



**2009-2010**

**Southern Boone County R-I Schools**

**CLASSIFIED STAFF  
HANDBOOK**

(A copy of this handbook is on the District intranet page. All Southern Boone policies are accessible from the District's web page under the "Policies and Notices" link.)

**August 3, 2009**

**Mission Statement**

**To educate by challenging each student to reach full potential in preparing for a changing world.**

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## **PHILOSOPHY**

This handbook is intended to provide each non-certified employee with the basic policies and practices of the district. Employees will receive specific guidelines from their job descriptions and their supervisors. Job descriptions are available from the central office. All board policies are available for viewing in the superintendent's office or on the district's website under the heading of "Policies and Notices."

## **MISSION STATEMENT**

**To educate by challenging each student to reach full potential in preparing for a challenging world.**

## DEFINITION OF EMPLOYMENT

The Southern Boone County R-1 School District is an at-will employer. All non-certified staff will be notified in June of any changes in salary or benefits and will continue to keep their current position for the next year unless otherwise notified.

Employees leaving the district are required to give at least two (2) weeks' notice before terminating. The school district is required to give two (2) weeks' notice or two (2) weeks pay before terminating any non-certified staff, except for reasons of misconduct.

All employees are required to follow district rules, regulations, policies, and any directives from the administration.

Employees will be considered full-time employees if they are scheduled to work at least seven (7) hours per day during the school year or are twelve (12) month employees. Benefits are based on full-time employees. Employees scheduled to work twenty (20) or more hours per week are eligible for benefits on a scale of one-half (1/2) the full-time rate and are considered part-time employees. One "day" of leave refers to the amount of hours the employee is scheduled to work in one day. **Only 12-month employees are eligible for holiday and vacation pay.**

Employees will be paid on the 1<sup>st</sup> of each month. All employees hired after July 1, 1999, are required to have direct deposit for their payroll check. The money will be in the bank on the 1<sup>st</sup> of the month, but employees need to check with their bank on when the funds will be available to them. Employees not using direct deposit will have their checks available for pick-up in the Superintendent's office on the 1<sup>st</sup> day of the month, unless the first falls on a weekend or holiday, at which time checks may be picked up on the following business day.

Employees are required to keep a record of the time they worked. Time is figured from Sunday through Saturday. Employees must be present for forty (40) hours to be eligible for over-time. Sick leave, vacation, and personal leave do not count toward the forty hours. The supervisor is to approve any over-time worked. All over-time hours will be paid at a rate of one and one half (1 ½) times the regular rate of pay.

Employees are expected to work the hours they are assigned. Employees are not to skip breaks or lunch (dinner) breaks in order to leave early. Any employee needing to leave early should notify his/her supervisor as soon as possible. Vacation and sick leave will be charged in **one quarter (1/4) day, or two-hour (2 hr.) increments only.**

The Fair Labor and Standards Act sets basic minimum wage overtime pay rates and regulates hours minors may work. The Fair Labor and Standards Act does not address the following, which are to be determined by the agreement between the employee and the employer:

1. vacation, holiday, severance, or sick pay
2. meal or rest periods, holidays off, or vacation amounts
3. premium pay for weekend or holiday work
4. pay raises or benefits
5. a discharge notice, reason for discharge, or immediate pay of final wages to terminated employees
6. any limit on the number of hours of work for persons older than sixteen (16)

## CONTRACTED SERVICES

Employees may on occasion contract their services to the school for specific after-hours jobs. The pay for such jobs will be worked out with the employees' supervisor.

## **BENEFITS**

### **SICK LEAVE**

Full-time employees will be given one (1) day per month of sick leave. The employee will receive these days in full on July 1<sup>st</sup>. Employees hired in mid-year will receive sick days on a pro-rated basis. Part-time employees working at least twenty (20) hours per week will receive half-time benefits. Sick leave may be used when the employee, the employee's children or spouse, or anyone in the employee's household for whom he/she is responsible is sick.

Sick leave may be used for attending funerals of immediate family. The board defines "immediate family" to include household members dependent on the employee for support, spouse, parents, children, grandparents, grandchildren, and siblings of an employee or employee's spouse. (Note: The definition of "family" for FMLA purposes is more limited.)

Sick leave not used in one calendar year may carry over to the next year. Employees may continue to accumulate sick leave for as long as they are employed. Employees leaving the district will be compensated for any sick leave not used at the following rates:

1-5 years of employment	-	\$ 5.00 per day
6-10 years of employment	-	\$10.00 per day
11-15 years of employment	-	\$15.00 per day
16-20 years of employment	-	\$20.00 per day
21-25 years of employment	-	\$25.00 per day
26-30 years of employment	-	\$30.00 per day

### **PERSONAL LEAVE**

Full-time employees will receive two (2) personal days. These days may be used as the employee wishes; however, employees should inform their supervisor three (3) days in advance if possible so substitutes may be scheduled. Employees may carry up to four (4) days of personal leave after their 5<sup>th</sup> year of employment with the district. All days above four (4) will become sick leave.

Employees starting after November 1<sup>st</sup> will receive only one personal day until July 1<sup>st</sup> of the following year.

### **HEALTH INSURANCE**

Full-time employees receive District-paid health insurance. Employees may purchase insurance on their spouse or children at an additional cost. Premiums will be payroll deducted. Part-time employees (working at least 20 hours per week) may take the insurance, but will have to pay one-half (1/2) of the premium. Employees may continue their health insurance after leaving the District for up to eighteen (18) months at the employee's expense.

### **LIFE INSURANCE**

A ten thousand dollar (\$10,000.00) life insurance policy will be provided to all full-time employees by the School District.

### **MILEAGE REIMBURSEMENT:**

Approved mileage reimbursement will be 50.0 cents for the 2009-10 year. Intra-district travel is not reimbursable.

### **SAVINGS BONDS**

Employees may purchase tax sheltered savings bond(s) through payroll deduction. Employees will receive their bond(s) by mail around the middle of the month.

## **RETIREMENT PLAN**

Non-certified employees will have the following amounts deducted from their pay checks each month. The school district will match these amounts.

6.5% - Public Educational Employees Retirement System (PEERS)  
1.45% - Medicare  
6.2% - FICA

Employees may call PEERS at 1-800-392-6848 for more information.

## **403B**

For more information on this tax-sheltered annuity, employees should contact the central office.

## **HOLIDAYS**

Only 12-month employees are eligible for holiday and vacation pay.

The following are paid holidays:

New Years Day  
Martin Luther King Day (only if school is not in session)  
President's Day (only if school is not in session)  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Thanksgiving and the Friday after  
Christmas Day

## **VACATION**

Only 12-month employees are eligible for holiday and vacation pay.

Vacation days will be accrued at the following rate for 12-month employees:

1-5 years:	0.83 days per month
6-10 years:	1.25 days per month
11+ years:	1.67 days per month

## **RULES AND REGULATIONS**

### **HOURS OF EMPLOYMENT**

Employees are expected to work the hours they are assigned. Employees are not to skip breaks or lunch (dinner) breaks in order to leave early. Any employee needing to leave early should notify their supervisor as soon as possible. Vacation and sick leave are to be taken in one-quarter (1/4) or two-hour (2 hrs.) increments only.

### **NURSE**

The school nurse is available during school hours to handle emergencies. Employees who are hurt on the job or are experiencing other major medical problems while at work are to report to the nurse. The nurse is not to be used for minor aches or pains.

### **DRESS CODES**

Employees are not to wear clothing that contains alcohol, tobacco, or other logos of questionable nature. Supervisors will set the dress code for their specific areas.

## **PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARRASSMENT**

### **General Rule**

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

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

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

### **Additional Prohibited Behavior**

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

### **Consequences**

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

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

### **Definitions**

*Discrimination* – Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin,

ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

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

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

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

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

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

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

### **Compliance Officer**

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

Assistant Superintendent/Title IX Coordinator  
Southern Boone County R-I School District  
303 N. Main, P.O. Box 168  
Ashland, MO 65010-0168  
Phone: 573-657-2147/Fax: 573-657-5513

The compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in the Southern Boone County R-I School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
5. Seek legal advice when necessary to enforce this policy.
6. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
7. Make recommendations regarding the implementation of this policy.
8. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the superintendent.

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

Superintendent  
303 N. Main, P.O. Box 168  
Ashland, MO 65010-0168  
Phone: 573-657-2147/Fax: 573-657-5513

### **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 Southern Boone County R-I 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 Southern Boone County R-1 Classified Staff

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.

Adopted: 05/15/2000

Revised: 08/13/2001; 11/19/2007

**FILE: AH**  
**Critical**

### **TOBACCO-FREE BUILDINGS**

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products in all district facilities, on district transportation and on all district grounds at all times. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services.

Students who possess or use tobacco products on district grounds, district transportation or at district activities will be disciplined in accordance with Board policy.

**FILE: DLB**  
**Critical**

### **SALARY DEDUCTIONS**

All salary deductions will normally be subject to Board approval and are voluntary on the part of the individual employee, except for deductions for absences not covered by paid leave or those required by law. The employee must authorize all voluntary deductions in writing.

- Contributions to the Missouri Educational Employees' Memorial Scholarship Program shall be voluntary, but not subject to Board approval.
- Salary deductions for unauthorized or unpaid absences of salaried personnel shall be computed by dividing the contracted salary, excluding extra duty pay, by the number of days in the contract period. Deductions for other personnel shall be based upon the hourly rate of individual employees.
- The Board may authorize voluntary payroll deductions from compensation earned by employees if ten (10) or more employees so request. These deductions may be taken for, but are not limited to, credit unions, annuities, IRA membership dues, insurance premiums, or other voluntary contributions. The amount deducted will be remitted to the organization, company or association authorized by the employee. In addition to the amount authorized, the district may deduct any

administrative costs of compliance. The Board shall not be responsible for any good-faith error in the administration of this service.

