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Appendix 3A(1) thru 3A(27) **[No Appendix 3A(14) or 3A(15)]**

**Section Review, 06/2023**

## Section 3A - GENERAL PERSONNEL POLICIES

### **3A.1 Statement of Guiding Philosophy** (June, 2023)

It shall be the policy of the board of education to select personnel of the highest caliber available. All certified personnel shall, where possible, be qualified teachers with postsecondary degrees from fully accredited universities and the appropriate teaching certificate.

Any person employed by the Blue Springs R-IV School District will be encouraged, but not required, to live within the boundaries of the Blue Springs R-IV School District.

The school district agrees, as a condition of an individual's employment, that it shall defend, hold harmless and indemnify the employee from any and all demands, claims, suits, actions and legal proceedings brought against the employee in their individual capacity, or in their official capacity as agents and employees of the district, provided the incident arose while the individual was acting within the scope of his/her employment.

Organization and assignment of staff members shall be under the direction of the superintendent or designee. Assignment of teachers to teaching duties, extra-curricular duties, and arrival and departure for the school day shall be made by the building principal.

*Rev. 8/1990, 6/2023*

### **3A.2 Staff Conduct** (June, 2023)

In addition to expectations in other board policies and directives from supervisors, district expectations for employees include, but are not limited to, the following:

1. Become familiar with, enforce and follow all applicable board policies and regulations, administrative procedures, other directions given by district administrators and supervisors, and state and federal laws.
2. Maintain courteous and professional relationships with students, parents/guardians, other district employees and the public. Transmit constructive criticism to the particular school administrator or supervisor who has the administrative responsibility to address the concern. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
3. Actively participate in professional development and obtain information necessary to effectively perform the employee's job duties.

### 3A.2 (continued)

4. Conduct all official business in a professional and timely manner. Meet deadlines set by the district, administrative staff, and supervisors. Conduct business with the appropriate designated person or department.
5. Care for, properly use and protect school property. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation in order to protect the safety of students and others. Take appropriate action to prevent loss or theft of district property, and immediately report loss or theft of district property.
6. Attend all meetings called by supervisors or the district administration unless excused. Arrive at work and leave work at the time specified by the district or as directed by a supervisor, and follow district policies, procedures, and directives regarding absences. All nonexempt employees must receive permission from a supervisor prior to working overtime.
7. Keep all student records, medical information, and other legally protected information confidential. Submit all required documents, information, data or reports at the time requested. Employees must not falsify records, create misleading records, or compromise the accuracy and security of district data.
8. 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. Employees must not leave students unsupervised except as necessary to handle an emergency situation.
9. Obey all safety rules, including rules protecting the safety and welfare of students.
10. Communicate appropriately and professionally in all educational settings. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
11. Dress in a professional manner that does not interfere with the educational environment and as directed by administrators or supervisors.
12. School employees shall not perform strip searches, as defined in state law, of students 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.

### 3A.2 (continued)

13. 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.
14. 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 that employs such teacher.
15. Employees may not engage in political campaigning during the working day or during times when they are performing their official duties.
16. Employees will not represent their personal opinions as the opinions of the district and, to avoid confusion, are required to clearly indicate when they are speaking or writing as an individual and not a representative of the district.
17. Engaging and partnering with parent(s) and/or guardian(s) in the educational process is essential to student success and learning. District employees are expected to have positive, productive, and meaningful two-way communication between home and school and to promote a safe and open dialogue to keep parent(s) and/or guardian(s) informed about essential events in school. Staff members will also support and encourage students to maintain open communication about school events with their parent(s) and/or guardian(s).

### 3A.3 Equal Employment Opportunity and Hiring (June, 2023)

It shall be the policy of the Blue Springs School District to provide equal employment opportunity to all applicants by making the opportunity for employment and promotion available to every individual solely on the basis of his or her qualifications, and to avoid discrimination on the basis of sex, age, race, color, creed, physical or mental handicap or national origin.

Procedures to implement this policy shall be developed by the administration. For additional information regarding the district's prohibition on discriminatory, harassing, or retaliatory conduct, please consult policy sections 2.7, 2.8, 2.9, and 2.10.

Rev. 9/01, 6/2023

### 3A.4 Staff Benefits (June, 2023)

The Blue Springs School District offers benefits to full-time staff members. The extent and nature of benefits provided may

### 3A.4 (continued)

vary by employee group and work schedule. The definition of full-time employment in relation to benefits only is defined as working more than thirty (30) hours per week. In relation to benefits only, an employee working less than thirty (30) hours per week shall be considered part-time.

The district provides access to and contributes toward the cost of the following benefits for full-time employees:

1. Health Insurance or a group health plan
2. Dental Insurance
3. Life Insurance

Medical and dental insurance shall be made available to all full-time personnel by the board of education. The insurance year will be effective July 1 through June 30. Cost for this insurance will be effective July 1 through June 30. Cost for this insurance will be set annually by the board of education.

Any district health insurance contract or plan shall include a provision allowing persons who retire from the district to remain or become members of the plan if they are eligible to receive benefits under the Public School Retirement System of Missouri (PSRS) or the Public Education Employee Retirement System of Missouri (PEERS) by paying premiums. Premiums must be paid monthly with a 30-day past due grace period. Failure to make payment within this time period would result in termination of coverage. In addition, the retiree's spouse and children must be allowed to become members of the plan if they are receiving or are eligible to receive benefits under the PSRS or PEERS. Retirees and their spouses and children will have one year from the date of retirement to qualify and enroll in the coverage. Once that date has passed, if a retiree or his or her spouse or children discontinue district coverage, they are not eligible to re-enroll.

#### **Section 125 Plan**

A Section 125 Plan shall be provided for district personnel by the board of education. The district maintains the required master plan document and an adoption agreement that details the legal and employer-specific aspects of the district's plan, including the benefits that are offered, who is eligible to participate, and the manner of contributions and other legal notice.

#### **Employee Investment Programs**

The board of education offers pretax payroll deductions for any eligible employee who elects to participate in either a 403(b) or 457(b) investment program. The district does not match employee contributions to the investment program. The district must maintain and operate the 403(b) and 457(b) programs in accordance with IRS regulations and the Blue

### 3A.4 (continued)

Springs School District Retirement Plan document. An eligible employee becomes a participant in the investment program(s) by completing the required salary reduction agreement at least 30 days prior to the payroll deduction period, submitting the completed executed agreement to the district, and selecting an investment program vendor from the list provided by the district. A participant may revise or terminate his/her salary reduction agreement at any time and the change is effective the following pay date after a new salary reduction agreement is completed and submitted. The district vendor list shall contain the names of those vendors who have twenty (20) or more current employees making current contributions.

If a participant wishes to have an investment vendor considered for addition to the district vendor list, the participant or vendor must submit to the district a letter of intent signed by at least twenty (20) current employees or participants stating they wish to open an account or have a current account with the vendor. The vendor then must sign an Information Sharing Agreement with the designated third-party administrator. The district may remove an investment vendor from the district list if fewer than twenty (20) participants currently contribute to such investment vendor. The vendor will be given written notice of the board's intent to remove it from the district list and a reasonable time to provide a letter of intent with the names of twenty (20) or more current employees or participants who wish to open an account with the investment vendor. If removed from the district list, the investment vendor is no longer offered to new or current participants in the future. Current participants in the removed investment vendor may continue to keep their assets invested with and continue to make contributions to that vendor.

#### **Worker's Compensation Insurance**

All employees who suffer an injury during the course and scope of employment are entitled to benefits under the worker's compensation law including medical treatment by a provider designated by the district at district cost, payment of wages during a period of disability, and compensation for any permanent disability. If the employee is off work as a result of an injury for less than fourteen (14) days, the employee is entitled to take sick leave for the duration of any waiting period imposed by the fourteen (14) days, the waiting period will be paid in accordance with the worker's compensation law. Employees are not entitled to take sick leave in addition to or in combination with benefits received under the worker's compensation law other than for the waiting period as allowed herein.

3A.4 (continued)

**Health Insurance Separation Benefit**

All personnel of the Blue Springs R-IV School District are eligible for health insurance benefits upon retirement according to Chapter 169 of Revised Missouri Statutes.

A retired employee, as well as his/her dependents, shall be allowed to remain or become members in non-insurance health benefit programs, self-funded plans and insured plans by paying the premiums of said plans so long as the retired employee had been receiving or was eligible to receive health insurance benefits under board policy and such spouse/dependent meets contracted eligibility requirements.

A retired employee's surviving spouse and children shall be allowed to remain or become members of said plans providing the employee was receiving benefits or is within one year of retirement upon death.

*Rev. 7/92, 9/01, 6/04, 4/23, 6/23*

**3A.5 Copyright Restrictions** (June, 2023)

The board of education directs all personnel to comply with the amended 1976 Copyright Law, which prohibits the unauthorized duplication of copyrighted materials except as permitted by the guidelines for fair use.

Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been received.

Details about "fair use" will be made available to all teachers. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The district does not sanction illegal duplication in any form. Employees who willfully disregard the district's copyright position are in violation of Board policy; they do so at their own risk and assume all liability responsibility.

Any materials produced by an employee (or employees) during contract hours shall be owned by the school district, and any civil rights of authorship are forfeited with payment of the employee's contract salary by the district for production of such materials. Additionally, any materials created by an employee that are derived from district curriculum, district licensed material, or district professional development shall also be owned by the district.

*Rev. 8/1990, 6/2023*

### **3A.6 Employment Procedures** (June, 2023)

The Board of Education, upon recommendation of the Superintendent, votes on the employment of all certificated staff members. In approving applicants the Board will be guided by the desire to obtain individuals committed to providing the highest quality education for the district's students. Any applicant who provides false information or inaccurate academic credentials will immediately be removed from consideration.

No person will be employed by the district until the district conducts a criminal records check pursuant to requirements of Missouri Statutes and regulations. Prior to beginning employment as a teacher, information will be obtained regarding any individual who had previously been employed by a Missouri school district or charter school. The Superintendent/designee shall obtain from the Department of Elementary and Secondary Education the identity of the school district or charter school that had previously employed the applicant. The district will contact the former employer to determine if such applicant had been terminated or resigned in lieu of termination; or against whom allegations of sexual misconduct had been substantiated by the Children's Division.

All persons employed by outside vendors/contractors who will have contact with students will be required to successfully undergo a criminal records search by their employer complying with requirements of Missouri statute and regulations prior to contact with students. Such background checks will be performed at the vendors/contractors' expense and will be shared with the district. All finalists for an employment position will be required to sign a release of liability authorizing prior employers, including school districts, to furnish any information about the applicant and the applicant's work performance, including but not limited to discipline records and performance evaluations. The administration may also conduct random background checks after employment. Failure to check references and prior employment for new hires prior to their start date may result in disciplinary action up to and including suspension without pay.

All district employees who are authorized to access the Missouri Automated Criminal History Site (MACHS) will only use such criminal history information for purposes of verifying qualifications for employment. The district will not create copies of the criminal record for employment record purposes and will not disseminate the record, except as permitted by law.

