



Home of  
the  
Gophers

2024-2025

**GREEN CITY  
R-1 SCHOOL  
EMPLOYEE  
HANDBOOK**

## **Green City R-1 Handbook**

This handbook is intended to provide quick access to a number of policies and procedures the district must make you aware of or that might be of high interest. This handbook is NOT a comprehensive listing of all the policies to which employees must adhere. Nor does it absolve staff from being compliant with the expectations found in policies not included in this handbook.

The single best way to protect yourself is to read the policies. Please reach out to your direct supervisor regarding any questions you have reviewing this document.

All board policies are available on the district website under the District tab.

<https://www.greencity.k12.mo.us/vnews/display.v/SEC/District%7CPolicies%2C%20Forms%2C%20Regulations>

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## **Green City R-1 Philosophy and Objectives**

The American way of life was built, and is still being built, on a foundation, which is called democracy. Democracy can be defined in many different ways but in general terms it is referred to as "government by the people". Its greatest importance, though, lies in its characteristics and how it challenges, shapes, and affects society.

Democracy is not inherited. It must be earned and learned by the society that has it. Therefore, it is apparent that the school should take on that responsibility. Its obligation, as a societal institution, should be to prepare, improve, and perpetuate democracy as a way of life. In order to meet this obligation, the school must serve as a director of all growth activities, which are experienced or will be experienced by the individuals in our society and attempt to develop them to the utmost efficiency.

In order to carry out this philosophy, our school should work to achieve the following objectives:

1. Direct and assist the student in developing an understanding and appreciation of responsibilities as an American citizen.
2. Create an atmosphere in which students can utilize their creative abilities and capabilities.
3. Guide the student that he/she may become aware of his/her interests, abilities, and potentialities.
4. Equip the student with the necessary training that may enable him/her to choose an appropriate and rewarding vocation.
5. Develop the intellectual, physical, and emotional growth of the student.
6. Provide a well-planned and well-rounded curriculum that will enable the student to become proficient in many areas of knowledge.
7. Prepare the student for the responsibilities and privileges of family life.
8. Instill in the student a deep sense of pride in himself/herself, in the school, and the community.

**Our Mission . . . "TO BUILD FOUNDATIONS FOR SUCCESSFUL LIVES"**

### **Board of Education**

President.....	Kellen Hatcher
Vice President .....	Jason Salas
Secretary .....	Ryan Barnes
Treasurer .....	Janelle Hepler
Member .....	Thomas Christen
Member .....	Brody Fude
Member .....	JT Thomas

## Faculty & Staff Listings

Superintendent .....	Tennille Banner
Elementary Principal.....	Alice Heidenwith
Secondary Principal .....	Dallas Halley
Athletic Director .....	Dale Whitacre
Counselor (PK-12).....	Chelsea Wood
Preschool.....	LaNessia Ballinger
	Rachael Chase
Kindergarten .....	Colleen Vreeland
Grade One .....	Teagan Wilson
Grade Two .....	Tammy Jacques
Grade Three .....	Jamie Halley
Grade Four .....	Sidney Miller
Grade Five.....	Amber Liebhart
Art .....	Vanessa Sthole
Business Education .....	Amanda Lunsford
Computers .....	Teresa Dolan
Elementary Music .....	Vanessa Sthole
History.....	Heather Davis
	Dale Whitacre
Instrumental & Vocal Music.....	Glenn Palmer
Language Arts.....	Pamela Carte
	Wendy Eberhardt
Learning Labs .....	Rebecca Tipton
Librarian.....	Teresa Dolan
Mathematics.....	Angela Fields
	Elliott Leong
Migrant Education .....	Emily Kottwitz
Parents as Teachers Coordinator.....	Janie Gray
Physical Education.....	Donovan Edwards
	Nick Edwards
Science .....	Danita Gordon
	Kassi Leslie
Special Services .....	Donnie Fields
	Daney Keller
	Stephanie Somers
Special Education Director .....	Tennille Banner
Speech Therapy.....	Rebecca Johnson
Testing Coordinator .....	Emily Kottwitz
Title I.....	Frann Kincannon
	Jennifer Peavler
	Marissa Seaton
Vocational Agriculture.....	Tammy Campbell
	Nicholas Rhodes