- If the district provides a system of payroll deduction, the district will, upon written request by ten (10) or more employees, provide employees with the option of contributing to a continuing committee through payroll deduction. A continuing committee is a committee of continuing existence that 1) is not formed, controlled or directed by a candidate, 2) is not a candidate or campaign committee and 3) has the primary or incidental purpose of receiving contributions or making expenditures to influence or attempt to influence the action of voters. No employee will be subjected to any adverse employment action based on his or participation or lack thereof in such a program.

### **Improper Deductions**

The Board of Education prohibits improper pay deductions. Employees who believe that improper pay deductions have been taken should immediately report the concern to the superintendent. Employees will be reimbursed for improper deductions. If an employee's request for reimbursement is denied, the employee may appeal that decision by following the grievance procedure set forth in Board policy. Nothing in the policy shall prevent the district from properly charging absences against sick leave, personal leave or other such leave, or from making deductions from pay for unapproved or unpaid absences, as established in Board policy.

**FILE: EB**  
**Critical**

### **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.

The district will fully utilize federal, state and local violence prevention programs and resources available to students, teachers or staff that the district determines are necessary and cost effective for the school district. By July 1, 2001, the superintendent will designate a school safety coordinator who will have a thorough knowledge of such programs.

**FILE: EBAB**  
**Basic**

**HAZARDOUS MATERIALS**

To promote the health and safety of the students, staff and patrons of the district, and to ensure the environment is reasonably protected from hazardous materials, the Board of Education of the Southern Boone County R-I School District directs the administration under the guidance of the superintendent to develop procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the district. Emergency response actions and evacuation plans will also be coordinated with the procedures.

Hazardous materials shall be defined as any substance specifically designated as such by state or federal law, or any other substance or mixture of substances which may be explosive, ignitable, corrosive, reactive and/or toxic.

The procedures developed by the administration shall comply with all local, state and federal laws and regulations which pertain to the proper management of hazardous materials. The superintendent or designee is responsible for identifying any substances which may be hazardous, and ensuring such substances are properly disposed in a state-approved facility or landfill.

When necessary, the district shall contact the U.S. Environmental Protection Agency (EPA) and/or the Waste Management Program of the Missouri Department of Natural Resources in order to obtain relevant information regarding hazardous waste management.

District personnel will be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize quantities of such substances generated by the school district. In addition, district employees shall follow the procedures developed by the administration and shall take the necessary precautions recommended by manufacturers' warnings when handling or transporting hazardous materials.

**Asbestos**

The district shall survey and assess the exposure of friable asbestos in all buildings. This report shall be filed with appropriate state agencies, and will be available for public review in the superintendent's office. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the EPA.

**Lead Contamination Inspection**

The district shall monitor the periodic collection of drinking water samples from all sources in the district by the Missouri Department of Health, and shall review the results from the EPA-certified laboratory that performs the tests when the results become available.

The Board shall assist the Department of Health in any way necessary to assure that any testing program mandated by law is completed within the time frame allowed, and will act immediately to secure funding for the repair of drinking water sources that do not meet federal standards, or for the disconnection of the sources. Pipes that contain lead soldering shall be repaired using a non-lead solder, and water coolers that are found to contain lead in the lining of their tanks will be repaired or replaced. The Board shall encourage continued periodic inspections of district drinking water sources constructed before 1987.

**FILE: EBB**  
**Critical**

**COMMUNICABLE DISEASES**

The Southern Boone County R-I School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition, and treat student and employees in a nondiscriminatory manner.

**Immunization**

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

**Universal Precautions**

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

**Categories of Potential Risk**

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do not pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

**Exceptional Situations**

There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both bloodborne and nonbloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

**Confidentiality**

The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the

individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team, if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

### **Reporting and Disease Outbreak Control**

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

### **Notification**

Missouri state law provides that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.

### **FILE: EBBA Critical**

## **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.

**FILE: EBC**  
**Critical**

**EMERGENCY PLANS/SAFETY DRILLS**  
**(Districts Required to Hold Earthquake Drills)**

The superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules. The district will supply the schools with safety equipment and train the staff on emergency preparedness and violence prevention.

**Emergency Drills**

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, earthquake, bomb threat lockdown, shelter-in-place, and evacuation) will be developed by the superintendent or designee in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills shall be given early in the school year, and drills shall be held regularly throughout the year.

The decision to call for and execute drills will be the responsibility of the superintendent and/or the building principal. The district will cooperate and coordinate drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees.

**District Emergency Plans**

It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building or outside that are best suited for the protection of students from severe storms, tornadoes or other emergencies, as well as the safest routes to reach those areas. In addition, the district will work with emergency preparedness officials to address off-site emergencies that may occur, such as accidents involving school transportation or emergencies on field trips.

Student and staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency.

During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

**Earthquake Preparedness Disaster Plans and Drills**

In accordance with law, the superintendent or designee, cooperating with building principals, shall develop and implement a districtwide school building disaster plan, in order to protect students and staff before and after an earthquake. The plan will be designed specifically to minimize the danger to students, staff and district property as a result of an earthquake, and will be ready for implementation at any time. The superintendent or designee will request assistance with developing and establishing the earthquake emergency procedure system from the State Emergency Management Agency (SEMA) and any local emergency management agency located within district boundaries.

An emergency exercise will be held at least twice each school year wherein students and staff will simulate earthquake emergency conditions and will practice the procedures that are to be implemented under such conditions. Protective measures shall be taken before, during, and after an earthquake.

The superintendent shall develop a program which ensures that all students and staff of the district are not only aware of, but are properly trained in the earthquake emergency procedure system. This emergency procedure system shall be available for public inspection at the district office during normal business hours.

At the beginning of each school year, the district shall distribute to all students information from the Federal Emergency Management Agency (FEMA), SEMA and other sources, in order to help students understand the causes and effects of earthquakes, and the best and latest safety measures available to them in an earthquake situation.

**FILE: ECA**  
**Critical**

### **BUILDINGS 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 KK, or seek other legal remedies. Possession of weapons by students is governed by policy JFCJ and regulation JG-R.

### **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 Southern Boone County R-I 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.

**FILE: EHB**  
**Critical**

## **TECHNOLOGY USAGE**

The Southern Boone County R-I 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, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications 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.

*Personal Electronic Devices* – Includes, but is not limited to, cellular phones (analog or digital), smart phones, camera phones, MP3 players, portable gaming systems, beepers, pagers, text messaging devices, voice recording devices, and personal digital assistants (PDAs) that are used as telecommunication devices or to transmit text messages or to play music, as well as any other wireless electronic telecommunication devices.

### **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, designee or the district's technology administrator 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.

### **Student Use of Personal Electronic Devices**

The Board of Education desires to promote an educational system that is conducive to a positive instructional and learning environment. Personal electronic devices used by students to communicate with others, listen to music, or to take pictures can interfere with the creation of such an environment and can be disruptive to the learning process. In addition, electronic devices have been used to cheat and to bully or harass others. Therefore, the use of personal electronic devices from the beginning of the school day to the end of the school day is prohibited except when use of a personal electronic device is part of a curricular activity directed by district staff or as set forth in the administrative procedure implementing this policy, EHB-AP.

Parents/Guardians desiring to contact their student during the school day should not use the student's personal electronic device as a means of making that contact. Parent/Guardians should call the building principal's office to leave a message for their student or, in emergency situations, the student will be allowed to talk directly with the parent/guardian through phones in the building office.

### **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 technology 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, nondeliveries, misdeliveries 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.

Adopted: 05/15/2000

Revised: 01/13/2003; 06/16/2008, 11/17/2008

**FILE: EHB-AF3**  
**Critical**

**TECHNOLOGY USAGE**  
**(Employee Technology Agreement)**

I have read the Southern Boone County R-I School District Technology Usage policy, administrative regulations and netiquette guidelines 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.

I understand that my technology usage is not private and that the school district may monitor my use of district technology including, but not limited to, accessing browser logs, e-mail logs and any other history of use. I consent to district interception of or access to all communication I send, receive or store using the district's technology resources, 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.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Name of School: \_\_\_\_\_

\* \* \* \* \*

**FILE: GBBDA**  
**Critical**

**FAMILY AND MEDICAL LEAVE**

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

**Definitions**

The following definitions apply to FMLA leave:

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

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

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

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

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

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

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

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

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

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

*Spouse* – Husband or wife.

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

### **Eligibility**

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

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

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

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

### **Leave Use**

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

1. All eligible employees are entitled to leave for a period not to exceed 12 workweeks per leave year for:
  - ▶ The birth and first-year care of the employee's child.
  - ▶ The adoption or foster placement of a child with the employee.
  - ▶ A serious health condition of the employee or the employee's spouse, child or parent.
  - ▶ A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on active duty, or has been notified of an impending call or order to active duty, in the armed forces in support of a contingency operation.