The district will designate a full-time employee, who will be fully trained in the Missouri Highway Patrol's automated criminal history site (MACHS), to serve as the District Local Agency Security Officer (LASO). The district's LASO Security



### 3A.6 (continued)

Officer will be responsible for implementation and oversight of the District's Use of MACHS for all applicants. Any employee who attempts to access MACHS without authorization, improperly disseminates an applicant's criminal history record or facilitates unauthorized access to MACHS, will be subject to disciplinary action up to and including termination. Such improper use of the MACHS system constitutes an "incident" requiring reporting. Immediately upon knowledge of an "incident," the District's Local Agency Security Officer (LASO) will be notified, in writing, describing the "incident." The LASO Officer will then notify the Missouri Highway Patrol with the details of the "incident."

The Superintendent or his designee is the person who shall respond to requests from potential employers for information regarding a former district employee. The information the district should provide is title, position, length of employment, whether the employee was terminated or resigned, and whether the district would re-hire the employee.

Additionally, when requests for information from any public school regarding a former employee against whom allegations of sexual misconduct involving a student have resulted in a determination by the Board of an actual violation of sexual misconduct pursuant to Board Policy; a resignation in lieu of termination; or allegations of sexual misconduct that have been substantiated by Children's Division, the Superintendent or his designee shall disclose to the requesting school the allegations of sexual misconduct and the findings of a Children's Division investigation.

Any school district employee who is permitted to respond to requests for information, acting in good faith, who reports authorized information, as provided in this policy or, who, in good faith, reports alleged sexual misconduct on the part of a District employee, will not be disciplined or discriminated against because of such report.

This foregoing policy is intended to comply with the Amy Hestir Student Protection Act and section 162.068 RSMo. The district shall provide notice of this policy to all current employees and to all potential employers who contact the District regarding the possible employment of a District employee.

#### **Certificated Staff**

All staff members shall be appointed by the Board only upon recommendation of the Superintendent. Should a person nominated by the Superintendent be rejected by the Board, it shall be the Superintendent's duty to make another nomination.

### 3A.6 (continued)

The Superintendent or designee shall assure that all persons nominated for employment meet certification requirements and the qualifications established for the particular position.

Interviewing and selection procedures shall assure that the principal or other administrator to be directly responsible for the work of the staff member has, to the extent possible, an opportunity to aid in his/her selection; however, the final selection shall be made or approved by the Superintendent.

All candidates shall be considered on the basis of their merits and qualifications and the needs of the school system. In each instance the Superintendent and others playing a role in the selection shall seek to hire the best-qualified person for the job. No person shall on the basis of sex, race, religion, national origin, marital status, age or disability that will not impair performance be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment for recruitment, consideration, or selection, therefore, whether full-time or part-time, certificated or noncertificated, under any educational program or activity operated by the district.

Teachers must possess an appropriate and valid teaching certificate. If the teacher does not already have a teacher's certificate or has not made arrangement to secure it, he/she should contact the office of the Superintendent/designee at once to make such arrangements. This certificate, along with official copies of transcripts showing all college hours and degrees must be kept on file with this office.

#### **Support Staff**

Letters of employment for support staff are issued as soon as feasible after salary schedule and terms have been approved by the Board. The number of work days for support staff personnel will be set by the Board based on classification and responsibilities. Support staff employees will be paid on the Board-approved salary schedule.

#### **Immigration Reform and Control Act**

The federal Immigration Reform and Control Act requires all employers to hire only American citizens and aliens who are authorized to work in the United States in order to preserve jobs for those who are legally entitled to them. The District will implement the following procedures to assure compliance with the law:

1. Any employee hired after November 6, 1986, will complete an Eligibility Verification Form (Form I-9), and will produce documents that will establish his/her identity and eligibility to work. (Form I-9 contains a list of documents that will fulfill this requirement.)

### 3A.6 (continued)

2. The district will retain an individual's Form I-9 for three years after the date of hire or one year after the individual is terminated, whichever is later.
3. The form may be reviewed by the Department of Homeland Security (DHS) and potentially by other federal agencies. In order to minimize potential intrusion, Eligibility Verification Forms will be maintained separately from the employee's personnel files.

For further information concerning the procedures surrounding the Form I-9 or the district's obligations under the Act, consult the Department of Human Resources.

#### **Missouri Automated Criminal History Site (MACHS)**

Applicants whose fingerprints have been taken as part of the MACHS criminal record check, as required by the district, are entitled to the following rights:

1. Notification that the applicant's fingerprints will be used to check the criminal history records of the FBI.
2. If the applicant is determined to have a criminal record, he/she will be provided with an opportunity to challenge the report.
3. Applicants determined to have a criminal history record will be advised of the procedure for obtaining a change, correction or update within Title 28 Code of Federal Regulation.
4. If the applicant has a criminal record history, the applicant will be given a reasonable amount of time to correct the record before employment is denied because of the criminal history.

### **3A.7 Drug-Free Workplace** (February, 2010)

Each employee of the district is hereby notified that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Controlled substance means a controlled substance in schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1308.11 through 1308.15. As a condition of employment, each employee must agree to abide by this policy and shall notify the district no later than five (5) days after conviction of any criminal drug statute for a violation occurring in the workplace. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes. Criminal drug statute means a criminal statute

### 3A.7 (continued)

involving manufacture, distribution, dispensation, use, or possession of any controlled substance. Any employee who violates this policy shall be subject to discipline up to and including termination of employment for even a first offense.

The purpose of this policy is to communicate the district's position on alcohol and drugs in the workplace and to provide guidance about how the policy will be implemented within the district.

Rev. 6/98, 2/10

#### 3A.7.1 Substance Abuse (February, 2010)

Student and employee safety is of paramount concern to the Blue Springs School District board of education. In recognition of the threat to safety posed by employee use or possession of drugs and 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 school 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 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.

It is not the intent of this policy to prohibit the possession or use of legally prescribed controlled substances for medical reasons by the individual for whom the medications are prescribed. However, it is the responsibility of the employee to inform his/her supervisor if such medication may temporarily impair the employee's ability to safely and satisfactorily perform duties. If such impairment affects performance on a continuing basis, the employee shall consult with his/her physical to determine if medical adjustments may be made.

#### Substance Abuse Policy Dissemination

All employees are to be informed of the school district's substance abuse policy. Employees shall

### 3A.7 (continued)

be given a copy of the substance abuse policy and shall be required to sign an Acknowledgement of Receipt and Understanding. See **Appendix 3A(1)**. A copy of the Announcement of Substance Abuse Policy, see **Appendix 3A(2)**, will be posted in each work site in the school district.

#### Definitions

*Illegal Drugs* - "Illegal drugs" are drugs or controlled substances which are (1) not legally obtainable, or (2) legal obtainable but not obtained or used in a lawful manner. Examples include but are not limited to alcohol, cocaine, heroin and marijuana (or their derivatives and related substances), as well as prescription drugs which are not lawfully obtained or properly utilized. The term "illegal drugs" also includes mind-altering and/or addictive substances that are not sold as drugs or medicines, but are used for the mind or behavior-altering effect.

*Legal Drugs* - "Legal drugs" are those prescribed or over-the-counter drugs that are (under U.S. law) legally obtained by the employee and used for the purpose for which they were prescribed and sold.

*District Premises and Property* - The term "district premises and property" includes: lockers, desks, closets, work sites, rooms or offices, parking lots, vehicles, employee-owned or employee-rented vehicles on the property of the district; and locations anywhere the employee represents the district in any capacity.

*On Duty* - The term "on duty" includes any time an employee is on school property and/or responsible for the supervision of students.

*Clean Test Results* - "Clean Test" results are results that indicate no trace of alcohol or drugs in the employee's system other than properly used prescription medication (legal drugs).

#### **Illegal Drug Prohibitions**

The use, sale, purchase, possession, manufacture, distribution or dispensing of illegal drugs on school district property and/or premises while on duty is against district policy.

It is also against district policy for any employee to report to work or to work (duty) with the presence of illegal drugs in the employee's body.

### 3A.7 (continued)

Employees may be asked to submit to a drug test based on reasonable suspicion that their ability to perform work safely or effectively may be impaired. It is a violation of this policy to refuse to submit to, attempt to tamper with or fail to pass a drug test.

If any district administrator, supervisor or other employee believes that reasonable suspicion exists that any of the prohibited actions has occurred, that person should report his or her findings and observations to the immediate supervisor or the assistant superintendent - human resources.

#### **Alcohol Prohibitions**

The consumption, possession or being under the influence of alcohol on school district property or while on duty is prohibited.

It is against the district's policy to report to work (duty) under the influence of alcohol or to work under the influence of alcohol.

Employees may be asked to submit to an alcohol test based on reasonable suspicion that their ability to perform work safely or effectively may be impaired. A test result indicating a blood alcohol content .04 or higher will be considered positive.

If any district administrator, supervisor or other employee believes that reasonable suspicion exists that any of the prohibited actions has occurred, that person should report his or her findings and observations to the immediate supervisor or to the assistant superintendent-human resources.

#### **Commercial Driver's License**

All Blue Springs School District employees who are required to have a commercial driver's license (CDL) must comply with the alcohol and drug-testing program as required in the Omnibus Transportation Employees Testing Act of 1991 for safety-sensitive employees. (See 3D.7, Bus Driver)

Refusal to comply with testing requirements will result in termination of employment.

#### **Reasonable Suspicion Testing**

Employees may be asked to submit to a drug test based on a reasonable suspicion that their ability to perform work safely or effectively may be impaired. See **Appendix 3A(3)**.

### 3A.7 (continued)

#### **Disciplinary Action**

In the case of a violation of any of the provisions of the district's substance abuse policy, including but not limited to a positive drug or alcohol test result, the employee is subject to disciplinary action which may include but is not limited to suspension, termination, and/or referral for prosecution for even a first offense.

An employee may be suspended with pay under this policy pending the results of a drug test or investigation.

#### **Confidentiality**

Results of an employee's test for the use of illegal drugs or alcohol shall be transmitted to the human resources department. In order to effectively address the employee with drug or alcohol problems, it will be necessary for the assistant superintendent-human resources to consult with other persons in the process. However, such results may be disseminated only in accordance with law, and as needed.

*Rev. 6/98, 2/10*

### 3A.8 **Exempt and Nonexempt Employees Definitions** (June, 2023)

**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 and who are not eligible for overtime compensation or compensatory time.

**Hours Worked:** For the 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) and all hours an employee is permitted to work, in accordance with law. Meal periods of 30 minutes or longer and break periods of 20 minutes or longer do not count as hours worked as long as the employee is relieved of all duties and is free to leave his or her duty post. Breaks for nursing mothers to express breast milk are also not considered as hours worked.

**Nonexempt Employees:** This includes all district employees not specifically identified as exempt under federal law. This generally includes noncertificated staff; however, in some circumstances noncertificated 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.

**3A.8** (continued)

Employees in doubt about their status should contact their immediate supervisor or the Department of Human Resources.

**Overtime**: Actual hours worked in excess of 40 hours in a workweek.

**Compensation**

Exempt and nonexempt employees will be compensated in accordance with the applicable Board policy. Unless otherwise permitted by law, exempt employees will be compensated on a salary basis. Nonexempt employees may be compensated on either a salary or hourly basis, although amounts paid for overtime work and deductions for unpaid leave will be calculated using an employee's regular hourly rate of pay. The district will comply with minimum wage laws, when applicable.

**Overtime**

The Board discourages overtime work by nonexempt employees. A nonexempt employee shall not work overtime without the express prior 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.

**3A.9** **Employee Lists** (June, 2023)

Lists containing names, addresses, e-mail addresses, and telephone numbers of employees are confidential and shall be used for intra-district purposes only. Such lists shall not be used by employees for personal, professional, or political bulk mailings, e-mails, or distributed to individuals or organizations not employed by or affiliated with the district and shall not be distributed to any business without approval of the Superintendent or designee.