**Support Staff**

Bookkeeper and Secretary to the Superintendent .....	Lindsay Moore
Bus Driver .....	Donnie Fields Christy LaFaver Eric Littrell Richard Morelock Donald Murphy James Snyder Jim Thomas
Custodians .....	Judy True J.D. Vernott Billy White
Food Service .....	Angie Carmack Candy Fields Denise Moore Christina Ratliff
School Nurse .....	Beth Beyer
Paraprofessional .....	Tammy Campbell Karen Clark Carla Glidewell Megan Cochran Christy LaFaver Stephanie Search
Secretary (Elementary) .....	Megan Lunsford
Secretary (High School).....	Susan Crist
Transportation Director.....	Jim Thomas

**Class Sponsors**

6 <sup>th</sup> Grade.....	Donovan Edwards
7 <sup>th</sup> Grade.....	Nick Edwards
8 <sup>th</sup> Grade.....	Glenn Palmer
9 <sup>th</sup> Grade.....	Danita Gordon Elliott Leong Stephanie Search
10 <sup>th</sup> Grade.....	Kassi Leslie Stephanie Somers Vanessa Sthole
11 <sup>th</sup> Grade.....	Teresa Dolan Heather Davis Tammy Campbell Becky Tipton
12 <sup>th</sup> Grade.....	Wendy Eberhardt Amanda Lunsford Nick Rhodes Chelsea Wood

**Organization Sponsors**

Cheerleading .....	Christy Ratliff
Dance .....	Audra Paul
Drill Team and Poms .....	Laura Hudson
Drama Club.....	Glenn Palmer
FBLA .....	Amanda Lunsford
FFA .....	Tammy Campbell Nick Rhodes
Flags.....	Laura Hudson
NHS.....	Wendy Eberhardt
Renaissance.....	Teresa Dolan
Scholastic Bowl .....	Danita Gordon
Varsity Club .....	Dale Whitacre
Yearbook.....	Amanda Lunsford
Baseball.....	Dale Whitacre Donovan Edwards
Basketball JH Girls .....	Chelsea Wood Kassi Leslie
Basketball JH Boys .....	Donovan Edwards Chelsea Wood
Basketball Varsity Girls .....	Nick Edwards Sidney Miller
Basketball Varsity Boys.....	Matt Ayers Donovan Edwards
Softball.....	Nick Edwards Jennifer Peavler
Varsity & JH Track.....	Sidney Miller Glenn Palmer Jennifer Peavler



## **Absences (P4320)**

The Board of Education has adopted regulations for the following types of leave for District employees:

- Sick Leave
- Personal Leave
- Bereavement Leave
- Leave for Jury Duty
- Military Leave
- Leave of Absence
- Family and Medical Care Leave (Click [HERE](#) for specific information related to FMLA.)

Specific provisions of the various types of District leave are available [HERE](#).

Employees who have been employed with the district for at least 5 consecutive years who resign or separate from the district can return unused accumulated sick, personal, or days earned through June, or the date of resignation or separation, if during the school year, at a rate of \$75 per accumulated day for full-time employees and \$40 per accumulated day for those working less than 4 hours per day. Any unused vacation days will be paid at the employee's daily wage.

## **Activity Passes**

All Board of Education members and their spouses and school age children and all certified and non-certified employees and their spouses and school age children shall be able to attend home athletic activities without charge.

## **Board of Education Meetings**

The Green City R-1 Board of Education is scheduled to meet on the 2<sup>nd</sup> Thursday of each month. Staff members should check the calendar to verify this meeting date and as it may be changed to avoid other school events. The agenda for all board meetings is posted outside of the district office at least 48 hours in advance of the meeting. Board minutes from previous board meetings can be found [HERE](#).

## **Bloodborn Pathogens**

In an effort to protect all employees who may have occupational exposure to blood or other infectious materials, Green City R-I School District had adopted the following procedures which can be found [HERE](#).

## **Calendars**

The district calendar is available on the school website and is available [HERE](#). A monthly calendar indicating that month's school events for both the elementary and high school buildings is available [HERE](#).

## **Cell Phone (4873)**

Staff use of cell phones should be limited to times in which the employee is not supervising students. If employees choose to have their school email on their phone, the email account must be secured from others who might have access to their phone. The policy related to cell phones can be found [HERE](#).

## **Child Abuse Reporting (P2710)**

The Board of Education believes that school staff members, school volunteers and school contractors, are in unique positions to assist children, families, and the community in dealing with the issue of child abuse and neglect.

Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being. The status as an unaccompanied youth is not, in and of itself, a sufficient basis for reporting child abuse or neglect unless the child is under sixteen (16) years of age or is an incapacitated person.