2. All eligible employees are entitled to servicemember family leave for a period not to exceed 26 workweeks of leave per leave year for the care of a spouse, child, parent or next of kin who is a covered servicemember. This leave is only available during a single leave year.
3. Regardless of the reason leave is taken, no employee shall be entitled to a combined total of more than 26 workweeks of FMLA leave during the leave year.
4. When a husband and wife entitled to FMLA leave are both employed by the district and both wish to use FMLA leave for the same qualifying event, both employees will be limited to an aggregate total of 12 workweeks during a 12-month period in cases where the leave is taken for the birth or first-year care of the employees' child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition. Likewise, when a husband and wife are both employed by the district and both wish to use servicemember family leave or a combination of servicemember family leave and leave for the birth or first-year care of their child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition, both employees will be limited to an aggregate total of 26 workweeks of leave.
5. When an employee has an absence (taken as paid or unpaid leave) that meets the criteria to be an FMLA-qualified absence, the district will designate such absence as part of the employee's total annual FMLA entitlement. If an employee is on a Workers' Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence will also be designated as an FMLA-qualifying absence and charged against the employee's FMLA-protected time entitlement.
6. The district shall apply appropriate paid leave, including sick leave, personal leave and vacation time, to an FMLA absence to the extent allowed by law and policy, giving proper notice to the employee. If an employee's accrued paid leave is exhausted, but an FMLA-qualifying reason for absence persists or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until allowable FMLA leave has been used, but such absences will be unpaid.
7. FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced-schedule leave in hourly increments. Instructional employees may take intermittent leave only when the employee and the district have reached an agreement for how the leave will be used.
8. The district reserves the right to require certification of any FMLA-qualifying event or condition of the employee or employee's spouse, child, parent or next of kin. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work.

### **Instructional Employees**

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

superintendent may apply those special rules or the general FMLA rules as best serves the interest of the district.

### **Leave Protections**

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

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

### **Enforcement**

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

Adopted: 04/13/2009

**FILE: GBCA**  
**Critical**

### **STAFF CONFLICT OF INTEREST** *(Districts including any portion of a first-class county)*

Employees of the Board will not engage in any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the Southern Boone County R-I School District staff and may be disciplined or terminated for doing so. For the purposes of this policy, a "business with which a person is associated" means:

1. A sole proprietorship owned by the employee, his or her spouse, or dependent children in the person's custody.
2. A partnership or joint venture in which the employee or spouse is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which the employee is an officer or director, or of which the employee, spouse or dependent children in the employee's custody, whether singularly or collectively, own more than ten (10) percent of the outstanding shares of any class of stock or partnership units.
3. Any trust in which the employee is the settlor or trustee, or in which the employee, spouse or dependent children, singularly or collectively, are beneficiaries or holders of a reversionary interest of ten (10) percent or more of the corpus of the trust.

The following activities are explicitly prohibited:

1. In accordance with law, employees or businesses with which they are associated are prohibited from selling or providing to the district personal property, including goods and supplies.
2. Employees will not participate in any manner, directly or indirectly, in which the employee attempts to influence any decision of the district when the employee knows the result of the decision may be the acceptance of the performance of a service or the sale, rental or lease of any property to the district and the employee, his or her spouse, dependent children in his or her custody or any business with which the employee is associated will benefit financially.
3. An employee will not use his or her position with the district to influence purchases made by students or their parents/guardians resulting in the financial gain of the employee, the employee's spouse, the dependent children of the employee or businesses with which the employee is associated unless authorized by the Board of Education.
4. An employee will not trademark, patent, copyright or claim ownership interest in any inventions, publications, ideas, processes, compositions, programs, images or other intellectual property created by the employee in their capacity as an employee of the district, unless authorized by the Board of Education. The district will not pay royalties, licensing fees or other fees for use of intellectual property an employee creates in his or her capacity as an employee of the district to the employee or businesses with which the employee is associated, unless authorized by the Board of Education.
5. An employee will not receive compensation other than the compensation received from the district for tutoring students currently enrolled in a class the employee teaches unless authorized by the Board of Education. Any private tutoring of students for a fee on district property is subject to facility usage policies and procedures.
6. Employees will not accept gifts of substantial value from vendors, students or parents unless authorized by the Board of Education. For the purposes of this policy, a gift has a "substantial value" if it is worth more than \$50.
7. Employees will not use district property, including the district's intellectual property, or confidential information obtained in their capacity as employees of the district to financially benefit themselves or any other person or business unless authorized by the Board of Education.

### **Administrative or Executive Employees**

In addition to the above-listed requirements, the following restrictions apply to all administrative or executive employees in the school district, in accordance with law. Administrative or executive employees of the district may:

1. Provide services to the district as independent contractors, in addition to the compensation provided for the performance of their official duties. If the compensation for such services exceeds \$500 per transaction or \$5,000 per year, the district must first give public notice and competitively bid the services, and the district employee's bid must be the lowest received.
2. Sell, rent or lease real estate to the district. Public notice of the transaction must be given prior to execution if the payment the employee receives exceeds \$500 per transaction or \$5,000 per year.

3. Not receive compensation or payment for services from any person, firm or corporation, other than the compensation provided by the district for the performance of their official duties, to attempt to influence a decision by the district.
4. Not perform any service for compensation by which they attempt to influence a decision of the district for one (1) year after the termination of their employment with the district.

**FILE: GBCB**  
**Critical**

**STAFF CONDUCT**

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators, and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
9. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules, including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
13. Refrain from using profanity.

14. Dress professionally and in a manner that will not interfere with the educational environment.
15. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination.
16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
18. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education which employs such teacher.
19. Employees will not use district funds to advocate, support or oppose any ballot measure or candidate for public office.
20. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

**FILE: GBE**  
**Critical**

### **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 which 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.

**FILE: GBEB A**  
**Critical**

## **DRUG-FREE WORKPLACE**

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

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

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

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

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

The district will take appropriate disciplinary action within 30 days.

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

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

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

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

Adopted: 05/15/2000

Revised: 10/17/2005

**FILE: GBEBA-AF**  
**Critical**

**DRUG-FREE WORKPLACE**  
**(Notice)**

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

**DRUG-FREE WORKPLACE ACKNOWLEDGMENT FORM**

I, \_\_\_\_\_, have read and understand the Drug-Free Workplace policy, I understand that if I violate the Drug-Free Workplace policy, I will be subject to discipline up to and including termination *or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination.* I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five (5) days of the conviction.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

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

Implemented: 05/15/2000

Revised: 11/14/2005

**FILE: GBEBB**  
**Critical**

## **EMPLOYEE ALCOHOL AND DRUG TESTING**

### **Provisions Applicable to All Employees**

#### **Alcohol and Drug Prohibitions**

No employee may manufacture, use, possess, sell, distribute or be under the influence of alcohol or drugs in violation of the district's Drug-Free Workplace policy. All employees may be tested for alcohol and drugs if the district has reasonable suspicion that the employee has consumed alcohol or drugs in violation of board policy.

#### **Program Coordinator**

The superintendent or designee will serve as the program coordinator to implement the alcohol and drug testing program of the district within the guidelines of this policy.

#### **Training**

All staff who have supervisory duties over other staff members will be provided training on the effects of drug and alcohol use. The training will include physical, behavioral, speech and performance indicators of drug and alcohol use. Supervisors of employees who operate district transportation will be trained in accordance with federal law.

#### **Testing Program**

The district will use testing facilities with appropriately trained personnel for alcohol and drug testing. The district's drug and alcohol testing program shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The specimen collection procedures and chain of custody shall ensure that specimen security, property identification and integrity are not compromised.

#### **Refusal to Submit to Tests**

Drug or alcohol tests administered pursuant to this policy are mandatory. An employee refuses to submit when he or she fails to provide adequate breath or urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process.

#### **Consequences**

Employees who refuse to submit to a test, who test positive for prohibited substances, or who take deliberate action with the intent to falsify test results will be subject to discipline, including termination, in accordance with Board policy and law.

#### **Treatment**

In addition to any disciplinary action taken, the district will provide employees a list containing the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs when employees have a positive drug or alcohol test, refuse to take a test or otherwise request information about substance abuse treatment.

## **District Records and Reports**

Alcohol and drug test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, an employee shall receive copies of any records pertaining to his or her use of alcohol or drugs, including any records pertaining to his or her tests. Test records shall be maintained with the separate medical files of each employee.

The district shall maintain records and reports of its alcohol and drug prevention program as required by law.

## **Notification to Employees**

The program coordinator shall ensure that all employees receive written materials explaining the district's drug and alcohol misuse prevention program, including copies of or access to applicable policies, procedures or handbooks.

Employees shall sign statements certifying that they have received the materials.

## **Provisions Applicable to Drivers**

In addition to the drug testing provisions applicable to all employees, the Southern Boone County R-I School District, which employs operators of commercial motor vehicles ("drivers"), is required to implement a drug and alcohol testing program that fulfills federal requirements. The district will use laboratories certified by the U.S. Department of Health and Human Services to conduct drug specimen analysis. This comprehensive program shall include conducting pre-employment drug testing and reasonable suspicion, random and post-accident testing for use of alcohol or drugs by drivers; notifying drivers of the requirements and consequences of the program; maintaining appropriate records; and complying with Missouri Department of Revenue's reporting requirements.

As required by law, no driver shall report for duty within four (4) hours of using alcohol. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident alcohol test, whichever comes first.

Records of drug and alcohol tests and other related records shall be made available to a subsequent employer only as expressly requested in writing by the employee.

**FILE: GBH**

**Critical**

## **STAFF/STUDENT RELATIONS**

The relationship between professional staff members and students in the school district should be one of cooperation, understanding and mutual respect. All employees have the responsibility to provide an atmosphere conducive to learning, which should be accomplished through effective individual and group discipline. All students and staff will treat each other with respect.