*Rev. 5/1998, 6/2023*

**3A.10** **Trips to Professional Meetings** (March, 2010)

No staff member shall be absent from his regular assignment for the purpose of attending professional meetings without prior approval and authorization of his supervisor.

The following staff members may attend one national convention at board expense during each year with the approval of the superintendent or his/her designee.

- Deputy Superintendent
- Assistant Superintendents of Schools
- Department Directors
- Principal, Senior High School
- Principal, Middle School
- Principal, Elementary School



3A.10 (continued)

The superintendent of schools may designate assistants, directors, principals, or assistant principals to attend other meetings for the benefit of the school district if the welfare of the district demands. Other staff members desiring to attend national, regional and state meetings may do so according to the following conditions:

1. The board of education or superintendent of schools may direct or request a staff member to attend such meeting or meetings as in their opinion shall serve the best interest of the schools. In such instances the board of education shall assume the cost of meals, transportation and lodging as well as cost of substitutes. No deduction shall be made from salary or leave time.
2. Delegates may apply for permission to attend an annual state teachers' convention providing they are organized locally with a charter filed with the board of education and are registered as an official delegate. This permission must be obtained in writing from the superintendent of schools subject to the guidelines listed in this section of policy. Staff members shall not have a loss of salary, shall not be deducted sick leave or personal business leave for attending. Delegates shall be permitted to attend as per the following ratio:

1	to	37	members - 1 delegate
38	to	62	members - 2 delegates
63	to	87	members - 3 delegates
88	to	112	members - 4 delegates
113	to	137	members - 5 delegates
138	to	162	members - 6 delegates
163	to	187	members - 7 delegates
188	to	212	members - 8 delegates
213	to	237	members - 9 delegates
238	to	262	members - 10 delegates

One additional delegate for each additional 25 members.

3. Staff members may request permission to attend other meetings at their own convenience. Permission to be absent from duty must be obtained from the principal or supervisor and the superintendent of schools. Whenever such permission is granted, provision shall be made by the board of education for substitute teachers and no deduction shall be made from salary or leave time.
4. Staff members not needing substitutes and requesting permission to attend a meeting or convention shall, at their own expense, secure permission from their principal or supervisor. Request must be submitted in writing.

### 3A.10 (continued)

When remuneration is provided under these guidelines, the district may advance monies to each person for expenses providing advances made are settled within two (2) weeks following the meeting or future advances will be denied. The district may make payments directly to providers for major items of expense such as transportation and lodging.

*Rev. 12/94, 3/10*

#### **3A.10.1 Travel Expenses** (May, 2016)

The district will pay for travel expenses for district employees and Board members who travel outside the district for training, professional development, attendance at district-related meetings or for other approved reasons related to their positions with the district. No employee shall travel at District expense without prior approval from their supervisor. All persons traveling at the district's expense are expected to use good judgement, differentiate between expenditures for business and those for personal convenience and avoid unnecessary fees and excessive charges.

Travel expenses that are charged to a federal grant or fund award must first be approved in writing by the superintendent or designee who oversees that particular federal program and, when required, the state or federal contact overseeing the federal funds at the Missouri Department of Elementary and Secondary Education (DESE). In order to receive reimbursement for travel expenses involving the expenditure of federal funds, the District must be able to justify that the expenses are reasonable and that participation of the individual seeking reimbursement was necessary to the expenditure of federal funds.

Reimbursement for district travel shall be in accordance with the Travel and Expense Reimbursement Guidelines published by the business office which are in effect at the time of travel. The business office is authorized to revise the Guidelines as necessary and any revisions shall take effect at a time as determined by the business office.

#### **3A.11 Retirement** (June, 2023)

All personnel of the Blue Springs R-IV School District are subject to retirement regulations according to Chapter 169 of Revised Missouri Statutes. Eligibility for the Missouri retirement system (PSRS or PEERS) is defined for certified staff as working 17 or more hours per week (600 per school

**3A.11** (continued)

term) and defined for classified staff as working 20 or more hours per week.

All personnel who wish to retire should provide notice to the Board and administration as soon as possible subject to the provisions of Board policy 3C.2, Missouri Statute § 168.112, and Board policy **Appendix 3A(4) through 3A(13)**.

The Board of Education recognizes that retaining and recruiting highly qualified certificated staff and administrators is a district priority. To afford the district the best opportunity to replace certificated staff members and administrators with highly qualified candidates, those administrators wishing to retire must provide written notice to the Board by December 1st of the fiscal year in which they intend to retire. Failure to give notice of the intent to retire by December 1st may affect the eligibility of administrative personnel for district retirement benefits outlined in **Appendix 3A(4) through 3A(13)**.

See **Board Policy 3C.14** (certified) or **3D.8** (classified) and **Appendix 3A(4) thru 3A(13)** for district retirement program regulations.

*Rev. 9/01, 4/06, 3/10, 6/23*

**3A.12** **Personal Business Leave** (June, 2022)

Full-time employees shall be granted four (4) days leave per year for personal business that cannot be conducted at a time outside the school day. Any unused portion of the four (4) days each year shall be added to sick leave and allowed to accumulate.

Part-time employees who work at least one-half of a regular contract/agreement shall be granted personal business leave on a pro-rated basis.

One (1) additional emergency personal business leave day shall be provided if approved in writing by the principal or supervisor and assistant superintendent of human resources. This day will be deducted from accumulated sick leave of the employee. See **Appendix 3A(16)**.

Application for personal business leave should be in writing to the principal or supervisor at least 24 hours in advance. The principal or supervisor shall respond in writing as to his/her decision. Employees may appeal the decision of the principal or supervisor in writing to the assistant superintendent of human resources.

Personal business leave will not be approved before or after a school holiday, (a school holiday is defined as any weekday the entire district is closed), the Winter Holiday, the first

### 3A.12 (continued)

ten working days with students and the last twenty (20) working days with students unless **extreme hardship** would result. Such business leave will require the approval of the building principal or supervisor and the assistant superintendent of human resources. See **Appendix 3A(16)**.

Personal business leave time cannot be utilized for any activity which will generate salary or other forms of direct income to the employee.

Rev. 8/95, 12/08, 7/17, 6/22

#### 3A.12.1 **Subpoena to Court** (September, 2001)

Employees shall be granted school business leave for appearance in court if subpoenaed on school related cases. When subpoenaed on non-school related cases, personal business leave will need to be used. See **Appendix 3A(16)** or **3A(17a)**.

#### 3A.12.2 **Jury Duty** (May, 1998)

Employees of the Blue Springs School District will be excused to fulfill their citizenship obligations of jury duty. The difference between their salary and the salary paid for jury duty will be paid by the board of education. For employees working less than full time, the difference will be figured on a prorated amount based on the number of hours for a full-time employee in the same classification. Notification of jury duty should be made to the superintendent of schools through the principal or supervisor and a written statement of reimbursement at the completion of the duty is required for proper payment.

### 3A.13 **Salary Deductions** (June, 2023)

#### **Withholding Certificates**

All new employees are required to file both state and federal withholding exemption certificates with the payroll clerk in the Central Office. If a change of status occurs at any time, new certificates are required. Forms for this purpose may be secured from the Central Office. No payment for service can be made until the above certificates have been filed with the appropriate personnel.

#### **Withholding Taxes**

A Federal withholding tax is retained for the Collector of Internal Revenue as payment on Federal Income Tax for the current year. The amount withheld is determined by salary and the number of dependents. No salary check will be issued until all withholding forms are submitted.

### 3A.13 (continued)

A State withholding tax is retained for the Missouri Department of Revenue. The amount withheld is determined in the same manner as the Federal Income Tax. Employees may authorize additional sums to be withheld by notifying the payroll department in writing and completing a new W-4 form indicating the additional amount to be withheld each pay period. No salary checks will be issued until all withholding forms are submitted.

#### **Direct Deposit**

Effective September 1, 1997, employees of the Blue Springs School District will receive payment of salary through direct deposit to the bank of their choice.

#### **Medical**

Medical insurance payments will be deducted for all employees on a twelve (12) month pro-rated basis each month.

#### **Credit Union and Tax-Sheltered Plan**

Credit Union and Tax-Sheltered Plans will be deducted under the terms of the respective contracts. The board endorses the employee's credit union by allowing payroll deduction at the employee's request. The board assumes neither authority nor responsibility for management of credit union affairs.

#### **Tax Sheltered Annuities**

The School District provides for payroll deduction and processing for employees participating in tax-sheltered annuities.

#### **Additional Deductions**

Any staff member may authorize additional voluntary deductions for payment of tax-sheltered annuities, dues to professional organizations, credit union, and dependent coverage for medical benefits.

The district will make all deductions as required by law and will make deductions when presented a garnishment, wage attachment or other legal order. The superintendent or designee may authorize an administrative fee for processing these mandatory deductions when allowed by law.

In addition, the district may make deductions from an employee's salary or wages for unauthorized absences, absences for which there is no paid leave or absences that exceed the paid leave provided to the employee. The district may also make deductions for disciplinary purposes, such as an unpaid suspension, in accordance with law and district policy.

The district may make deductions when an employee clearly owes the district money and the deduction does not otherwise violate the law.

**3A.13** (continued)

Salary deductions for exempt employees shall be computed by dividing the salary, excluding extra-duty pay, by the number of days in the contract period. Deductions for nonexempt employees shall be based upon the hourly rate of the individual employee.

**3A.14 Retirement Number** (September, 2001)

Individuals new to this district who are members of the Public School Retirement System shall inform human resources department at the time of employment. Individuals who are not members of the Public School Retirement System shall file a completed retirement form with the human resources department in the Central Office. No payment for services can be made until a retirement account number has been applied for from the state retirement office.

**3A.15 Infectious Disease - Employee** (June, 2023)

The school board recognizes its responsibility to protect the health of students and employees from the risks posed by infectious diseases and also the responsibility to uphold the rights of affected individuals to privacy and confidentiality, to continue their employment and to be treated in a nondiscriminatory manner.

**Standard Precautions**

The district requires all staff to routinely observe standard precautions to prevent exposure to disease-causing organisms, and the district should provide necessary equipment/supplies to implement standard precautions.

**Categories of Potential Risk**

Employees with infectious diseases that can be transmissible in school and/or activity related settings (such as, but not limited to, chicken pox, influenza, staphylococcus, coronavirus, and conjunctivitis) should be managed with the guidance and consideration of the following, as specified in: (a) the most current edition of the Missouri Department of Health and Senior Services document entitled: *Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators*; and (b) documents references in 19 CSR 20-20.030; and (c) any specific guidelines / recommendations or requirements promulgated by the local county or city health department. A medical release may be required of the employee in certain circumstances.

An employee infected with a blood-borne pathogen such as Hepatitis B virus (HBV), Hepatitis C (HCV), or Human Immunodeficiency Virus (HIV) poses no risk of

### 3A.15 (continued)

transmission through casual contact to other persons in a school setting. Employees infected with one of these viruses shall be allowed to continue work without any restrictions which are based solely on the infection.

**Exceptional Situations:** There are certain specific conditions (for example, frequent bleeding episodes or uncoverable, oozing skin lesions) which could potentially be associated with transmission of both blood borne and non-blood borne pathogens. No employee, regardless of whether he or she is known to be infected with such pathogens, should be allowed to continue work unless these conditions are either absent or appropriately controlled in a way that avoids unnecessary exposure.