**All school district employees are mandated reporters and required to report any suspicions of abuse using one of the following methods**

- Abuse Hotline at 1-800-392-3738
- Online report at <https://apps.dss.mo.gov/OnlineCanReporting/default.aspx>

The full policy regarding the reporting of student abuse can be found [HERE](#).

## **Communication with Students (P4650)**

All communication (both verbal and nonverbal) between employees and students should be appropriate and consistent with board policy. Employees are discouraged from “friending” or “following” students on social. Policy 4650 outlines communication with student by electronic media and can be found [HERE](#).

## **Confidentiality Policy**

It is the policy of the Green City R-1 School District to respect the privacy, dignity, and confidentiality of all students attending Green City R-1 Schools. This covers student records, medical information, and other sources of personally identifiable sources of information. Such personally identifiable information should only be viewed or received by School District employees who have a legitimate educational interest in viewing or receiving the information, as well as those officials involved in a supervisory capacity over the school in which the students are enrolled.

The dissemination of personally identifiable information by employees or volunteers to individuals who have neither a legitimate educational interest nor a “need to know” is strictly prohibited. Further, employees or volunteers are not to disclose such personally identifiable information to individuals who are not affiliated with the Green City R-1 Schools without specific written authorizations for the release of such information.

Employees or volunteers who release personally identifiable information in violation of this policy shall be subject to discipline. Such discipline shall be severe and may include, but not be limited to, termination.

## **Contracts (P4130)**

### **Probationary Teachers**

Teachers will receive a probationary contract for each of their first five years of full-time employment or for the corresponding period of part-time service. Probationary teachers will be notified in writing of the Board's intent to reemploy them for the next school year. This written notice will be provided by April 15. Click [HERE](#) for the full policy.

## **Permanent Teachers**

Permanent teachers will be provided with an indefinite contract as provided by state statute. Indefinite contracts may be modified by the Board on or before May 15 with respect to the school year and with respect to annual compensation. Permanent teachers will receive copies of contract modifications within thirty (30) days of Board adoption. Click [HERE](#) for the full policy.

## **Copyrighted Material (P6243)**

It is the intent of the Board to delineate, enforce, and abide by the provisions of current copyright laws and regulations as they affect the School District and its employees. Click [HERE](#) for the full policy.

## **Discrimination and Harassment (P1300) (P1301)**

The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

Click [HERE](#) for the full policy and information regarding how to report a complaint.

## **District Property (P4880)**

Employees may be provided access to and use of District property including, but not limited to, desks, file cabinets, closets, storage areas and computers for classroom use. These items remain the property of the District and are subject to inspection by District administrators.

## **Drug and Alcohol Use (P4870) (P4872)**

The School District seeks to provide a safe drug-free work place for all employees. Therefore, the manufacture, distribution, possession, use of, or presence under the influence of alcohol, of controlled substances or of substances represented to be such, is prohibited on school premises or at school activities. In addition, the district will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. The full policy related to drug and alcohol use can be found [HERE](#).

School bus drivers are subject to random drug and alcohol testing as required by law. The full information related to driver drug testing can be found [HERE](#).

## **Equal Opportunity Employment (P4110)**

The Board of Education of the Green City R-I School District is an equal opportunity employer. The Board is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board commits

itself to the policy that there shall be no unlawful discrimination or harassment against any person because of race, color, religion, age, sex, national origin, or disability. All decisions with regard to employment shall be in compliance with applicable state and federal laws. The full policy can be found [HERE](#).

### **Evaluation of Staff (P4610) (P4620)**

Direct supervisors shall orient all employees with the evaluation procedures and standards during the first month of their assignment to their respective building or program. Each employee shall be advised as to who shall observe and evaluate his or her performance. No formal observation shall take place until such orientation has been completed.

Should any deviation from expected work performance develop, the supervisor shall be responsible for discussing it with the employee at the earliest possible time. These discussions shall be constructive in approach and designed to help correct weaknesses.

The policy for Certificated Personnel Performance Evaluations can be found [HERE](#). Teaching standards can be found [HERE](#).

The policy for support staff performance evaluations can be found [HERE](#).

### **Extra Duty Contracts (P4131)**

Employees may be contracted to provide sponsorship and coaching duties as recommended by the Superintendent and approved by the Board of Education. Compensation for such positions will be provided in accordance with a Board approved extra duty salary schedule.

Certificated employees may be contracted for additional days beyond the regular contract period. Compensation for such extended duty will be calculated on the existing salary schedule. The Board may establish a separate salary schedule for summer school assignments.