Differences and problems that arise between an employee and student are typically best worked out by conferences between these two (2) persons or between the employee and the parent of the student. However, employees and students should immediately report a violation or perceived violation of the district's nondiscrimination and anti-harassment policy (AC), regardless of whether a conference has been held.

No employee may use his or her status as an employee to adversely influence a student of the district. No employee may date, make advances toward, or engage in any sexual relationship with a district student, regardless of the student's age, the perceived consensual nature of the relationship, where the advances are made or whether the employee directly supervises the student. Further, no employee may discuss or plan a future romantic or sexual relationship with a student. All employees possessing evidence of or witnessing such conduct or sexual harassment shall report it to the district's administration immediately. All employees or school officials who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse to the principal or to the Division of Family Services hotline, pursuant to state law.

**FILE: GBL**  
**Critical**

### **PERSONNEL RECORDS**

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 file of an individual employee will be considered confidential information, to the extent allowed by the law, and will only be available to authorized administrative personnel and to the employee, unless administrative personnel determine that disclosure to others is legally required. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment are closed records under the Missouri Sunshine Law to the extent allowed by law. Pursuant to state law, the names, positions, salaries and lengths of service of all employees are public information and must be released upon request. In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

Files containing immigration records and files containing medical information regarding an employee will be kept separate from other personnel files.

Upon request to and in the presence of the appropriate administrative official, any employee may inspect his or her own personnel file during regular working hours, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

Information of a derogatory nature entered or filed in the employee's personnel folder should be shared with the employee and the employee should be given an opportunity to review the information and comment thereon. Any written comments received from the employee will be included in the folder.

**FILE: GBL-AF2**  
**Critical**

**PERSONNEL RECORDS**  
**(Non-Certificated New Employee Information)**

*Note: For office use only – this form is not to be used for pre-employment consideration.*

**Individual's Information**

Hire Status: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ / \_\_\_\_\_ (Phone Unlisted?  Yes  No) (Address Unlisted?  Yes  No)

**Qualifications**

Highest Degree Obtained?  High School  College  Graduate  
Institution(s): \_\_\_\_\_  
Special Skills: \_\_\_\_\_  
Total Years of Experience: \_\_\_\_\_ In Similar Position? \_\_\_\_\_ In Any School System? \_\_\_\_\_

**Assignment/Position Information**

Board of Education Approval Date: \_\_\_\_\_  
Position: \_\_\_\_\_  
Department: \_\_\_\_\_  
Supervisor/Title: \_\_\_\_\_  
Building Assignment: \_\_\_\_\_  
Percent of Time in Each Building (if split): \_\_\_\_\_

**Payroll/Classification Information**

Position is:  Exempt  Non-Exempt  
Months Employed:  9 months  10 months  11 months  
 12 months  Other  
\_\_\_\_\_  
Contract:  Yes  No If yes, length of contract:  
\_\_\_\_\_  
Position is:  Salaried  Hourly

Compensation Time Available?  Yes  No

Salary or Rate of Pay: \_\_\_\_\_

Special Funding?  Yes  No If yes, name source:

\_\_\_\_\_

Extra Duty?  Yes  No If yes, name position:

\_\_\_\_\_

**FILE: GBL-AF2**  
**Critical**

Benefits:     Health Insurance         Life Insurance         Disability  
                  Leave (Number of Days \_\_\_\_\_)         Other \_\_\_\_\_

**Additional Hire Information**

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**Checklist Before Filing:**

- Provided Information on Compensatory Time or Overtime
- Completed I-9
- Provided Necessary Licenses or Transcripts
- Background Check Completed
- Reference Checks Completed
- Board Voted to Employ (Date: \_\_\_\_\_)
- Provided Handbook
- Provided Work Calendar
- Provided Benefit Information
- Application Completed
- Discrimination/Harassment Training
- Signed *Drug-free Workplace Act Use Agreement*
- Signed *Computer Authorization Use Agreement*

\_\_\_\_\_  
Signature or Designee Signature

\_\_\_\_\_  
Date

**FILE: GBM**

**Basic**

**STAFF COMPLAINTS AND GRIEVANCES**

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

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

Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because a complaint was filed.

**I. Definition**

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

**II. Exclusions**

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

Adopted: 05/15/2000

Revised: 03/18/2002



**STAFF COMPLAINTS AND GRIEVANCES**  
***(Grievance Initiation Form)***

This form provides the opportunity for an employee to question the application of a Board policy or administrative rule or procedure and to secure at the lowest administrative level an equitable, prompt and satisfactory solution.

**Grievant**

Employee name \_\_\_\_\_ Date \_\_\_\_\_

Home address \_\_\_\_\_

Work location \_\_\_\_\_ Title \_\_\_\_\_

**Grievance**

Identify the policy, rule or procedure for which application is at issue. Use full names, dates, exact location, and specific occurrence, if appropriate. (Use additional sheet if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Level One: Immediate Supervisor**

Date grievance received at this level \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Immediate Supervisor's Response. (Use Additional Sheet if Necessary)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_





### **STAFF SHORT-TERM LEAVES AND ABSENCES**

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. When a professional staff member is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

Professional staff employees may be terminated for excessive absences or tardiness. Unless authorized by the Board or the superintendent or otherwise authorized by law, an employee's absence or tardiness is considered excessive if it:

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

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

No employee will be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law.

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

The following leaves with pay will be provided to full-time staff employees. All leave will be calculated in **quarter-day** increments. Part-time professional staff employees will receive these leaves on a pro rata basis:

1. **Sick/Bereavement Leave** – Staff employees whose assignments call for 12 months of full-time employment will be entitled to 12 days of sick leave. Staff employees whose assignments call for full-time employment only during the regular school term will be entitled to nine (9) days of sick leave. Unused sick leave days are unlimited. **An absence of up to two (2) hours shall be counted as one-quarter (1/4) day of sick leave. An absence of between two (2) and four (4) hours shall be counted as one-half (1/2) day of sick leave. An absence of greater than four (4) hours shall be counted as a full day of sick leave.**

Absences may be charged against sick leave for the following reasons:

- a. Illness, injury or **incapacity** of the employee. The Board reserves the right to require a physician's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury, **incapacity** or death of a member of the immediate family. The Board defines "immediate family" to include household members dependent on the employee for support, spouse, parents, children, children's spouses, grandparents, grandchildren

and siblings of an employee or employee's spouse. (Note: "Family" for FMLA purposes is more limited.) **The district may require verification of the need for the leave.**

c. Illness, injury, **incapacity** or death of other relatives, with permission granted by the administration.

**d. Pregnancy, childbirth, adoption or foster care leave in accordance with this policy.**

e. All staff will be reimbursed for unused sick leave when leaving the district. Reimbursement will be based on years of service at Southern Boone County R-I. Reimbursement will be based on the following scale:

1-5 years	\$5 per unused day
6-10 years	\$10 per unused day
11-15 years	\$15 per unused day
16-20 years	\$20 per unused day
21-25 years	\$25 per unused day
26-30 years	\$30 per unused day

A district employee may not use sick leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Any employee who is a member of a retirement system shall remain a member during any period of leave under sick leave provisions of the district or under Workers' Compensation. The employee shall also receive creditable service credit for such leave time if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

2. **Personal Leave** – A maximum of two (2) days of personal leave will be available per school year. Tenured teachers and support staff who have been with the district for five (5) years may accumulate up to four (4) days of personal leave. Unused personal leave days shall be added to the employee's accumulated sick leave.

**Absences may be charged against personal leave for court appearances, unless applicable law requires no leave be charged to the employee, and for leave connected with duty as a volunteer firefighter, member of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, or Urban Search and Rescue Team.**

Thirty (30) days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical.

A district employee may not use personal leave days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

3. **Vacation** – All professional staff employed on a 12-month basis will receive vacation as designated per contract or job description per year. An employee must submit a written request for vacation to the superintendent or designee and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the superintendent or

designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

A district employee may not use vacation days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Unless otherwise provided, the following leaves will be provided to full-time and part-time professional employees.

1. **Holidays** – New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and the Friday after, and Christmas Day (unless school is in session for any of these holidays).
2. **Professional Leave** – Teachers and other employees may be granted professional leave upon the approval of the superintendent or designee. Professional leave must be arranged well in advance and is not considered personal leave.
3. **Military Leave** – The Board shall grant military leave as required by law.
4. **Election Leave** – Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven (7) days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.
5. **Leave to Vote** – Employees who do not have three (3) successive hours free from work while the polls are open will be granted a leave period of three (3) hours for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.
6. **Jury Duty Leave** – An employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.
7. **Leave for Court Subpoena** – If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from personal leave.
8. **Firefighter Leave** – Employees will be allowed to use personal, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One and Urban Search and Rescue Team. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the building principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the

supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.

9. **Crime Victim Leave** – Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation, personal or sick leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding.

## **Unpaid Leave**

**Temporary Leave** – A temporary leave of absence shall be defined as any leave other than: (1) sick leave with pay; (2) personal leave with pay; and/or (3) FMLA leave whether paid or unpaid. An employee desiring a temporary leave should request this in writing to the superintendent or designee as soon as possible. All approved temporary leave days will be without pay.

Generally, leaves granted by the Board shall not impair the tenure of a permanent teacher, or impair the years of credit previously earned by a probationary teacher. Temporary leaves shall not prohibit a teacher from advancing on the salary schedule, providing it is not more than 91 days. The Board recommends that the teacher retain one (1) day of sick leave for each remaining month of his/her contract.