Specific mechanisms should be in place to ensure the following are consistently done:

- The designated school administrator when appropriate, should be informed of any staff member who has recurrent episodes of bleeding or who has uncoverable, oozing skin lesions.
- The designated school administrator when appropriate, should be promptly informed of any employee with an illness characterized by a rash.
- The designated school administrator shall be informed of any instance in which the significant potential for disease transmission occurs.

#### **Confidentiality**

The superintendent or designee shall ensure that an employee's confidentiality rights are strictly observed in accordance with law. Security of medical records will be maintained and such records will be kept separate from other personnel records. Breach of confidentiality may result in disciplinary action.

#### **Training - Employee**

The district makes information available regarding standard precautions and infectious disease guidelines. Employees shall review this information annually. The district requires employees to follow standard precautions to prevent exposure to infectious diseases.

#### **Testing - Employee**

Requiring medical evaluations or tests of employees will not normally be authorized under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Schools may require post-offer, pre-employment or annual physical examinations if the exam is job-related and if conducted on all employees or applicants for similar positions. Requiring medical

3A.15 (continued)

evaluations or tests for infection with blood borne pathogens is not allowed by law.

**Reasonable Accommodations**

The Blue Springs School District shall respond to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 and/or the ADA.

**Reporting and Disease Outbreak Control**

Reporting and disease outbreak control measures will be implemented in accordance with state and local laws and Department of Health and Senior Services guidelines governing the control of communicable and other diseases dangerous to public health, and in giving consideration to any applicable guidelines promulgated by the appropriate county or city health department.

*Rev. 7/96, 2/10, 12/21, 6/23*

**3A.16 Technology Resources and Staff-Related Data Governance** (June, 2023)

The board of education recognizes that as technologies alter the ways that information may be accessed, communicated and transferred, those changes may also alter methods of instruction, communication, and student learning. The school board generally supports access by students and staff to Technology Resources. The district's Technology Resources shall be used only for academic purposes consistent with the district's mission and goals. The use of the district's technology is a privilege, not an entitlement.

1. Definitions:

- a. Academic Purpose: This includes educational, instruction and administrative uses of technology such as for classroom activities, curriculum development, athletics and other district sanctioned activities, career development, communications essential to the administration and operation of the district's education system.
- b. District's Technology Systems: Any computer, tablet, laptop, model device, preliminary and/or screening device, network, appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic device may be referred to as "systems." All involved systems and information are assets of the District and shall be protected from misuse, unauthorized manipulation and destruction. These protection measures may be physical and/or software based.



3A.16 (continued)

- c. Data Classification: Data is classified according to the most sensitive details which it includes. The classification assigned and the related controls applied are dependent on the sensitivity of the data.

2. Staff Access to Technology Resources

Staff access to and use of Technology Resources shall be in accordance with district policy and procedures, including the Acceptable Use and Procedures, and in accordance with all local, state and federal laws. Staff access shall be regulated and monitored.

- a. Acceptable Use and Procedures: Staff shall sign an Acceptable Use and Procedures form prior to assignment of a user identification number and password which must be renewed annually. Staff use of Technology Resources may be permitted only upon submission of the signed Acceptable Use and Procedures form. See **Appendix 3A(19)** and/or **Appendix 3A(26)**.
- b. Disciplinary Action: Any staff member found not in compliance with the Acceptable Use & Procedures is subject to disciplinary action by the district. The district reserves the right to discipline noncompliant staff members in the following manners:
  - 1) Termination of staff member's access to the district's Technology Resources;
  - 2) Suspension of staff member;
  - 3) Termination of staff member;
  - 4) Restitution to the district for any damages to the district's Technology Resources.
- c. Ownership of Software: All computer software developed by the District employees or contract personnel on behalf of the District, utilizing District resources, or during contract time, licensed, or purchased for the District's use is the property of the District and shall not be copied for use at home or any other location, unless otherwise specified by the license agreement.
- d. Software Installation and Use: All software packages that reside on technological systems within or used by the District shall comply with applicable licensing agreements and restrictions and shall comply with the District's acquisition of software procedures.

3A.16 (continued)

- e. Virus, Malware, Spyware, Phishing and SPAM Protection  
Virus checking systems approved by the District Technology Department are deployed using a multi-layered approach (computers, servers, gateways, firewalls, filters, etc.) that ensures all electronic files are appropriately scanned for viruses, malware, spyware, phishing and SPAM. Users shall not turn off or disable the District's protection systems or install other systems unless authorized to do so by the District Technology Director.
  
- f. Access Controls: Physical and electronic access to information systems that contain Personally Identifiable Information (PII), Confidential Information, Internal Information and computing resources shall be controlled. To ensure appropriate levels of access by District employees, a variety of security measures are instituted as recommended by the District Technology Director and approved by the District. In particular, the District Technology Director shall document roles and rights to the student information system and other like systems. Mechanisms to control access to PII, Confidential Information, Internal Information and computing resources include, but are not limited to, the following methods:
  - 1. Authorization: Access shall be granted on a "need to know" basis and shall be authorized by the superintendent, principal, immediate supervisor, or District Technology Director. Specifically, on a case-by-case basis, permissions may be added into those already held by individual users in the student management system, again on a need-to-know basis and only in order to fulfill specific job responsibilities, with approval of the District Technology Director.
  
  - 2. Identification/Authentication: Unique user identification (user ID) and authentication are required for all systems that maintain or access PII, Confidential information, and/or Internal Information. Users shall be held accountable for all actions performed on the system with their User ID. User accounts and passwords shall NOT be shared.

3A.16 (continued)

3. Data Integrity: The District provides safeguards so that PII, Confidential, and Internal Information is not altered or destroyed in an unauthorized manner. Core data are backed up to a private external storage location for disaster recovery.
4. Transmission Security: Technical security mechanisms are in place to guard against unauthorized access to data that is transmitted over a communications network, including wireless networks.
5. Remote Access: Access into the District's network from outside is allowed only with authorization by the District Technology Director or designee. All other network access options are strictly prohibited without explicit authorization from the District Technology Director, or ISO. Further, PII, Confidential Information and/or Internal Information that is stored or accessed remotely shall maintain the same level of protection as information stored and accessed within the District's network. PII shall only be stored in an external storage location, if said storage has been approved by the District Technology Director or its designee(s).
6. Physical and Electronic Access and Security: Access to areas in which information processing is carried out shall be restricted to only appropriately authorized individuals. At a minimum, staff passwords shall be changed at the direction of the technology department. All staff passwords must meet current district complexity criteria and should not be identical or similar to employee personal passwords.
  - a) No PII, Confidential and/or Internal Information shall be stored on a device itself such as a hard drive, mobile device of any kind, or external storage device, including non-district cloud services.
  - b) No technological systems that may contain information as defined above shall be disposed of or moved without consulting with the technology department.

3A.16 (continued)

c) It is the responsibility of the user to not leave these devices logged in, unattended, and open to unauthorized use.

7. Inactive Accounts and Terminated Users: User accounts and related access privileges will be disabled promptly or as directed by the Superintendent or the Superintendent's designee at the end of an employee's employment. The District's administrative team will inform the District Technology Director when an employee's employment has ended or will end in the future in order to facilitate account closure. Further, user access rights shall be reviewed periodically to determine if and when access rights are no longer necessary for certain District employees.

g. Data Transfer/Exchange/Printing

Electronic Mass Data Transfers: Downloading, uploading or transferring PII, Confidential Information, and Internal Information between systems shall be strictly controlled. Requests for mass download of, or individual requests for, information for research or any other purposes that include PII shall be in accordance with this policy and be approved by the District Technology Director. All other mass downloads of information shall be approved by the District Technology Director and include only the minimum amount of information necessary to fulfill the request. At the very least, a Memorandum of Agreement (MOA) shall be in place when transferring PII to third party entities such as software or application vendors, textbook companies, testing companies, or any other web-based application, etc. unless the exception is approved by the District Technology Director. Further, the District Technology Director is responsible for ensuring that any MOAs or agreements with third party entities in possession of District data comply with the Federal regulations identified in this regulation.

Other Electronic Data Transfers and Printing: PII, Confidential Information, and Internal Information shall be stored in a manner inaccessible to unauthorized individuals. PII and Confidential Information shall not be downloaded, copied or printed indiscriminately or left unattended and open to compromise. PII that is downloaded for

3A.16 (continued)

educational purposes where possible shall be de-identified before use.

Oral Communications: The District's staff shall be aware of their surroundings when discussing PII and Confidential Information. This includes but is not limited to the use of cellular telephones in public areas. The District's staff shall not discuss PII or Confidential Information in public areas if the information can be overheard. Caution shall be used when conducting conversations in: semi-private rooms, waiting rooms, corridors, elevators, stairwells, cafeterias, restaurants, or on public transportation.

h. Compliance

The data governance requirements stated in this policy apply to all users of the District's information including: employees, staff, students, volunteers, and third party vendors. Failure to comply with this policy by employees, staff, volunteers, and third-party vendors may result in disciplinary action up to and including dismissal in accordance with applicable the District's procedures, or, in the case of third-party vendors, termination of the contractual relationship. Failure to comply with this policy by students is addressed in Section 5 of this Board Policy. Further, penalties associated with state and federal laws may apply.

Possible disciplinary/corrective action may be instituted for, but is not limited to, the following:

1. Unauthorized disclosure of PII or Confidential Information.
2. Unauthorized disclosure of a log-in code (User ID and password).
3. An unauthorized attempt to obtain a log-in code or password that belongs to another person.
4. An unauthorized attempt to use another person's log-in code or password.
5. Unauthorized use of an authorized password to invade student or employee privacy by examining records or information for which there has been no request for review.
6. Installation of software on the District's

3A.16 (continued)

technology systems by unauthorized individuals. The District Technology Director will designate authorized individuals.

7. Unauthorized installation or use of unlicensed software on the District's technological systems.
8. The intentional unauthorized altering, destruction, or disposal of the District's information, data and/or systems. This includes the unauthorized removal from the District's technological systems such as but not limited to laptops, internal or external storage, computers, servers, backups or other media, copiers, etc. that contain PII or confidential information.
9. An attempt to gain access to log-in codes for purposes other than for support by authorized technology staff, including the completion of fraudulent documentation to gain access.
10. Unauthorized access and/or use of District devices, accounts, or software not assigned to the individual making use of the devices, accounts, or software.
11. The use of district devices or a device on a district plan in violation of federal or state law, or district policy is prohibited.

*Rev. 9/03, 6/23*

**3A.17 Compliance with the Family and Medical Leave Act of 1993**  
**National Defense Authorization Act for FY2008 (NDAA), Public**  
**Law 110-181 (August, 2022)**

An eligible employee of the school district shall be entitled to a total of sixty (60) workdays of unpaid leave during any twelve (12) month period. The twelve-month period shall be determined on a rolling twelve-month basis looking backward from the first day upon which Family and Medical Leave Act ("FMLA") leave is utilized by an employee. This section does not act to limit the number of leave days allowed by other applicable policies of the board.

