count money and make bank deposits.
8. Monitor student charges and send notice to parent and school office.
9. Recognize the portion size and serving requirements for Type A Lunches.
10. Accurately charge for additional or extra food items.
11. Complete assigned kitchen responsibilities as directed by food manager.
12. Maintain positive relations with students and staff.
13. Excellent verbal and written communication skills.
**Position:** Food Service Worker

Qualifications:
- Ability to read and understand menus and recipes.
- Be able to follow verbal and written directions.
- Desire to work with children, have good communication skills and ability to work with students, faculty.
- Baking and cooking skills
- Must be able to lift items weighing up to 50 lbs.
- Ability to stand on your feet for an extended time during the work day.

Performance Responsibilities:

1. Maintenance of food service operation in full compliance with public and state health codes.
2. Works efficiently with food production to produce meals on time. Looks ahead to determine when to defrost items for use in production. Pre-preps each day prior to scheduled end of shift to insure the next day’s menu items are ready to produce.
3. Properly stores groceries upon delivery.
4. Conduct inventories of freezer and storeroom.
5. Maintain cleanliness of entire kitchen facility. Schedule daily, weekly and monthly cleaning of floors, ovens, freezers, and refrigerators.
6. Uses tools and equipment with safety guards in place, wipes up spills right away, and reports unsafe conditions to supervisor promptly. Promptly reports injury/accidents to supervisors.
7. Reports on time for work. Notifies supervisor of absences before the start of the work day.

**FOODS SERVICE DEPARTMENT**
It is our hope that you will realize the importance of your role in the food service operation. As an employee in the Food Service Department, you are a goodwill ambassador. You are in the service business and if you have the desire and ability to serve others well, you will enjoy your work here. We expect you and the management staff to carry on your work properly and conscientiously. Be courteous and friendly to students and fellow workers.

**OBJECTIVES**
To provide balanced, attractively served, well-prepared meals while carefully following the menu planned by the Director.

1. To give good, courteous and friendly service.
2. To meet high sanitary standards.
3. To be receptive to students’ ideas and suggestions.
4. To strive for improvement.
5. To provide the best possible working conditions.
To accomplish these objectives requires that each person does his/her part. No matter how small each job may seem, it is an important part of the overall operation. We hope you become a partner in our efforts to serve our customers in an efficient and attractive manner.

**FOOD SAFETY: Information you should know.**

1. Food may only be out a total of 4 hours. This includes from the freezer to the consumer. After that time, food must be discarded or reheated proper temperature.

2. Willard serves “Just in Time Food”. This means food is prepared just in time to serve to the students. We can not precook food items and serve them the next day.

**COOKING REQUIREMENTS FOR SPECIFIC TYPES OF FOOD**

1. Poultry - 165 degrees for 15 seconds
2. Ground Meat - 155 degrees for 15 seconds
3. Injected meat - 155 degrees for 15 seconds
4. Pork, Beef, Veal,
   - Steaks - 145 degrees for 15 seconds
   - Roasts - 145 degrees for 4 minutes
5. Fish - 145 degrees for 15 seconds (Ground or minced 155 degrees for 15 seconds)
6. Eggs - 145 degrees for 15 seconds (immediate serve) (hot held for service 155 degrees for 15 seconds)
7. Fruit or Vegetable (hot held for service) - 135 degrees
8. Commercially Processed, RTE Food (hot held for service) - 135 degrees for 15 seconds.

**COOLING FOOD**

Potentially hazardous foods must be cooled from 135 degrees to 70 degrees within 2 hours and then from 70 degrees to 40 degrees or lower within the next four hours. This may require reducing food from large containers to smaller amounts.

**FOOD SERVICE DEPARTMENT, WE EXPECT YOU TO:**

1. Have an active interest in your job and in the success of the operation.
2. Give your job your best effort.
3. Keep in mind that the future of the Food Service depends on how well the customer (student) is pleased.
4. Be on time and to notify your supervisor a minimum of two hours in advance if it is impossible for you to report for work.
5. Cooperate in a friendly and “team spirit” way with the other employees and your manager/supervisor.
6. Learn your job and do it well.
7. Be pleasant, polite and courteous at all times.
8. Have a sense of pride in your employment with Food Service.
9. Use your initiative and make improvement suggestions.
10. Take problems concerning your work to your manager/supervisor. It is his/her job to help you solve them.
11. Help where needed as requested.
12. Know, understand and follow the rules in this handbook.

**PERSONAL APPEARANCE AND SANITATION**

1. The following are required.
2. Clean, unwrinkled clothing.
3. Clean and neat personal appearance. Practice good personal hygiene and hair control.
4. Hair restraints are required. Examples of these are hair nets, ball caps and head covers provided by the school. Hair spray is not an acceptable hair restraint. Wigs and hairpieces will be treated as natural hair and shall comply with the above.
5. Keep fingernails clean and well trimmed. Avoid using all kinds, types and shades of nail polish. False nails are not allowed.
6. Wear appropriate clothes, shorts are permitted as long as they are an acceptable length. Tank tops are not.
7. Wash hands with soap and water before returning to work after using the toilet, coughing, sneezing, blowing your nose, touching your face or running your fingers through your hair, etc.
8. Report illness, skin infections and the like to your supervisor. Sores, cuts and abrasions on your hands, arms, face or neck must be covered with a bandage and gloves must be worn if you handle food products.
9. Handle all foods with proper utensils; do not use bare hands when working with food that is ready to Eat.
10. Do not lick your fingers and do not put fingers in food for tasting. Use a clean spoon each time you need to taste a product.
11. Do not wear excessive jewelry, including bracelets. You are allowed to wear a plain gold band. Ear piercing is acceptable, while face piercing is not.

12. Tattoos should be covered.

13. The use of tobacco products is prohibited on school grounds.

**SAFETY PROCEDURES**

Employees should be aware of temporarily unsafe conditions such as greasy and wet floors. Be careful while using the equipment and be sure you understand thoroughly how each piece
operates before you use it. If you become injured, immediately notify your supervisor, who will advise you on proper procedures to follow.

1. Blue tooth and cell phones are not permitted during working hours. You may keep a phone in your purse or locker and check it on your break for emergency calls.
2. Wear sensible shoes—closed toes and heels. No clogs or sandals are allowed. Non slip soles are required.

WHO AND WHEN TO CALL WHEN PROBLEMS OCCUR

The following information is to assist your in determining who and when to call if you have a problem performing your normal duties. Following this policy will 1) ensure that the proper person is notified and 2) ensure that you are making contact with the person who is best able to assist you.

Upon reporting for work, please check to see that you have everything available that you will need to execute the menu for the day. Any missing component should be addressed immediately. If you are not able to resolve the problem, you should tell your supervisor or, in her absence, the person in charge.

If you have a problem you cannot solve on your own, you are to go to your immediate supervisor, if he/she cannot take care of it, the next person you should contact is the Food Service Director.

ILLNESS/CANNOT COME TO WORK

Willard School District allows one sick day per month and two personal days in a school year. Excessive absences may result in disciplinary action/dismissal.

If you are ill or cannot come to work, call and speak to your supervisor at least two hours in advance of your work schedule if you are part-time. If you are full-time, you can call one hour in advance.

In addition, while you are on sick leave, you must call your supervisor every day by 1:30 P.M. to provide an update on your condition. Your supervisor will inform you if you may leave a voice mail message or if you must speak to someone in person.

All employees are expected to perform the tasks assigned to them by their managers/supervisors in accordance with work standards established by Willard Board of Education and the administration.

My supervisor’s number is:______________

Backup number to call is:______________
Alternate number to call: ________________

Central Office number: ________________