## **Pregnancy, Childbirth and Adoption Leave**

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA, as detailed in the following section. The district shall only apply up to six (6) weeks of accrued paid leave to such absences.

Employees who are ineligible for FMLA leave may take up to six (6) weeks of leave for the birth, first-year care, adoption or foster care of a child and may use any combination of accrued sick leave, personal leave, vacation leave or unpaid leave.

Pregnant employees who need more than six (6) weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave.

## **Family/Medical Leave**

Leave that qualifies for Family and Medical Leave Act protection will be administered in accordance with federal law.

### ***Eligibility***

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

1. Have been employed in the district for at least 12 months (but not necessarily consecutively), and

2. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave (full-time teachers are deemed to meet this requirement), and
3. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite, and
4. Provide the district at least a 30-day notice of an expected absence for foreseeable circumstances, if practical.

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

1. Birth and first-year care of the employee's child.
2. Adoption or foster placement of a child with the employee.
3. Serious health condition of the employee or the employee's spouse, child or parent.

### ***Leave Protections***

Eligible employees who are absent for an FMLA-qualifying reason generally may return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave, in accordance with law. Eligible employees are entitled to continued participation in the district's health plan as long as they are entitled to FMLA leave protection. However, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

### ***Leave Application***

For all FMLA purposes, the district adopts a 12-month leave year beginning on July 1 and ending the following June 30. All eligible employees are entitled to leave for a period not to exceed 12 workweeks per leave year. When an employee has an absence (taken as paid or unpaid leave) AND the absence meets the criteria to be an FMLA-qualified absence, the district may designate such absence as part of the employee's total annual FMLA entitlement. If any employee is on a Workers' Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence may also be designated as FMLA-qualifying and charged against the employee's FMLA-protected time entitlement.

The district shall apply paid leave, including sick leave, personal leave and vacation time, to an FMLA absence to the extent allowed by law **and as otherwise limited in this policy**, giving proper notice to the employee. If an employee's accrued paid leave is exhausted but an FMLA-qualifying reason for absence persists, or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until the aggregate of 12 workweeks of designated FMLA leave has been reached, but such absences will be unpaid.

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

the special rules for instructional employees apply, the superintendent may apply those special rules or the general FMLA rules as best serves the interest of the district.

The district reserves the right to require certification of the serious health condition of the employee or employee's family member. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work.

*Notice*

Information concerning the employee's rights under this act will be posted in accordance with law and will be provided in any employee handbooks that are distributed.

For any employee who is not eligible for the FMLA leave, including any employee who has exhausted available FMLA-protected leave, requests for leave and the use of benefits time shall proceed according to the district's established policies, and the procedural requirements of the FMLA shall not apply where they are not mandated by law.

Adopted: 05/15/2000

Revised: 06/16/2003; 03/14/2005; 07/21/2008

**FILE: GCBDA-AF1**  
**Critical**

**STAFF LEAVES AND ABSENCES**  
*(Family and Medical Leave Act Required Notice to Employee)*

To: \_\_\_\_\_ Date \_\_\_\_\_

From: \_\_\_\_\_

On or about \_\_\_\_\_, you gave us reason to believe that you had been absent, or need to take leave, because of:

- The birth of a child or the placement of a child with you for adoption or foster care;
- A serious health condition that makes you unable to perform the essential functions of your job;
- A serious health condition affecting your  **spouse**,  **child**,  **parent**, for whom you are needed to provide care.

Our present understanding is that this absence began or will begin on \_\_\_\_\_ and that it concluded or will conclude on or about \_\_\_\_\_.

Except as explained below, if you are an “eligible” employee, you have a right under the Family and Medical Leave Act (FMLA) for up to 12 weeks of FMLA-protected leave in a 12-month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence or onset of a serious health condition which would entitle you to FMLA leave, or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave. FMLA protections apply to both the paid (if any) and unpaid (if any) portions of FMLA-qualifying leave. See district policy GCBDA for more information.

This is to inform you that: (check appropriate boxes; explain where indicated)

1. You are  **eligible**  **not eligible** for leave under the FMLA.
2. The leave  **will**  **will not** be counted against your annual FMLA leave entitlement.
3. This is a (*check a, b or c, as appropriate*)
  - a.  preliminary designation of FMLA qualification, subject to:
    - medical certification of the serious health condition
    - more information about the birth/placement/adoption
  - b.  revocation of a previous preliminary designation, based on lack of certification
  - c.  final designation based on the certifications (if any) and other information you provided

**FILE: GCBDA-AF1**  
**Critical**

4. You  **will**  **will not** be required to furnish medical certification of a serious health condition. If required, you must furnish certification by \_\_\_\_\_ (date must be at least 15 days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted. If you fail to submit a valid medical certification of a serious health condition, your absence may not be protected leave from work under the FMLA. The consequences of failing to qualify for FMLA leave is that some (or all) of the absence may be a legitimate matter of consideration by us in making employment decisions, including disciplinary actions, under the policies of this district.
5. You may elect to use your accrued paid leave for FMLA-protected absences. We  **will**  **will not** require that you apply your accrued paid leave to this FMLA-designated leave. If paid leave will be used, the following conditions will apply: \_\_\_\_\_  
\_\_\_\_\_.
6. a. If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows: *(Set forth dates, e.g., the 10th of each month, or pay periods, etc. that specifically cover the agreement with the employee.)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
- b. You have a minimum 30-day *(or, indicate longer period, if applicable)* \_\_\_\_\_  
\_\_\_\_\_ grace period in which to make premium payments.
- If payment is not made in a timely manner, your group health insurance may be canceled, *provided* we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work. We  **will**  **will not** pay your share of health insurance premiums while you are on leave.
- c. We  **will**  **will not** do the same with other benefits (e.g., life insurance, disability insurance, etc.) while you are on FMLA leave.
- If we do pay your premiums for other benefits, when you return from leave you  **will**  **will not** be expected to reimburse us for the payments made on your behalf.
7. You  **will**  **will not** be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until certification is provided.

**FILE: GCBDA-AF1**  
**Critical**

8. a. You  **are**  **are not** a “key” employee” as described in 825.218 of the FMLA regulations. If you are a “key employee,” restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us.

b. We  **have**  **have not** determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. *(Explain (a) and/or (b) below. See 825.219 of the FMLA regulations.)*

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9. While on leave, you  **will**  **will not** be required to furnish us with periodic reports every \_\_\_\_\_ *(indicate interval of periodic reports, as appropriate for the particular leave situation)* of your status and intent to return to work *(see 825.309 of the FMLA regulations)*.

If the circumstances of your leave change and you are able to return to work earlier than the date indicated on the previous side of this form, you  **will**  **will not** be required to notify us at least two (2) working days prior to the date you intend to report for work.

10. You  **will**  **will not** be required to furnish recertification relating to a serious health condition. *(Explain below, if necessary, including the interval between certifications as prescribed in 825.308 of the FMLA regulations.)* \_\_\_\_\_

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11. You  **are**  **are not** considered an “instructional employee” as described in 825.600 of the FMLA regulations. Your leave may be affected by special rules applicable to instructional employees set forth in 825.600 - .604 of the FMLA regulations. The specific provisions we will apply in your case are *(describe leaves of particular duration, transfer in assignment, or requirements to take leave until end of term, as applicable [if at all] to employee’s case)*: \_\_\_\_\_

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12. Additional notices or information: \_\_\_\_\_

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**FILE: GDBB**  
**Critical**

**NONEXEMPT EMPLOYEE SUPPLEMENTARY PAY PLANS**  
(District Uses Compensatory Time)

**Definitions**

1. *Hours Worked:* For purposes of this policy, hours worked means all hours during which the individual is required to be on duty (generally from the required starting time to normal quitting time), all hours an employee is permitted to work and a 30-minute lunch period.
2. *Non-exempt Employees:* This includes all district employees not specifically identified as exempt under federal law. This generally includes non-certificated staff; however, in some circumstances non-certificated staff members may qualify for exempt status. The Board directs the superintendent to ensure that job positions are classified as exempt or nonexempt and that employees are made aware of these classifications. Employees in doubt about their status should contact their immediate supervisor.
3. *Exempt Employees:* Those employees whose duties and compensation meet the requirements to be an exempt executive, administrative, professional or computer employee as defined in federal law.

**Overtime Compensation**

The following provisions apply to nonexempt staff who work more than 40 hours during any workweek:

1. Unless the district and the employee have an agreement or understanding in advance that the employee will be given compensatory (comp) time off for overtime work, he or she will be paid one and one-half (1½) times his or her regular rate of pay for each hour of overtime.
2. The Board discourages overtime work by nonexempt employees. A nonexempt employee shall not work overtime without the express approval of his or her supervisor. Nonexempt employees who begin work earlier or work later than their assigned hours without prior authorization from their immediate supervisor are subject to discipline, including termination.

**Compensatory Time**

The district uses comp time in lieu of overtime for the following classification of employees:  
bus mechanics.

This policy constitutes an agreement or understanding in advance that these employees will be given comp time off for overtime work. Employees will be awarded such comp time off at the rate of one and one-half (1½) hours for each hour of overtime worked.

The following provisions apply to comp time:

1. Comp time may be accrued up to 240 hours (160 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one and one-half (1½) times the individual's regular rate of pay.