To be eligible for leave, the employee must have been employed by the district for at least twelve (12) months (but not necessarily consecutively) and for at least 1,250 hours of service during the previous twelve (12) month period. Also, the employee must give the district thirty (30) days' notice of their intent to take leave for foreseeable events. **See Appendix 3A(22) .**

**3A.17** (continued)

During a leave related to the employee's serious health condition (defined below), the employee shall exhaust all available paid sick leave, personal leave, or vacation before continuing such leave on an unpaid basis. All leave taken under this policy and leave for any other reason that would qualify under FMLA (e.g. workers' compensation leave that qualifies as a serious health condition), will be counted against the employee's leave entitlement under FMLA. Employees will be required to run all FMLA leave concurrently with other leaves available to the employee.

During a family or medical leave provided under this regulation for all other FMLA-qualifying leave, an employee shall first exhaust all unused vacation or personal days before continuing such leave on an unpaid basis.

At the conclusion of any FMLA leave, an employee may elect to extend leave pursuant to the provision of other Board policies and regulations governing extended leave, so long as the employee is eligible for extended leave under such other policy or regulation. The amount of time taken for FMLA leave will be deducted from the period of leave available under other extended leave policies. Once the FMLA portion of the employee's leave has ended, and the employee has elected to continue on leave pursuant to another Board policy or regulation, the remaining portion of the leave will be governed by the provisions of the other policy or regulation with respect to compensation, benefits, reinstatement, and all other terms and conditions of employment as set forth in the other policy or regulation.

Family and medical leave will be granted for one or more of the following reasons:

1. The birth and care of a newborn child of the employee;
2. The placement of a son or daughter with the employee for adoption or foster care;
3. To care for a spouse, child, ("child" shall include biological, adopted, or foster child, step-child, legal ward, or child of a person standing in loco parentis, who is either under the age of eighteen, or age eighteen and older and is incapable of self-care because of mental or physical disability), or parent (including a person who stood in loco parentis to the employee when the employee was a child, but not parent "in-law") with a serious health condition;
4. To take medical leave when the employee is unable to perform the essential functions of their job because of a "serious health condition".

"Serious health condition" is defined as follows:

3A.17 (continued)

An illness, injury, impairment, or physical or mental condition that involves the following:

- a. **Inpatient Care:** Inpatient care (overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care.
- b. **Continuing Treatment:** Continuing treatment by a health care provider, including the following:
  - i. **Incapacity and Treatment:** A period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
    1. Treatment two or more times, within 30 days of the first day of incapacity, by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under order of, or on referral by, a health care provider; or
    2. Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of a health care provider. The in-person treatment visit must take place within seven days of the first day of incapacity.
  - ii. **Pregnancy or Prenatal Care:** Any period of incapacity due to pregnancy, or for prenatal care (even if the absence does not last more than three days and the employee or family member does not receive treatment from a health care provider during the absence;
  - iii. **Chronic Conditions:** Any period of incapacity or treatment for such incapacity due to a chronic serious health condition (even if the absence does not last more than three days and the employee or family member does not receive treatment from a health care provider during the absence). A chronic serious health condition is one which:
    1. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;



3A.17 (continued)

2. Continues over an extended period of time (including recurring episodes of a single underlying condition;
  3. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- iv. Permanent or Long-Term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
  - v. Multiple Treatments: Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).
- c. **Exceptions:** Unless complications develop, a Serious Health Condition **does not** include cosmetic treatments, such as most treatments for acne or plastic surgery, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc. Treatment for substance abuse by a health care provider or on referral by a health care provider may be a serious health condition if the conditions of this policy are met. Absence due to use of the substance, rather than for treatment, does not qualify for FMLA leave.

The district requires certification of the serious health condition of the employee or employee's family member. An employee on FMLA-designated leave must periodically report on his or her status and intent to return to work.

The district also requires that an employee present a certification of fitness to return to work.

3A.17 (continued)

The right to leave under the provisions of subparagraphs 1 and 2 above for the birth or placement of a son or daughter shall expire at the end of the twelve (12) month period beginning with the birth or placement. Such leave may not be taken intermittently or on a reduced-schedule basis unless approved by the superintendent or his designee. If a husband and wife are both employed by the district and both are eligible for leave under this section, the amount of combined leave **for both** is limited to sixty (60) days in a twelve-month period, unless their combined available leave with pay is greater.

Eligible employees may take up to twelve (12) weeks of job-protected leave in the applicable twelve-month period for any "qualifying exigency" arising out of the fact that a covered military member is on active duty or has been notified of an impending call or order to active duty, in support of a contingency operation. Eligible employees may take up to twenty-six (26) weeks of job-protected leave in a "single twelve-month period" to care for a covered service member with a serious injury or illness.

An employee returning from family and medical leave will be restored to his or her original job/position or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee has no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed. The determination as to what constitutes an equivalent position shall be made on the basis of established district policies and practices. Employees retain all accrued benefits while on leave including but not limited to coverage under the district group health plan.

An employee who is employed principally in an instructional capacity (that is, the direct provision of education services) and seeks leave that is foreseeable based on planned medical treatment may be required to make an election if the employee would be on leave for more than twenty percent (20%) of the total number of working days in the period over which the leave would extend. An instructional employee is defined as an employee whose principal function is to teach. This would include teachers, athletic coaches and special education assistants such as signers/interpreters for students with hearing impairments.

The employee may be required to choose between: (1) Leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or (2) A temporary transfer to an available alternative position.

**3A.17** (continued)

If an instructional employee starts leave more than five (5) weeks before the end of an academic term, the district may require the employee to continue the leave until the end of the term if: (1) the leave is of at least three (3) weeks duration; and (2) the return would be during the three (3) weeks period before the term's end.

If an instructional employee starts leave with five (5) weeks or less before the end of an academic term, the district may require the employee to continue the leave until the end of the term if: (1) the leave will last more than two (2) weeks; and (2) the return would be during the two-week period before the term's end.

If an instructional employee starts leave with three (3) weeks or less before the end of an academic term, the district may require the employee to continue the leave until the end of the term if the leave will last more than five (5) working days.

When an instructional employee is required to extend his or her leave, the leave shall be treated as other leave under the provisions of this policy, with the same rights to employment and benefits protection.

The district shall require that a request for leave be supported by a certificate issued by the health care provider of the appropriate person. The certificate should include the following:

1. the date the condition began;
2. its probable duration;
3. appropriate medical facts;
4. an assertion that the employee is unable to perform the employee's job function, or that the employee is needed to care for a sick family member for a specified time.

An employee who is taking FMLA leave shall not engage in or pursue supplemental or outside employment without prior written permission. Violation of this prohibition against supplemental work while on FMLA leave may constitute a basis for disciplinary action, up to and including termination.

**CERTIFICATION**

The district shall retain the right to request a certification of the FMLA-qualifying need for leave from any employee making such a request. The procedure for providing such certification shall be as follows:

1. **Serious Health Condition** - When an employee requests a leave of absence for a FMLA-qualifying reason, the employee must submit to the Superintendent/designee, a written medical certification form (available in the

3A.17 (continued)

Superintendent/designee's office). When the leave is for the employee's own serious health condition and district provides a list of the employee's essential job functions, the employee's health care provider must certify the employee is unable to perform an essential function of the employee's job.

- a. Timing - Upon receipt from the district, an employee has fifteen calendar days to return a complete and sufficient certification of the serious health condition. If the certification is incomplete or insufficient, as determined by the Superintendent/designee, the district shall state in writing the nature of the deficiency and grant the employee seven additional calendar days to provide the district with a complete and sufficient certification. Failure to provide such certification within the specified time period may result in denial or delay of leave.
- b. Who May Contact Health Care Provider - In the event the district determines an employee's certification remains either incomplete or insufficient, after the employee has been notified of any deficiencies and been granted time to correct such deficiencies, the following individuals will be authorized to contact the employee's health care provider:
  - i. The district's own health care provider;
  - ii. Human Resources professional;
  - iii. Leave administrator; or
  - iv. Administration official.

Under no circumstances will the employee's direct supervisor be permitted to contact the employee's health care provider to certify the employee's health condition. Should an employee deny the district the ability to communicate with the health care provider regarding an incomplete or insufficient certification, the employee will be denied FMLA leave.

- c. Second/Third Opinion - The District reserves the right to require an employee receive a second (and possibly a third) opinion from another health care provider (at the district's expense) certifying the serious health condition of the employee or family member. Further, second and third opinions may be required for military caregiver leave certifications that are completed by health care providers, as defined in Section 825.125 of the FMLA, who are not affiliated with DOD, VA or TRICARE.

3A.17 (continued)

- d. Fitness for Duty - Before returning to work, an employee who is on leave for the employee's own serious health condition, must submit to the Superintendent/designee a health care provider's written certification form that the employee is able to perform the essential functions of the employee's job. The process for verifying the employee's fitness to return to duty shall be the same as for the initial certification set out above. Failure to provide a complete and sufficient fitness for duty certification may result in the delay or denial of job restoration.
  - e. Recertification - During the employee's leave, the district may periodically seek a recertification, no less than once every thirty days, unless the duration of the leave is known to be longer, in which case the district will not seek recertification until the end of the known duration of FMLA leave. The general rule has three exceptions, which permit the district to immediately seek a recertification from the employee. These exceptions include the following: 1) the employee requests a leave extension; 2) the circumstances necessitating leave change; or 3) the district received information disputing the validity of an earlier certification.
  - f. Intent to Return to Work - The District may require an employee to periodically report on the employee's intent to return to work.
  - g. Family Relationship - Employees requesting FMLA-qualifying leave related to a family member may be requested to provide reasonable documentation of the family relationship.
2. Qualifying Exigency - The District may require an employee to provide it with a copy of the covered military member's active-duty orders in support of a contingency operation, prior to permitting FMLA leave for a qualifying exigency. The district may also require the employee to certify, with reference to appropriate facts, that the reason for taking FMLA leave is permissible. The process for any such certification shall adhere to the procedure outlined for serious health conditions, listed above. For Rest and Recuperation leave, the district may require a copy of the military member's Rest and Relaxation leave orders, or other documentation issued by the military setting forth the dates of the military member's leave.

3A.17 (continued)

3. **Care for Covered Servicemembers** - The District may require certification completed by the covered servicemember's health care provider prior to permitting an employee to use FMLA for the care of a covered servicemember. In addition to certifying the authenticity of the covered servicemember's serious injury or illness, any certification must also identify the injury or illness as occurring in the line of duty while on active duty. The process for any such certification shall adhere to the procedure outlined for serious health conditions, listed above.
4. **Care for Military Caregiver** - The District may require a Certification of Military Caregiver Leave, to be completed by a Department of Defense (DOD) health care provider, a U.S. Department of Veterans Affairs (VA) health care provider, a DOD TRICARE network authorized private health care provider, a DOD non-network TRICARE authorized health care provider or a health care provider, as defined in Section 825.125 of the FMLA who are not affiliated with DOD, VA or TRICARE. If the District requests certification, an employee may submit documentation of enrollment in the VA Program of Comprehensive Assistance for Family Caregivers as sufficient certification of the covered veteran's serious injury or illness. The documentation will be deemed sufficient even if the employee is not the named caregiver on the document. However, if the employee submits the documentation of the servicemember's enrollment in the VA Program of Comprehensive Assistance for Family Caregivers, the District may require the employee to provide additional information, such as confirmation of the familial relationship to the enrolled servicemember or documentation of the veteran's discharge date and status.
5. **Possibility of Waiver of Certification** - The District, at its sole discretion, may waive the certification requirements set forth in this Regulation, as the circumstances of each FMLA-leave request may permit. Under no circumstances shall the district's exercise of its discretion be interpreted or construed as a permanent waiver of the certification requirements, but such requirements shall remain in full force and effect unless and until the district specifically modifies or eliminates this Regulation.