Assignment to extra duty is for one (1) year only and may be renewed or eliminated annually upon the recommendation of the Superintendent and at the discretion of the Board.

### **Homeless Students (P2260)**

The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless liaison. The full policy can be found [HERE](#).

### **Insurance Benefits (P4540)**

The insurance program for all school personnel who are eligible shall be determined by the annual school budget as approved by the Board of Education. If the employee elects not to take the Board benefit, the Board is not obligated to reimburse the employee an equal amount of the benefit not taken. The policy related to insurance benefits can be found [HERE](#).

Click [HERE](#) for information about our current insurance benefits.

## **Medical Services**

The district has a full-time nurse on staff who is able to provide basic first aid and over-the-counter medications for staff needs during the work day.

## **Migrant Education Program (6274)**

The Board of Education is committed to the identification, needs assessment and enrollment of migrant students living within the District. The District's Coordinator of Programs for Homeless Students is also responsible for implementation and maintenance of the District's program for migrant students.

Information regarding the instruction of migrant students can be found [HERE](#).

## **Money**

All money collected in the name of the school must be accounted for by the Board of Education, and the board must approve all expenditures of any district money. All cash and checks collected should be kept in a secure location and submitted to the District Secretary on a regular basis. Best practice is to submit money to the district office daily, and at no time should keep money longer than one week. Employees are NOT allowed to keep cash from "fundraising" activities to make purchases. All cash that is collected should be deposited into a district account. Any checks to be deposited in a school account should be made out to GREEN CITY R-1.

## **Payroll (P4525)**

Monthly pay is issued on the 10th day of each month. If the 10th should fall on a Saturday, Sunday, or holiday, deposits will be made on the last prior workday. Pay stubs will be sent electronically to staff unless electronic means are unavailable. Information regarding required and voluntary salary deductions can be found [HERE](#).

Salary schedules can be found [HERE](#).

## **Personnel Records (P4860)**

Personnel files on all employees will be maintained in the District's administrative offices. It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all District employees. The personnel files of an individual employee will be considered confidential to the extent allowed by law. The full policy can be found [HERE](#).

## **Professional Development Program (P4411)**

The District supports professional development of its staff through the maintenance of a professional development committee as well as assistance programs for new teachers and resource programs for experienced teachers.

## **Purchasing**

Following the guidelines for purchasing items for the school is crucial. Requisitions will be completed online via the WebLink system and sent to principals and supervisors for approval. Final approval will be made by the Superintendent. Orders should be submitted by the staff member only after the requisition has been approved. Employees will be notified regarding the approval via email. Signed purchase orders are available through the district office as needed.

**STAFF MEMBERS ARE NOT TO ESTABLISH DISTRICT PURCHASING ACCOUNTS WITH VENDORS. THIS WILL BE DONE ONLY THROUGH THE OFFICE OF THE SUPERINTENDENT.**

## **Reimbursement Policies**

Faculty and staff are encouraged to use the district purchasing system when obtaining items for the school district. In the case this is not possible, the individuals should receive pre-approval for reimbursement of purchased items.

Faculty and staff members who need to travel to fulfill their job duties will be reimbursed mileage and meals at a rate set by the board of education each year. The reimbursement form can be found [HERE](#).

### **ITEMIZED RECEIPTS MUST BE SUBMITTED FOR ALL EXPENSES CLAIMED AS REIMBURSABLE.**

The following practices will be used to calculate eligible miles:

- In performing travel, employees will use the most direct well-traveled route between any two points.
- Mileage will be calculated based on the shorter of the distance from the school to the event or from the employee's home to the event.
- Claims for mileage reimbursement will be for actual miles driven based on odometer readings or based on a mileage calculation using a mapping website.
- When possible, employees should carpool to reduce expense to the district.

## **Religious Expression (P1110)**

The District is committed to provide educational services and to maintain a learning environment, which does not limit or deny participation in constitutionally protected prayer or other protected religious expression. Consistent with the provisions of the First Amendment, the District and its employees, who are engaged in official duties, will not sponsor any religious activity or expression. Conversely, the District and its employees, who are engaged in official duties, will not discourage or preclude religious expression that is privately initiated, consistent with this policy and regulation. The full policy can be found [HERE](#).

## **Resignation of Certificated Staff (P4710) (P4711)**

Employees who wish to resign should address a letter of resignation to the Superintendent/designee and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

Employees who have been employed with the district for at least 5 consecutive years who resign or separate from the district can return unused accumulated sick, personal, or vacation leave days earned through June, or the date of resignation or separation, if during the school year, at a rate of \$75 per accumulated day for full-time employees and \$40 per accumulated day for those working less than 4 hours per day.