2. Every effort will be made to permit the use of comp time at a time mutually agreed upon by the individual and his or her supervisor. However, when the individual's absence would unduly disrupt the district's operations, the district retains the right to postpone comp time usage.
3. Upon leaving the district, individuals with unused comp time will be paid for any unused comp time at a rate not less than the higher of the average regular rate received by the employee during his or her last three (3) years of employment or his or her final regular rate of pay. (If overtime hours have not been converted to comp time, the employee will be paid one and one-half (1½) times his or her final regular pay rate for each such hour of overtime.)

Individuals covered by this policy are required to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action.

**FILE: GDBC**  
**Critical**

### **SUPPORT STAFF FRINGE BENEFITS**

The Board recognizes that fringe benefits are an integral part of the total compensation plan for support staff members. The Board of Education shall provide fringe benefits to all eligible staff employees by offering participation in a group insurance plan. The contract for insurance will be submitted to competitive bidding at least every three (3) years. Any plan of group health insurance shall include a provision allowing persons who retire, or who have retired, to become members of the plan if they are eligible to receive benefits under the Public Education Employee Retirement System (PEERS), by paying premiums at the same rate as other members of the group, pursuant to the limitations set forth in § 169.590, RSMo. In addition, the Board shall establish a premium-only cafeteria plan, as permitted under federal law, accessible by employees of the school district.

#### **COBRA**

At the time of commencement of coverage under the plan, an employee shall be given his or her first notification of rights under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Further notification is contingent upon the occurrence of a qualifying event and, in applicable situations, notification to the district that a qualifying event has occurred, as required by law.

#### **403(b) Annuity Program**

The district offers participation in a 403(b) annuity program in accordance with law. The Southern Boone County R-I School District has selected Gatekeeper Administration & Consulting, LLC to administer this program. A copy of the district's written plan is available in the central office. Selection and deselection of vendors and funding vehicles shall be in accordance with the policy recommended by Gatekeeper Administration & Consulting, LLC which is incorporated by reference into this policy.

Adopted: 05/15/2000

Revised: 03/18/2002; 02/19/2007; 07/21/2008; 02/16/2009

**FILE: GDC**  
**Critical**

**SUPPORT STAFF RECRUITING AND HIRING**

To provide a positive educational environment for students, the district must employ quality staff members. It is the responsibility of the superintendent or designee to determine the support staff personnel needs of the school district and to locate suitable support staff candidates. The superintendent will make recommendations for employment of support staff members for the Board's approval. The Board will employ personnel in accordance with law.

The district's hiring procedures will comply with all federal and state laws, including laws prohibiting discrimination. The Southern Boone County R-I School District is an equal opportunity employer. The district hires only citizens of the United States and persons who are legally authorized to work in the United States. **The Southern Boone County R-1 School District will enroll and actively participate in a federal work authorization program in accordance with law.**

**Recruiting**

Efforts will be made to recruit the best-qualified candidate for the position. New or vacant positions will be posted for at least five (5) business days in the district's buildings and publicized externally by other means as determined appropriate by the superintendent or designee. However, if the superintendent or designee determines that it would be detrimental to wait five (5) business days or that a longer period is necessary, the position will be advertised for as many days as is appropriate. Further, if the same or similar position was recently advertised, the superintendent or designee may utilize applications previously received without re-advertising the position. A position is not considered vacant if the Board, superintendent or designee assigns an existing employee to the position.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school district. Any current, qualified employee meeting the stated requirements may apply for positions in the district.

All requests for information concerning vacancies in the district shall be directed to the superintendent or designee. Persons interested in positions in the district must complete a formal application and provide all necessary information requested by the superintendent or designee. The superintendent or designee shall conduct interviews, review references and obtain other information as deemed necessary.

The superintendent or designee will conduct background checks on employees and applicants for employment in accordance with law and Board policy.

**Hiring**

A position will be filled by the Board of Education only after receiving the recommendation of the superintendent or designee. All candidates will be selected on the basis of qualifications, training, experience, and ability to fulfill the requirement of the position.

A spouse of a Board member will only be hired to fill any vacant or new position if the position has been advertised in accordance with this policy and if the superintendent has submitted a written recommendation supporting the employment of the spouse. If the spouse of a Board member is hired, the names of all applicants for that position as well as the name of the individual hired will be included in the appropriate Board minutes.

**The employment of spouses of administrators may interfere with the objective judgment of administrators concerning the performance, assignment, promotion or continued employment of the**

individual's spouse. In addition, employment of the spouses of administrators may raise public and employee perceptions of favoritism or may influence student discipline. Therefore, effective July 1, 2008, the district will not employ the spouses of existing district administrators. This policy will not affect existing employment of the spouses of administrators, nor situation where an employee is promoted to an administrator position while his or her spouse is already employed by the district.

The Board of Education may employ the parent and the child of a current employee. However, no such person shall be employed in any position requiring the evaluation or supervision of either party by the other.

The district will not accept an application of employment from a Board member, consider a Board member for employment or decide to employ a Board member while the member remains on the Southern Boone County R-I School District Board of Education. Board members who wish to apply for employment in the district must first resign from the Board.

### ***Hiring Retirees***

In accordance with law, the district will hire individuals receiving retirement benefits from the Missouri Public Education Employee Retirement System to work full time only if the district has determined that it has a shortage of noncertificated employees. The district may only hire retired employees under this program if it has:

1. Made a good-faith effort to fill positions with candidates who have not retired.
2. Not offered early retirement incentives for either of the previous two (2) years.
3. Posted the vacancy for at least one (1) month and solicited applications through local newspapers or other media.
4. Determined that there is an insufficient number of eligible applicants.
5. Declared a critical shortage of noncertificated employees that is active for one (1) year.

The total number of retired noncertificated employees hired under this section cannot exceed at any one (1) time the lesser of ten (10) percent of the total noncertificated staff in the district or five (5) noncertificated employees.

Adopted: 05/15/2000

Revised: 04/19/2004; 03/14/2005; 11/14/2005; 07/21/2008; 04/13/2009

**FILE: GDN**  
**Basic**

### **EVALUATION OF SUPPORT STAFF**

The development of a strong, competent support staff and the maintenance of high morale among the staff are major objectives of the Board of Education. The selection of qualified employees to fill vacancies, the determination of assignments and equitable work loads, the establishment of wage and salary schedules which encourage employees to put forth their best efforts, and evaluation of employee achievements are some of the major responsibilities of the Board and administrative staff. A program of continuous evaluation is necessary in fulfilling these responsibilities.

All employees will be given an explanation of duties and responsibilities, and will be provided guidance by their immediate supervisors in performing them satisfactorily. In addition, supervisors have the responsibility to inform each employee under their supervision in advance of the criteria to be used in the evaluative process. Supervisors and/or principals should justify any recommended salary increases on the basis of performance in the above-named evaluative areas.

**FILE: GDPC**  
**Critical**

### **RETIREMENT OF SUPPORT STAFF MEMBERS**

Non-certificated support staff members are participants in the Public Education Employee Retirement System (PEERS) of the State of Missouri as allowed by law. A retired employee, as well as his or her dependents, surviving spouse and children, shall be allowed to remain or become members in non-insurance health benefit programs, self-funded plans and insured plans by qualifying for the coverage in the manner prescribed by law under the provisions of such plan and paying the premiums of said plans.

Persons engaged by the district as independent contractors, including consultants, are not by virtue of such engagement considered employees of the district for purposes of membership or contribution to the Public School Retirement System or PEERS.

**FILE: GDPD**  
**Critical**

### **NONRENEWAL, SUSPENSION AND TERMINATION OF SUPPORT STAFF MEMBERS**

#### **Employees without Contracts**

The superintendent may terminate or suspend without pay support staff members who are not under contract. The superintendent shall report any such termination or suspension to the Board of Education. The superintendent's decision will stand approved unless reversed by the Board.

Although support staff employees not employed under contract have no contractual right to continued employment from one academic term or year to the next, such employees may reasonably expect continued employment until notified otherwise.

Any employee who strip searches a student in violation of state law will be immediately suspended without pay as required by law and may be terminated.

## **Employees with Contracts**

### ***Nonrenewal***

Unless otherwise required by law, the district may nonrenew the contracts of support staff by notifying the employee prior to entering into a new contract with the employee that his or her contract will not be renewed.

### ***Suspension with Pay***

Support staff members under contract may be suspended by the superintendent with pay for violation of Board policies, state law, for any other good cause or to investigate allegations of misconduct. The employee will be notified of the basis for the suspension and given an opportunity to discuss or rebut the charges. Suspensions with pay will stand approved unless reversed by the Board.

### ***Suspension without Pay***

Support staff members employed under contract may be suspended without pay by the superintendent during the term of such contract for violation of the policies of the Board of Education, for violation of state law, or for any other good cause. Prior to the suspension, the employee shall be notified of the charges, given an opportunity to discuss the charges and informed of the opportunity to appeal the suspension to the Board of Education. In general, pay will not be withheld until the Board renders its decision, unless an appeal has been waived. If the employee appeals, the employee may still be suspended with pay in accordance with Board policy pending the appeal.

Any employee who strip searches a student in violation of state law will be immediately suspended without pay and may be terminated. Prior to suspension without pay, the staff member shall be notified of the charges, given an opportunity to discuss the charges and informed of the opportunity to appeal the suspension to the Board of Education. If the board reverses the suspension, the employee will be reimbursed for any pay withheld. Depending on the length and nature of the suspension, the employee may receive additional due process as required by law.