**INSURANCE PREMIUMS**

During an employee's family or medical leave of absence, the district will continue to provide health, life, vision, and dental insurance coverage for employees and dependents who are

### 3A.17 (continued)

receiving insurance benefits. Upon an employee's return from FMLA leave, voluntary deductions (employee contributions) for (dependent) insurance for health/life/vision/dental (and employee disability and/or supplemental life insurance) will be recouped from the employee's regularly scheduled pay checks. Employees should contact the district administrator responsible for coordinating insurance benefits regarding specific inquiries as to benefit continuation and repayment while on FMLA leave and upon their return to work. (Contact: benefits@bssd.net)

#### **JOB RESTORATION**

Upon return from FMLA-qualifying leave in accordance with this Regulation, the employee will be returned to the same or an equivalent position with no loss in benefits that accrued prior to the leave of absence. An employee who does not return to work at the end of an authorized leave may be subject to termination.

If an employee fails to return to work after the termination of the leave period, the district may recover health insurance premiums paid under the group plan during the leave period, except in certain circumstances (e.g., continuing serious health condition of employee or family member needing care, or other circumstances beyond control of employee). The district may recover any other insurance premiums (e.g., premiums for supplemental life insurance or for dependent coverage), submitted on behalf of the employee, for which the district has not been reimbursed, either upon the employee's return to work or the employee's failure to return after unpaid family or medical leave has ended.

#### **NOTIFICATION**

1. **District Notification Procedure** - The district shall provide its employees with notice of their rights and responsibilities under the FMLA through use of the following Notices:
  - a. General Notice - A poster summarizing the FMLA entitlements shall be placed in an area accessible for employees and shall also be provided to each employee in the employee handbook.
  - b. Eligibility Notice - This Notice shall state whether the employee qualifies to take FMLA leave.
  - c. Rights and Responsibilities Notice - This Notice, issued in conjunction with the Eligibility Notice, will specify if a certification will be required from the employee, identify if paid leave will run together with the FMLA leave, address the procedure for making health insurance payments, the consequences of failing to make timely payments, and the employee's

3A.17 (continued)

liability for repayment of health insurance premiums if the employee fails to return to work at the expiration of their FMLA leave. Finally, this Notice will explain the employee's right to return to the same or an equivalent job at the expiration of their FMLA leave. Both the Eligibility and Rights and Responsibilities Notices will be provided to all employees within five business days of when the district becomes aware of a potential FMLA situation.

- d. Designation Notice - Within five business days of the district's receipt of sufficient information from the employee to make a determination, the district shall provide the employee with the Designation Notice, which shall inform the employee if the leave shall be designated as FMLA leave. This Notice will designate the amount of leave counted against the employee's entitlement, specify if the FMLA leave will run concurrently with any accrued paid leave, and notify the employee if a fitness-for-duty exam will be required prior to returning to work.

2. Employee Notification Requirements - Absent unusual circumstances, all employees seeking FMLA leave must follow the district's customary call-in procedure for reporting absences. An employee who can reasonably foresee the need to take FMLA leave is required to notify the district of the date of commencement and the expected duration of the leave at least thirty days in advance of the leave, or if the need for the leave is not foreseeable, as soon as practicable. When the need for leave is foreseeable, an employee's failure to provide thirty days' notice prior to taking leave may result in denial or delay of leave. An employee requesting leave under this policy should submit a completed application for leave form (forms available in the Department of Human Resources) to the Department of Human Resources. An employee's failure to follow the district's call-in procedure is grounds for the delay or denial of the employee's FMLA leave request.

The provisions of this policy shall be interpreted under the provisions of Public Law 103-3, the Family and Medical Leave Act of 1993, and all rules and regulations pertaining to the said public law.

Rev. 5/98, 4/04, 7/09, 8/22, 8/23

3A.18 Sick Leave Pools (June, 2023)

Purpose

The purpose of the sick leave pool is to provide sick leave coverage for catastrophic accidents or illness of eligible



**3A.18** (continued)

employees. Catastrophic accident or illness means an acute or prolonged illness usually considered to be life-threatening or with the likelihood of serious disability, which results in the employee's incapacity and inability to work even with the implementation of reasonable accommodations. Non-life-threatening surgeries, elective procedures or surgeries with complications and/or prolonged recoveries will not be considered catastrophic and will not qualify for sick leave pool eligibility. Injuries or illnesses qualifying an employee for workers' compensation will be excluded from sick leave pool eligibility.

Membership (Optional)

All certified and classified insurance eligible personnel may join the appropriate Sick Leave Pool upon meeting the following requirements. Participation in the Sick Leave Pool is not a condition of employment. Certified personnel shall be defined as any employee of the Blue Springs R-IV School District regularly required to be certified under laws relating to the certification of teaching, administration and supervision. Classified personnel shall be defined as any employee of the Blue Springs R-IV School District who is not required to be certified under laws relating to the certification of teaching, administration and supervision.

Employee:

1. must be under contract for certified, agreement for classified, with the district prior to January 1 and must declare membership or non-membership within thirty (30) days of the first day of school or thirty (30) days after first day of employment. No new membership will be accepted for new employees after January 1 of the current contract year. New memberships will be allowed for future contract years providing they meet the conditions stated in this policy; **(See Appendix 3A(23) for Sick Leave Pool Declarations)**
2. must donate two (2) days of sick leave to the pool the first year of eligibility regardless of the total number of days accumulated in the pool;
3. must agree to donate additional days of sick leave to the pool as required by the section entitled, "Donation of Days";
4. (a) who have previously declined membership in the pool may re-enter this pool by providing a physician's certificate evidencing good health or health difficulties and must donate required days. Any health difficulties discussed will be considered pre-existing for a period of one year and will be excluded from coverage.

3A.18 (continued)

(b) whose membership was terminated for any reason and who did not previously withdraw days from the sick leave pool may be reinstated in the pool by providing a physician's certificate evidencing good health. Any health difficulties disclosed will be considered pre-existing for a period of one year. Donation of days will not be required.

(c) whose membership was terminated for any reason and who did previously withdraw days from the sick leave pool may be reinstated in the pool by donating required days.

- 5. will abide by the decision of the appropriate Sick Leave Pool Committee (certified or classified) or decision rendered after following the appeal procedure.

Donation of Days

The year in which 1400 or more days are accumulated in the certified sick leave pool, and 700 or more days are accumulated in the classified sick leave pool, except for required donation by members entering or re-entering the pool will constitute the maximum number of days allowed to accumulate. Thereafter, the following year donations of days will cease (except for first year and for re-entry personnel) until the accumulated number of days has been depleted to 1000 days or less for the certified sick leave pool, and 500 days or less for the classified sick leave pool. The year following this, all members will again be required to donate one day to the pool and each year thereafter until the pool has reached its maximum number of days again.

The superintendent will verify that additional days are needed to be donated to the pool and will inform all certified and/or classified employees. **(See Appendix 3A(23) for Sick Leave Pool Declarations)**

Scale of Eligibility

Sick Days Accumulated At Time of Illness Or Accident	Waiting Days Before Being Eligible For Pool	Days That Member May Be Allowed To Draw If Awarded By Committee
1 - 9	45	20
10 - 29	35	40
30 - 49	25	60
50 - 69	15	80
70 - 89	5	100
90 - and above	0	130

The committee has the discretion to award up to or any part of the days eligible to be drawn from the pool. Membership in

**3A.18** (continued)

the pool does not automatically guarantee rights to draw on all or any portion of the accumulated days.

All personal sick, personal business and vacation days must be depleted prior to the waiting period before being eligible to draw from the pool.

All days referred to in this policy are contract days for certified personnel and agreement days for classified personnel.

Termination

Termination of membership in the pool occurs on the last contract day for certified personnel and agreement day for classified personnel worked and former members retain absolutely no rights or interests in the pool following termination.

If and when all sick pool days are depleted in any one contract year or agreement period, the school board's liability for funding the pool will automatically terminate.

Eligibility Requirements to be Considered - Upon Request for Withdrawal

1. Employee shall submit a written application to the Sick Leave Pool Committee requesting withdrawal of days from the pool. **(See Appendix 3A(24) regarding request for withdrawal of days.)**
2. Employee is required to submit a letter from the physician treating the employee for the illness/injury that may qualify him/her stating the nature of the illness, that it is currently life-threatening and catastrophic at the time of application, and that he/she is unable to work due to said illness/injury.
3. Re-certification of incapacitation may be required every ten (10) contract days for certified personnel and agreement days for classified personnel. Failure to do this may result in immediate termination of pool privileges.
4. The Sick Leave Pool Committee shall maintain the right to require an examination by a physician of its choice at the member's expense.
5. A re-occurrence of the same illness or accident-related injury within thirty (30) days would not make the member ineligible and would not require a waiting period.
6. The Sick Leave Pool Committee has the absolute right to deny all or any part of requests for Sick Pool days in its total discretion. The Committee reserves the right, as an example, to turn down requests for Sick Pool days

**3A.18** (continued)

where the request is for elective surgery.

7. The lifetime maximum number of days which may be withdrawn for any member will be 130 days.

Committee

An appropriate Sick Leave Pool Committee shall administer each Sick Leave Pool. The Certified and Classified Personnel Committee will consist of four (4) members of the district administrative team as well as the director of human resources. The director of human resources shall serve as chairperson of the committee. All five of these persons shall be voting members. A quorum of members (at least 3) is required to conduct business at a Pool Committee meeting.

Committee Responsibilities

The Sick Leave Pool Committee will generally be responsible for reviewing the applications for requests for withdrawal of Sick Pool days, determining their completion and credibility, making any additional requirements upon requester(s) and finally determining the number of days of eligibility that will be granted, if any. It is the Committee's responsibility to make sure that the Sick Leave Pool is not abused by the requester(s). The committee will determine the eligibility of all requester(s) in accordance with the criteria of this policy and will determine whether surgery and/or treatment is elective and might be postponed based upon medical evidence presented to it. Employee name and any demographic information not relevant to the decision will be redacted from all forms to assure the privacy of the employee and compliance with federal law.

Appeal Procedure

Any decision reached by the Sick Leave Pool Committee will be reviewed by the assistant superintendent of human resources upon written request by an employee in accordance with the following:

1. A request for review must be in writing and delivered to the assistant superintendent of human resources within five (5) days after the Sick Leave Pool Committee has reached its final determination.
2. The review by the assistant superintendent of human resources shall be held no more than ten (10) days after receipt of the request for review unless the employee agrees to a later time.
3. The assistant superintendent of human resources will deliver written notice to the employee of the intention to review the Sick Leave Pool Committee's determination at the employee's last known address set forth in the Sick Leave Pool files.

**3A.18** (continued)

4. The review by the assistant superintendent of human resources shall be informal.
5. Witnesses at the review need not be sworn.
6. The employee may present any information deemed appropriate and reasonable, whether written or oral, to the assistant superintendent of human resources supporting his or her position.
7. Cross-examination of witnesses at the review shall be permitted.
8. A record of the proceedings need not be made.
9. The assistant superintendent of human resources shall render a decision within three (3) days after the review is completed.
10. The assistant superintendent of human resources' decision is final unless the employee makes a further appeal to the superintendent.