### **Certificated/Contracted Employees**

Certificated employees who for any reason intend to retire or resign at the end of the current school year are encouraged to indicate their plans in writing to the Board as early as possible, but no later than June 1.

Certificated employees who request release from their contract after June 1 will be assessed fees as outlined in the employee contract and in board policy.

The policy regarding certified staff resignations can be found [HERE](#).

### **Support Staff Resignation**

Fourteen days written notice is the minimum amount of time for resignation by a support staff member. The policy regarding this policy can be found [HERE](#).

## **Safety**

Green City R-1 uses a proactive approach to ensure the safety of all employees. Safety training will be provided to all staff members annually. Safety drills will also be practiced throughout the school year.

## **Staff Conduct (P4630)**

The Board of Education requires all staff members to serve as positive role models for district students and community. Staff members should always represent themselves in way which reflects positively upon the school district. It is the responsibility of each staff member to comply with all board policies, regulations, and procedures. The staff conduct policy can be found [HERE](#).

## **Staff Dispute Resolution (P4850)**

If a workplace misunderstanding or dispute should arise, the Board of Education has adopted a formal process for dispute resolution that encourages specified employees to resolve concerns quickly and at the most immediate administrative level. This policy and procedure can be found [HERE](#).

## **Technology Usage**

The Green City R-1 School District supports the rights of staff to have reasonable access, in school, to various information formats and believes it is incumbent upon staff to use this educational advantage in an appropriate and responsible manner. Inappropriate use of computers or district technology may result in my loss of their utilization and other possible disciplinary action. Staff members will be required to sign an acceptable use agreement annually.

## **Termination/Non-Renewal of Staff**

### **Probationary Teacher (P4730)**

Pursuant to section 168.126.2, RSMo. (Supp. 1992), the Board of Education may choose to non-renew a probationary teacher's contract for the coming school year or may choose to terminate a probationary teacher's employment during the term of a contract in accordance with board policy which may be found [HERE](#).

### **Permanent Teacher (P4731)**

Pursuant to state statute, the Board of Education may terminate the contract of a permanent teacher at anytime during the teacher's employment for one or more of the following causes:

- Physical or mental condition that renders the teacher unfit to instruct or associate with children.
- Immoral conduct.
- Incompetency, inefficiency, or insubordination.
- Willful or persistent violation of, or failure to obey, the school laws of the state or the published regulations of the School District.
- Excessive or unreasonable absence from the performance of duties.
- Conviction of a felony or a crime involving moral turpitude.

The procedures and rights afforded to the permanent teacher are outlined in the full policy which can be found [HERE](#).

### **Support Staff (P4720)**

Support staff employees are considered at-will employees and can be terminated by the Board of Education. The procedures and rights afforded to support staff are outlined in the full policy which can be found [HERE](#).



## **Weather Related Closure**

If school is to be canceled due to inclement weather conditions, staff will be notified via the text messaging and calling systems. Maintenance staff will be contacted by their direct supervisor to determine if they need to work on days in which school is closed due to weather. All other staff members will not need to report to the building, unless a unique situation arises.

## **Wellness Policy**

Green City R-1 is committed to ensuring the physical wellness of students and staff members. The district wellness policy can be found [HERE](#).

## **Workers' Compensation Insurance (Policy 4530)**

Employees who suffer an injury caused by an accident or occupational disease arising out of and in the course of employment (“work-related injury”) will receive benefits paid by the District according to the Worker’s Compensation Law of the State of Missouri (“the law”). The full policy can be found [HERE](#).

If you are injured while working, please notify the district office as soon as possible.



# **Employee Handbook Acknowledgement**

## **Green City R-1 Employee Handbook Acknowledgement Form**

- I acknowledge there is an electronic version of the Employee Handbook on the district's website.
- I acknowledge that if there is any policy or provision of the Employee Handbook that I do not understand, I will seek clarification from my principal, direct supervisor or the superintendent.
- I acknowledge that the Employee Handbook is not a contract, either expressed or implied.
- I understand that the policies, procedures and benefits described in the Employee Handbook are regularly reviewed by the administration and the board, and may be amended, modified, or deleted unilaterally by the Board of Education at any time.
- I further acknowledge that the provisions in this handbook are for informational purposes only and to the extent that they differ from the Board of Education policy, rules, or regulations, the Board of Education policy, rules, and regulations are controlling.

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Employee Name

Date