## **Termination**

Support staff members employed under contract may be terminated during the term of such contract for violation of Board policies, violation of state law, or for any other good cause. Prior to the termination, the employee shall be notified in writing of the charges and the action to be taken, and shall be given an opportunity to discuss or rebut the charges.

Unless an employee's contract allows for termination for any reason at the end of a notice period, the employee may appeal the termination to the Board by filing a written notice of appeal with the superintendent within ten (10) days after receiving the notice of charges.

The employee will be suspended but will continue to be paid until the time for appeal has expired, and if an appeal is taken, until the Board renders its decision unless the law requires the suspension to be without pay. If no appeal is taken, or if the Board terminates the employee after a hearing, the employee's pay will be docked retroactively for any period of suspension.

## **Termination Pursuant to Contract Terms**

If an employee's contract allows for termination for any reason at the end of a notice period and such notice is given, the employee's contract rights shall expire in accordance with the contract. Notice of termination from the superintendent shall be deemed to be notice from the Board of Education and shall be effective for such purpose when given, unless later reversed by the Board.

## DISTRICT GUIDELINES

### **CRISIS MANAGEMENT PLAN:**

#### ***Bomb threat:***

1. If you receive a bomb threat, stay calm and keep the caller on the line as long as possible. Ask to have the message repeated.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, ask for these details.
3. Pay particular attention to peculiar background noises. Listen closely to the voice, etc.
4. Report the call immediately to administration. The administration will give the signal to evacuate the building.
5. When evacuating the building, take all essential items, such as student directory information, keys, etc.
6. Designated areas away from the building have been assigned for the buses to load. These are the middle school parking lot and Ash Street. The Optimist Building and the Legion Hall have been designated as areas to house students who do not ride the bus or need to be picked up by parents.
7. Teachers are required to remain with students until all are picked up by parents or taken home and accounted for.
8. Teachers must keep accurate records for each student as to whether they rode the bus, walked home, or were picked up by parents.

#### ***Earthquake Safety:***

Employees should instruct students to assume the drop and hold position. Move away from windows and other potential hazards. Get under desks, tables, or other shelter. Stay in drop/hold position until earthquake is over.

1. Be prepared for aftershock.
2. Once outside, take roll.
3. Render first aid if necessary.

Implement action to leave building to pre-arranged site when the earthquake is over. If possible take coats, caps, scarves, etc. Take roll once outside. Nobody is to return to the building unless instructed by the principal to do so.

#### ***Fire Safety:***

1. Signal: Series of short rings of school bell.
2. Procedure: Close windows, turn off lights, close door. Proceed from building silently and quickly. Move away from the building in a group. Take roll call, report absentees to principal, and await further instructions.
3. All clear: One regular ring.

### ***Tornado Safety:***

1. Signal: One long continuous ring of school bell or intercom announcement.
2. Procedure: Turn off lights, leave classroom, close door. Proceed quickly and quietly to designated area. Sit on floor in crouched position with arms up over back of head. Take roll and maintain silence to hear instructions.

### **CONFIDENTIALITY**

Teachers, as professionals, must respect the privacy of our students and families. Information regarding home situations should be held in strictest confidence and discussed privately with only those persons who need to know. Students should never be discussed in the workroom, office or other public areas. Teachers will be informed by the administration of potentially harmful students.

### **FIRST AID/ EMERGENCY RESPONSE**

**Amputated Limb:** The severing of any body part is always a serious medical emergency. With small amputations (fingertips, parts of ears), major blood loss is usually not a problem. Apply a pressure dressing and transport. With larger amputations there may be significant blood loss and shock.

First aid measures:

1. Lay victim down with head slightly lowered and severed limb elevated.
2. Control bleeding by applying pressure dressing directly to the wound. Once bleeding is controlled, place several layers of gauze over severed area and bandage firmly. (If bleeding is not controlled, apply pressure to large artery above amputation.)
3. As soon as bleeding is controlled, check for and attend to any other problems. Then, pick up severed limb and wrap in plastic. If possible, pack the wrapped limb in ice.
4. Transport victim and limb to emergency room immediately.
5. Avoid applying tourniquet except as last resort (may damage tissue).

**Anaphylaxis:** Shock induced by allergic reactions such as to insect stings or to food and medicine.

Immediate severe reactions:

1. Respiratory – Extreme anxiety, flushed face, wheezing or difficulty breathing, bluish lips/skin followed by fainting or convulsion.
2. Circulatory: Pale skin, rapid feeble pulse, absent or low blood pressure, extreme weakness, followed by fainting or convulsions.
3. Swelling or hives may appear in the area of face, tongue, or lips. (May occur within seconds or after 1-2 hours. Call for help! Can be fatal.)

Treatment:

Individuals known to be at risk for anaphylaxis should supply school with emergency medications. This will usually be in the form of injectable adrenalin and/or Benadryl. If medication is available, give as ordered by the physician (.2 to 1 ml. -- Start small and increase as needed, sub-q). Do not

hesitate to give emergency medication while waiting for medical assistance if the above symptoms develop. Use CPR or rescue breathing if needed.

**Asthma:** Asthma is an allergic response of the respiratory tract. Wheezing occurs because the air passages become narrowed. Wheezing first occurs with exhalation; as the attack becomes more severe it will also occur with inhalation. The student may complain of a tightness in the chest, be wheezing or coughing, and/or have a bluish color to the lips and tissue in the neck and chest regions. In a severe attack, there will be marked retractions between the ribs. The absence of wheezing in a student with marked retractions and a long exhalation phase is a sign of a serious condition. **GET EMERGENCY HELP IMMEDIATELY.**

What to do in an asthma attack:

1. Determine severity of attack.
2. Keep calm and reassure student. (Helps keep the child calm.)
3. Get the student into a comfortable position, usually sitting.
4. Encourage student to breathe deeply and perform relaxation exercises.
5. Encourage student to drink water; this helps thin secretions.
6. Assist student in taking medication if prescribed.
7. Keep in health office until symptoms have been relieved.
8. Notify parents of attack and treatment given.

**Diabetes:** Diabetes Mellitus is a chronic hereditary disease characterized by abnormally high levels of blood sugar. In the child it is called juvenile diabetes and often has an abrupt onset. Children with diabetes are prone to ketoacidosis and are dependent upon insulin for its management. This diabetes is often difficult to control.

What you might observe in the child with undiagnosed Juvenile Diabetes:

1. Rapid onset: usually over period of a few weeks.
2. Major symptoms:
  - a. Increased thirst
  - b. Increased appetite
  - c. Increased urination
  - d. Weight loss or wasting away body mass
  - e. Easy fatigability
3. Minor symptoms:
  - a. Frequent skin infections
  - b. Dry skin

Symptoms of Diabetic Coma (Acidosis)

Early Manifestations: Changes in mental state (lethargic), vomiting, abdominal pain.

Severe Reactions: Acetone odor on breath (fruity), dehydration, rapid breathing, face flushed, lips cherry red, little perspiration, high blood sugar, low carbon dioxide, sugar and acetone in urine.

Emergency Treatment: Immediate medical care.

Long Term: Insulin injections and diabetic diet.

Symptoms of Diabetic Shock (Due to overdose of insulin, reduction of diet, increase in exercise):

Early Manifestations: Pallor, weakness, dizziness, changes in disposition, sweating, tremor, sudden hunger, dilated pupils.

Severe Reactions: Semi-consciousness followed by convulsions, coma, death, low blood sugar, urine sugar-free, acetone absent.

Emergency Treatment: In the case of insulin shock, the child should be given fruit juice, sugar, or something with sugar. The child should carry sugar with him/her, be taught to recognize the symptoms of insulin shock, and take the sugar when he/she recognizes approaching shock. If the child becomes unconscious, he/she should be kept warm. The parents or school nurse should inject glucagons in the amount of 0.5 to 1 mg. IM (Glucagon is normally produced by the pancreas. Its purpose is to increase glucose. The brain must have glucose to function.) When the child regains consciousness, sugar can be given by mouth. If the child does not respond or glucagon is not available, emergency treatment will be needed. Recovery for shock is usually rapid.

**Hypoglycemia:** Hypoglycemia means low blood sugar. It is the opposite of diabetes although people who take insulin may experience this reaction. This disease is rare in people not on insulin. Persons with reactive functional hypoglycemia develop a low blood sugar level two to four hours after eating because of an overactive insulin release from the pancreas, primarily in response to eating carbohydrates (sugars and starches.)

Symptoms: Nervousness, sweating, trembling, drowsiness, pallor, headache, confusion, blurred vision, irritability, inability to concentrate, tingling around the mouth.

Treatment: Diet low in carbohydrates and high in protein.  
Watch for reaction 2-4 hours after meals.  
Good emergency food – candy with nuts but limit candy because it increases the release of insulin and further reduces blood sugar.

**Overexposure to sun and heat:** Overexposure to heat and humidity may lead to heat cramps, heat exhaustion, or more seriously, heat stroke.

Heat cramps: Heat cramps occur as a result of salt and water losses through sweating.

Treatment:  
1. Replenish supplies of salt and water.  
2. Gently stretch cramped muscle.

Heat exhaustion (heat prostration): Victim will be pale, temperature will be normal or only slightly elevated (up to 102 degrees F.), and skin will be damp. There may be nausea, weakness, light-headedness, and in some cases, fainting. Painful cramps may occur after strenuous activity.