An employee may appeal the decision of the assistant superintendent of human resources in accordance with the following:

1. The appeal shall be in written form directed to the superintendent within ten (10) days after the date of the assistant superintendent of human resources rendering a decision.
2. The superintendent shall within ten (10) days of receipt of notice of appeal by an employee empower a hearing panel of three persons designated as follows:
  - a. One person shall be appointed by the superintendent.
  - b. One person shall be appointed at the recommendation of the employee.
  - c. A third panel member shall be appointed by mutual agreement of the other two panel members.
3. No member of the hearing panel shall have a personal or professional interest in the appeal which would conflict with his ability to render a fair decision.
4. Unless the parties agree otherwise, the hearing panel shall have fifteen (15) days from the time it is empowered to give written notice of the time and place of the hearing, to hold the hearing and to render its decision.
5. No formal record of the proceedings need be made although witnesses shall be sworn to tell the truth.
6. Any party or his/her delegated representative at the hearing panel may:

**3A.18** (continued)

- a. Be accompanied and advised by counsel.
  - b. Examine and cross-examine witnesses and may introduce relevant evidence.
  - c. Have access to reports, records, evaluations or other materials upon which the action to be reviewed was wholly or partially based which could reasonably have a bearing and on the correctness of the final decision.
7. After reviewing the evidence, the hearing panel shall by majority vote make its decision in writing.
  8. The decision of the hearing panel shall be final and no further administrative appeal may be taken.

Right to Purchase Additional Sick Leave Days

Eligible members of the Sick Leave Pool may purchase additional sick leave days only in accordance with the following circumstances and conditions.

1. The eligible employee must be a participant in either the Certified or Classified Sick Leave Pool. (See Section Employee 1 above);
2. The election to purchase additional sick leave days must be made prior to the day students begin school for the current employment term; the election process shall be undertaken by use of **Appendix 3A(25)**.
3. The eligible person electing to purchase additional sick days must have accumulated fifty (50) or more sick days before using part or all of same resulting from a catastrophic accident or illness defined above under Purpose and then only in accordance with the following:
  - a. The maximum sick days that may be purchased are five (5) per year or such lesser number of days that would bring the eligible employee's accumulated sick days to 50 (i.e., any eligible employee with accumulated sick days of 50 or more, after using part of his/her accumulated sick days resulting from a catastrophic accident or illness is not eligible to purchase additional sick days);
  - b. The purchase price for sick leave days shall be set each year at the same rate per day as is payable to a long-term substitute teacher (certified personnel) or the average of classified substitute rates (classified personnel).

Sick Leave Pool Declaration

**See Appendix 3A(23)**

Request for Withdrawal of Days Form

**See Appendix 3A(24)**

**3A.18** (continued)

Election to Purchase Additional Sick Leave Days Form  
**See Appendix 3A(25)**

*Rev. 9/01, 12/13, 6/17, 6/23*

**3A.19** **Payment Authorization** (March, 2010)

Any benefits\* paid to employees upon termination of employment shall require the signatures of the Chief Financial Officer (CFO) and the Assistant Superintendent of Human Resources for payment authorization.

\*Benefits under Board Policies 3C.11, 3C.14.1, **Appendixes 3A(4) to 3A(13)**

*Rev. 12/00, 3/10*

**3A.20** **Personnel Records** (June, 2023)

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. There shall be one personnel file for the district maintained in the office of the superintendent.

The District will maintain the following information in personnel files: applications, certification documents, performance evaluations, current transcripts, employment contracts and performance related documents. Medical records, including health insurance records, will be maintained separately. Files containing immigration records will be kept separate from personnel files.

The file of an individual employee will be considered confidential information and a closed record, to the extent allowed by the law, and will only be available to authorized administrative personnel, legal counsel, or state agencies with authority.

Upon request to and in the presence of the appropriate administrative official, any employee will have the right during regular working hours to inspect his or her own personnel file, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers. Individually identifiable records pertaining to applicants for employment are closed records.

Information of a critical nature will not be entered or filed in the employee's personnel folder until the employee is given notice, as well as an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which will also be included in the folder.

*Rev. 12/2000, 6/2023*

**3A.21 Staff Handbooks** (September, 2001)

Staff handbooks are part of the official board of education policy and procedure.

**3A.22 Professional Staff Development** (November, 2001)

The Blue Springs R-IV School District shall provide professional staff development programs for student teachers, beginning teachers, practicing teachers and administrators.

**3A.23 Staff-Student Communication** (February, 2015)

All staff members are expected to interact and communicate in a professional manner with students, parents, community members, administration and colleagues. Staff members are encouraged to communicate with students and parent/guardians for educational purposes using a variety of effective methods, including electronic communication. With all forms of communication, staff members must maintain professional boundaries, including verbal, nonverbal, written and electronic communication, regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, web pages or other forms of communication.

The use by staff of any social media to communicate with students and parents/legal guardians, i.e. Facebook, Twitter, texting, blogs, etc., must be for educational purposes, approved by the district, comply with all relevant district policies, set up through the use of the staff member's district email account and account settings must be set up for public viewing. Staff shall not use social media as the exclusive means of communication with students and parents/legal guardians. The content of any use of social media communications must be posted to the staff's district website. Staff shall not use social media to engage in private communications with students. Staff shall not use their personal electronic communication devices, accounts, web pages or other personal forms of electronic communication to communicate with students and parents/legal guardians.

Rev. 2/12, 2/15

**3A.24 Audio and Video Recording** (June, 2023)

The district has limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement.

**Recording by Non-District Personnel**

The Blue Springs School District prohibits the use of video or audio recording equipment on district property or at district activities by non-district personnel without permission from the superintendent or his/her designee unless otherwise authorized by law. Individuals violating this policy may be



### 3A.24 (continued)

subject to disciplinary action under Board policy 2.17 (Civility) and subject to the disciplinary ramifications of that section. The recording prohibition shall not apply to:

1. Performance or activities to which the general public is invited such as athletic competitions, concerts, and plays.
2. Outside entities using or renting district facilities in accordance with board policies and established procedures.

#### **Recording by District Personnel**

The district may make audio or visual recordings to provide security or to maintain order. This may include the use of audio and video equipment in school buildings and on district transportation.

No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy such as restroom facilities or locker rooms. The district does not allow videotaping by any staff member in classrooms with students present. Exception to this prohibition would be video recordings previously approved by the superintendent and/or designee, or recordings by teachers seeking status as a Nationally Board Certified Teacher.

#### **Recording of Meetings**

The Board of Education prohibits the use of audio, video or other recording devices in meetings between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras. In accordance with the law, the Board of Education permits the use of audio recording devices by parents/legal guardians at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973. The parent/legal guardian shall notify the district of their intent to record a meeting within 24 hours of the scheduled meeting. No recording by a parent/legal guardian shall be construed to be a public record made by or prepared for any public governmental body under Chapter 610.

Rev. 11/09, 10/21, 6/23

### **3A.25 Employee References (June, 2023)**

The district will maintain information regarding current and former employees as confidential within the limits of the law. Only the superintendent or a person or persons specifically designated by the superintendent may respond on behalf of the district to a reference request for a current or former employee. District employees must direct reference requests to the superintendent or designee. Upon request, employees will assist the superintendent or designee with the preparation of accurate reference information.

Employees other than the superintendent or designee may provide personal references at the request of a current or former employee, but by doing so, they are acting outside of the scope of their employment. Employees may not use district letterhead or otherwise indicate that the reference is sponsored by the district. The district will not endorse any reference provided outside the directives of this policy and is not responsible for providing legal advice or protection for unauthorized employees who provide references.

In accordance with law, the following information about employees will be provided to any potential employer upon request:

1. Names
2. Positions
3. Salary
4. Length of service

Employees or former employees wishing to have a reference completed on their behalf with additional information not specified above may complete a release form (Appendix 3A.27). Forms will be returned to the Department of Human Resources where they will remain on file for 5 years.

If a former employee requests or a potential public school employer requests a reference regarding a former employee whose job involved contact with children, the district will, in accordance with state law, notify the potential public school employer if the employee was terminated, non-renewed or allowed to resign in lieu of termination as a result of allegations of sexual misconduct with a student or as a result of such allegations being substantiated by the children's division child abuse and neglect review board.

When requests for information from any public school regarding a former employee against whom allegations of sexual misconduct involving a student have resulted in a determination by the Board of an actual violation of sexual misconduct pursuant to Board Policy; a resignation in lieu of termination; or allegations of sexual misconduct that have been substantiated by Children's Division, the Superintendent or his designee shall disclose to the requesting school the

**3A.25** (continued)

allegations of sexual misconduct and the findings of a Children's Division investigation.

Notice

The district will notify all current employees and all potential employers who contact the district regarding the possible employment of a school district employee of this policy.

Rev. 6/12, 6/23

**3A.26 Domestic/Sexual Violence Abuse Victim Leave** (June, 2023)

Employees may take unpaid leave in accordance with law for absences related to domestic or sexual violence where an employee, an employee's family member or a person residing in the employee's household has been the victim of domestic or sexual violence. Leave may be taken intermittently or on a reduced work schedule. Two workweeks of unpaid leave will be available in a 12-month period. Employees may use accumulated paid leave or compensatory time concurrently with unpaid leave under this provision. Leave under this provision does not create a right for employees to take unpaid leave that exceeds the amount of unpaid leave time under FMLA. Employees are required to give 48 hours' notice of the need for leave unless such notice is not practicable. The district may require certification of the need for leave, which may include documentation from an entity aiding the victim, a police or court record, or other corroborating evidence. Information provided by the employee in conjunction with the use of this leave will be confidential in accordance with the Victims' Economic Safety and Security Act (VESSA).

**3A.27 Classroom Displays and Postings** (June, 2023)

Posting or displaying materials within classrooms will only be permitted if the posting is related to the curriculum and subject matter taught in each specific classroom. In addition, postings of school extracurricular activities may also be permitted. Questions concerning whether a specific posting falls within the permitted categories should be referred to the building administrator.

**3A.28 Animals on Campus** (June, 2023)

Animals are not allowed on district property, including district transportation, except in accordance with law and policy unless specifically approved by the Superintendent or designee or required or related to district curriculum. Staff members and visitors to campus shall submit any request to be accompanied by a service animal on campus in writing to the building principal.

# **BLUE SPRINGS SCHOOL DISTRICT**

## **EMPLOYEE DRUG AND ALCOHOL-FREE WORKPLACE AGREEMENT**

### **ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

I have hereby acknowledged that I have received, read and agree to comply with the Blue Springs School District's Substance Abuse Policy.

Employee's printed name: \_\_\_\_\_

Employee's signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Administrator's printed name: \_\_\_\_\_

Administrator's signature: \_\_\_\_\_

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

# BLUE SPRINGS SCHOOL DISTRICT

## ANNOUNCEMENT OF SUBSTANCE ABUSE POLICY

To All District Employees:

Substance abuse is a nationwide issue in all sectors of our lives - the workplace is **no exception**. Alcohol and drug abuse have a significant health and safety impact. They seriously affect productivity, work quality, health care and workers' compensation costs, and most importantly, the well-being of a most valuable resource - the employee.

The Blue Springs School District is committed to providing a safe and positive working environment with concern for the welfare of its employees.

To address this potential problem, the district has developed a policy regarding the illegal use of drugs and the abuse of alcohol that we believe best serves the interest of all employees. Our policy formally and clearly states that the illegal use of drugs and the abuse of alcohol **will not be tolerated**. This policy was designed with two basic objectives in mind.