Treatment:  
1. Move victim to cool, shady, or air-conditioned place and have him/her lie down with feet elevated.  
2. Loosen or remove clothing.  
3. Administer fluids. If possible, give 1/2 teaspoon salt dissolved in quart of cold (not iced) water or fruit juice, over period of 30 minutes.

Heat stroke (sunstroke): This is a medical emergency that occurs most often in hot, very humid weather. Victim will feel hot to touch and skin will be red and dry. The body's internal cooling mechanism has ceased to function; therefore, there is no sweating and body temperature is dangerously high (104 degree F or higher). Other symptoms include rapid heartbeat, confusion, agitation, lethargy, stupor, and loss of consciousness. An ambulance should be called.

**Osteogenesis imperfecta:** This is a congenital disease characterized by very fragile bones that fracture easily. Many of these children are dwarfed because of multiple fractures of the long bones and compression fractures of the vertebrae. The whites of the eyes of these children are blue.

Treatment:

1. Protect against fracture.
2. Educate classmates and other children to use care when interacting with children with this condition – not to push or shove or play roughly.
3. Educate the child to avoid rough activities or sudden movement.

**Seizures:** A recurrent convulsive disorder marked by sudden and periodic lapses of consciousness and distinctive disturbances in the electrical discharges within the brain.

Each staff member should know of any pupil who is subject to seizures, and should have learned from the parent any signs the child may show before a seizure, a description of how the child acts during the seizures, and how long the seizure usually lasts. He/she should know of any actions found by the parent to be useful in preventing the seizure, or in handling the child while it lasts.

During a seizure:

1. Keep person lying down where he/she has fallen, unless in hazardous area.
2. Push nearby objects away to prevent person from hurting self.
3. Loosen clothing around neck.
4. Incontinence of bowel or bladder may occur after seizure.
5. Cover lightly with blanket or sheet.
6. **DO NOT** force anything into mouth.
7. **DO NOT** restrain.
8. **DO NOT** pour any liquid into mouth.
9. When body relaxes, turn student to side and check for vomit or injury to tongue.
10. Allow to rest after seizure.
11. Do not be frightened if person seems to stop breathing momentarily during seizure.
12. Advise parent of seizure. Provide with as much description of seizure as possible.
13. **DO NOT** call ambulance unless seizures are continuous or there are other complications:
  - a. If breathing does not resume, give mouth-to-mouth resuscitation and call 911.
  - b. If student remains unconscious, call 911.

**Shock:** Traumatic shock is a serious condition where there is failure of blood to circulate adequately through the body. It generally accompanies all severe injuries such as burns, fractures, serious wounds. There may be loss of blood externally or internally, with internal injuries bleeding into body cavities. Shock is a **MEDICAL EMERGENCY** and should not be confused with simple fainting. Early treatment may save a life.

Signs and symptoms: Skin pale, moist, cool to touch; vacant expression to eyes; nausea; mental confusion; weak, rapid pulse, increased rate of breathing; agitation.

Treatment: Call emergency medical services; give first aid for injuries; keep victim lying down as precaution for head or spinal injury; elevate feet 6-12 inches if no leg or spinal fracture is suspected; give nothing by mouth; handle gently, carefully; keep quiet and reassured; cover victim enough to prevent loss of body heat.

## **FREE ADMISSIONS**

Board members, all employees, and their spouses and children shall be admitted to all school district athletic events free of charge. However, athletic tournaments or activities sponsored by the Missouri High School Activities Association will require all persons to pay admission at the rate determined by the Activities Association.

Any person over the age of sixty-five (65) or any person under the age of sixty-five (65) yet retired may request from the superintendent, either in person or in writing, a pass which, when issued, will admit the bearer free of charge to all school activities.

1. **Preschool Children:** Preschool children accompanied by parents will be admitted free.
2. **Superintendent's Pass:** The superintendent may issue passes to any persons who, in the superintendent's opinion, have earned a pass.

## **GENERAL MAINTENANCE**

Work order forms may be obtained in any office. These are to be used any time there is a request for maintenance. Fill out the form and return it to the office. The work will be scheduled to be completed.

## **IDENTIFICATION BADGES**

All employees are required to wear identification badges during the school day. In addition to employees, all visitors, volunteers, substitutes, student teachers, A+ mentors etc. must wear the appropriate identification. Each employee will be issued identification badges for the year. All temporary badges can be obtained in each building office.

## **BLOOD AND/OR BODY FLUIDS (PROCEDURES FOR CLEANING)**

Many infectious agents can be found in the blood or body fluids of humans. This includes individuals with no outward signs or symptoms of infection. It is, therefore, very important that all district personnel adopt routine procedures for handling the clean-up of all blood/body fluid spills. The procedures, as outlined by the Centers for Disease Control, are as follows:

1. If available, absorbent floor-sweeping materials should be used to cover fluids to keep them from spreading.
2. Rubber gloves should be worn, and all spills should be cleaned up with absorbent towels or tissues.
3. All surfaces that have been in contact with the fluids should be cleaned with a disinfectant. Any EPA-approved disinfectant (i.e., Lysol, etc.) can be used. A 1:10 dilution of household bleach can also be used. This solution should not be mixed in advance.
4. If the gloves worn to clean up the spill are reusable rubber gloves, they should be washed with soap and running water prior to removal. Disposable gloves should be removed without soiling the hands and should be disposed of in an impermeable plastic bag.
5. If the person doing the cleaning has any open skin lesions, precautions should be taken to avoid direct exposure of the lesions to the body fluids.
6. After exposure to body fluids, good HANDWASHING should consist of thorough use of soap and water for at least 10 to 15 seconds.
7. It is appropriate to keep a clean-up kit on hand for such spills. The clean-up kit should consist of the following items:

- Absorbent floor-sweeping material
- Disinfectant
- Rubber or plastic gloves
- Disposable towels or tissues
- Impermeable plastic bags

All of these materials should be kept together in a central location.

**Contact the administration office to obtain clean-up assistance during the school day.**

### **RELIGION IN THE PUBLIC SCHOOLS**

From time to time, students, parents, and educators have questions about religious issues in the classroom. This is a sensitive area in which educators must follow appropriate guidelines and procedures.

To insure that the proper guidelines and procedures are followed regarding this issue, please contact the building administrator if questions arise. Each building administrator will have on file information regarding religion in the schools.

### **REQUISITIONS**

All requisitions for supplies and equipment must be channeled through the principal's office. Those approved will be submitted to the school secretary for typing on a purchase order. Those denied will be returned to the initiator with a statement citing the reasons for denial.

### **SCHOOL CLOSING/UNSCHEDULED (EMERGENCIES, WEATHER)**

Decisions to cancel school shall be reported immediately to the designated radio and television stations covering the district. It shall be the responsibility of the teacher to contact the administration when there may be any doubt concerning school dismissal or closings.

In case of inclement weather, the following radio stations will carry information concerning the closing of school:

Radio Stations: KCLR 99 FM (Columbia)	KCMQ 97 FM (Columbia)
KJLU 88.9 FM (Jefferson City)	KRES 104.7 FM (Moberly)
KFRU 1400 AM (Columbia)	KBIA; KFAL; KLIK; KWOS

Television Stations: KRCG 13 (CBS); KMIZ 17 (ABC); KOMU 8 (NBC)

A phone tree listing all employees will also be utilized. It is each person's responsibility to keep the chain moving quickly.

### **STAFF CONDUCT**

Each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations which include, but are not limited to, the following:

1. Become familiar with, follow, and enforce all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Make efforts to remain knowledgeable about the employee's position and the developments in that position.

4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use, and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation and/or protect the safety of students and others if necessary.
9. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
10. Obey all safety rules, including rules protecting the safety and welfare of students.
11. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
12. Refrain from using profanity in the school setting.
13. Dress professionally and in a manner that will not interfere with the educational environment.
14. Come to work at the time specified by the employee handbook or by the employee's supervisor. Employees who are frequently late to work or stop working before the scheduled time may be terminated for excessive absences.
15. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of Board of Education which employs such teacher.
16. Employees will not use district funds to advocate, support or oppose any ballot measure or candidate for public office.
17. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

#### **TOBACCO**

State law prohibits smoking, or other use of tobacco products, in any classroom or student occupant primary, elementary or secondary school building or facility or on any school bus used to transport students to or from school or to or from any place for educational purposes.

ACKNOWLEDGEMENT OF READING AND UNDERSTANDING  
BOARD POLICIES AND PROCEDURES

**\*AC** Nondiscrimination and Anti-Harassment Policy and Grievance Procedures

I have read and understand the Southern Boone School District Discrimination and Anti-Harassment Policy, including the procedures for filing a grievance.

**\*GBEBA** Drug-Free Workplace

**DRUG-FREE WORKPLACE ACKNOWLEDGMENT FORM**

I have read and I understand the Drug-Free Workplace policy. I understand that if I violate the Drug-Free Workplace policy, I will be subject to discipline up to and including termination *or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination.* I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five (5) days of the conviction.

**\*GBBDA & GCBDA** Family and Medical Leave Act (FMLA) and Staff Short Term Leaves and Absences

I have read and understand the Leave and Absence Policies of the Southern Boone School District including my rights under the Family and Medical Leave Act.

**\*EHB** Technology Use Policy

I have read the Southern Boone County R-1 School District Technology Acceptable Use Policy and Regulations and agree to abide by its provisions.

**\*Staff Conduct**

I have read and understand Staff Conduct expectations.

I acknowledge reading and understanding the above policies and expectations. I also acknowledge receiving a Classified Staff Handbook. (A copy of this handbook is also available on the District Intranet Page.)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date