- 1 Employees deserve a work environment that is free from the effects of drugs and alcohol and the problems associated with their use; and
- 2 This district has a responsibility to maintain a healthy and safe working environment.

We believe that this important and worthwhile venture will foster a drug-free workplace which will be a safe and rewarding place to work.

NOTE: This policy will take effect on July 1, 1998. All employees are required to sign the accompanying agreement form indicating that they have read, understand, and will comply with the substance abuse policy, and return it to their supervisor.

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

# BLUE SPRINGS SCHOOL DISTRICT

## EMPLOYEE DRUG AND ALCOHOL SCREENING

I consent to the Blue Springs School District's request for a urine, blood, breath, or other specimen or sample for the purpose of determining the presence of drugs, alcohol or other non-prescribed controlled substances, and I authorize the district, its physicians, technicians and laboratories to do so.

Further, I understand and consent that the results of those tests must be given, by the district's authorized laboratory and/or its agents, to a representative of the district for review. Based on the test results, appropriate action pursuant to the Blue Springs School District's Substance Abuse Policy, if necessary, will be taken.

Employee's printed name: \_\_\_\_\_

Employee's signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Administrator's printed name: \_\_\_\_\_

Administrator's signature: \_\_\_\_\_

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

**BLUE SPRINGS SCHOOL DISTRICT RETIREMENT BENEFIT PROGRAM  
CERTIFIED PERSONNEL**

<b><u>LUMP SUM</u></b> \$5,000	<b><u>UNUSED SICK DAYS</u></b> + \$20 per day for unused sick leave	<b><u>NUMBER OF YEARS IN DISTRICT</u></b> \$100 for each year of service
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All certified contracted employees are eligible for this program.

Certified contracted employees must have worked full-time for the Blue Springs District for a minimum of 12 years and must qualify for benefits through the Public School Retirement System of Missouri, to be eligible for benefits.

Certified employees who are eligible for Public School Retirement System of Missouri benefits based on 30 years of service are eligible for this program regardless of age, providing they have 12 years of service in the Blue Springs District.

As per Public School Retirement System of Missouri or Public Education Employee Retirement System of Missouri regulations, any money paid in addition to the contract shall not be considered as income toward retirement benefits.

Eligible staff may request an individualized preliminary worksheet of estimated benefits for retirement.

Classified administrators will be eligible for the above policy. Classified administrators must meet same qualifications as certified contracted employees and qualify for benefits through Public Education Employee Retirement System of Missouri.

## ADDITIONAL CERTIFIED PERSONNEL RETIREMENT BENEFIT REGULATIONS

### Implementation

1. All certified staff will be screened for eligibility to participate in the Missouri Public School retirement program.
2. Eligible staff will be notified of such eligibility and may upon request, receive an individualized preliminary worksheet of estimated benefits for retirement including the benefit policy which requires a minimum of twelve (12) full time years of service in the Blue Springs District for qualification and then provides benefit pay as per appendix 3(A)4.
3. Eligible staff should notify PSRS as soon as they contemplate retirement to request a verification of eligibility to retire and an application form.
4. Eligible staff must notify the Blue Springs School District Department of Human Resources of the intention to retire by February 1 of the fiscal year in which retirement will occur, to be eligible for the benefit. Retirement resignations received after that date will not be considered eligible for the benefit. However, individuals submitting retirement resignations after February 1 will be eligible to retire under Missouri law.
5. A change in retirement legislation during the current school year by the Missouri General Assembly may cause consideration of this date on a case-by-case basis at the discretion of the superintendent or designee.
6. The retirement benefit will be paid to the employee in accordance with State and Federal laws. Payment will be made after the employee provides a verification of retirement.
7. **NOTE:** Requests for retirement during the contract year will be considered on an individual basis according to board policy 3C.2, Acceptance or Release From Contract.



**ADDITIONAL RETIREMENT BENEFIT FOR CERTIFIED PERSONNEL**

<u>Years of Service In PSRS</u>	<u>Percentage of Certified Teachers Base Salary A-1</u>	<u>Years of Service In Blue Springs School District</u>
25	25%	+ \$200 per year of service in district
26	30%	+ \$200 per year of service in district
27	35%	+ \$200 per year of service in district
28	40%	+ \$200 per year of service in district
29	45%	+ \$200 per year of service in district
30	50%	+ \$200 per year of service in district

Certified employee must be eligible for Public School Retirement System of Missouri benefits.

## ADDITIONAL ADMINISTRATIVE PERSONNEL RETIREMENT BENEFIT REGULATIONS

### Implementation

1. All administrative staff members will be screened for eligibility to participate in the Public School Retirement System of Missouri or Public Education Employee Retirement System of Missouri, whichever is applicable.
2. Eligible staff will be notified of such eligibility and may upon request, receive an individualized preliminary worksheet of estimated benefits for retirement including the benefit policy which requires a minimum of twelve (12) full time years of service in the Blue Springs District for qualification and then provides benefit pay as per appendix 3(A)4.
3. Eligible staff should notify PSRS or PEERS as soon as they contemplate retirement to request a verification of eligibility to retire and an application form.
4. Eligible staff must notify the Blue Springs School District Department of Human Resources of the intention to retire by December 1 of the fiscal year in which retirement will occur, to be eligible for the benefit. Retirement resignations received after that date will not be considered eligible for the benefit unless otherwise approved by the Board of Education. However, individuals submitting retirement resignations after December 1 will be eligible to retire under Missouri law.
5. A change in retirement legislation during the current school year by the Missouri General Assembly may cause consideration of this date on a case-by-case basis at the discretion of the superintendent or designee.
6. The retirement benefit will be paid to the employee in accordance with State and Federal laws. Payment will be made after the employee provides a verification of retirement.
7. **NOTE:** Requests for retirement during the contract year will be considered on an individual basis according to board policy 3C.2, Acceptance or Release From Contract.

**ADDITIONAL RETIREMENT BENEFIT FOR ADMINISTRATIVE PERSONNEL**

<u>Years of Service In PSRS or PEERS</u>	<u>Percentage of Administrative Base Salary</u>	<u>Years of Service In Blue Springs School District</u>
25	25%	+ \$200 per year of service in district
26	30%	+ \$200 per year of service in district
27	35%	+ \$200 per year of service in district
28	40%	+ \$200 per year of service in district
29	45%	+ \$200 per year of service in district
30	50%	+ \$200 per year of service in district

Administrative employee must be eligible for Public School Retirement System of Missouri benefits or Public Education Employee Retirement System, whichever is applicable.

**BLUE SPRINGS SCHOOL DISTRICT RETIREMENT BENEFIT PROGRAM  
ACCOMPANIST, BUS AIDE, BUS DRIVER, CAFETERIA PERSONNEL, CUSTODIAN (179 DAY),  
LIBRARY AIDE, PARAPROFESSIONAL, TEACHER AIDE, VISION & SIGN LANGUAGE  
SUPPORT**

**LUMP SUM**

\$2,000

**UNUSED SICK DAYS**

+ \$10 per day for unused sick leave

**NUMBER OF YEARS IN DISTRICT**

+ \$ 50 for each year of service

Accompanist, bus aide, bus driver, cafeteria, custodian (179 day), library aide, paraprofessional, teacher aide, and vision & sign language support employees must have worked full-time for the Blue Springs District for a minimum of 12 years and must qualify for benefits through the Public Education Employee Retirement System of Missouri or Public School Retirement System of Missouri, to be eligible for benefits.

Accompanist, bus aide, bus driver, cafeteria, custodian (179 day), library aide, paraprofessional, teacher aide, and vision & sign language support employees who are eligible for Public Education Employee Retirement System of Missouri or Public School Retirement System of Missouri benefits based on 30 years of service are eligible for this program regardless of age providing they have 12 years of service in the Blue Springs District.

Eligible staff may request, from the Blue Springs School District Department of Human Resources, an individualized preliminary worksheet of estimated benefits for retirement.

As per Public Education Employee Retirement System of Missouri or Public School Retirement System of Missouri regulations, any money paid in addition to the stipulated salary amount shall not be considered as income toward retirement benefits.

**BLUE SPRINGS SCHOOL DISTRICT RETIREMENT BENEFIT PROGRAM  
HEALTH AIDE, INTERPRETER, PARENT EDUCATOR, CERTIFIED OCCUPATIONAL &  
PHYSICAL THERAPIST ASSISTANT, SCHOOL SECRETARY PERSONNEL**

**LUMP SUM**

\$3,000

**UNUSED SICK DAYS**

+ \$10 per day for unused sick leave

**NUMBER OF YEARS IN DISTRICT**

+ \$ 50 for each year of service

Health aide, interpreter, parent educator, certified occupational & physical therapist assistant, and school secretarial employees must have worked full-time for the Blue Springs District for a minimum of 12 years and must qualify for benefits through the Public Education Employee Retirement System of Missouri or Public School Retirement System of Missouri, to be eligible for benefits.

Health aide, interpreter, parent educator, certified occupational & physical therapist assistant and school secretarial employees who are eligible for Public Education Employee Retirement System of Missouri or Public School Retirement System of Missouri benefits based on 30 years of service are eligible for this program regardless of age providing they have 12 years of service in the Blue Springs District.

Eligible staff may request, from the Blue Springs School District Department of Human Resources, an individualized preliminary worksheet of estimated benefits for retirement.

As per Public Education Employee Retirement System of Missouri or Public School Retirement System of Missouri regulations, any money paid in addition to the stipulated salary amount shall not be considered as income toward retirement benefits.

**BLUE SPRINGS SCHOOL DISTRICT RETIREMENT BENEFIT PROGRAM  
 ATHLETIC TRAINER, CENTRAL OFFICE CLERICAL AND SUPPORT PERSONNEL,  
 CUSTODIAL, FAMILY LITERACY COORDINATOR, MAINTENANCE, MECHANIC,  
 OCCUPATIONAL & PHYSICAL THERAPIST, PREVENTION SERVICES/ABATEMENT  
 COORDINATOR, PRIME TIME SITE LEAD, PSYCHOLOGIST, PUBLIC SAFETY OFFICER,  
 REGISTERED NURSE, SOCIAL WORKER**

**LUMP SUM**  
 \$4,000

**UNUSED SICK DAYS**  
 + \$10 per day for unused sick leave

**NUMBER OF YEARS IN DISTRICT**  
 + \$50 for each year of service

Athletic trainer, Central Office clerical and support personnel, custodial, family literacy coordinator, maintenance, mechanic, occupational & physical therapist, prevention services/abatement coordinator, Prime Time site lead, psychologist, public safety officer, registered nurse, social worker employees must have worked full-time for the Blue Springs District for a minimum of 12 years and must qualify for benefits through the Public Education Retirement System of Missouri or Public School Retirement System of Missouri, to be eligible for benefits.

Athletic trainer, Central Office clerical and support personnel, custodial, family literacy coordinator, maintenance, mechanic, occupational & physical therapist, prevention services/abatement coordinator, Prime Time site lead, psychologist, public safety officer, registered nurse, social worker employees who are eligible for Public Education Employee Retirement System of Missouri or Public School Retirement System of Missouri benefits based on 30 years of service are eligible for this program regardless of age providing they have 12 years of service in the Blue Springs District.

Eligible staff may request, from the Blue Springs School District Department of Human Resources, an individualized preliminary worksheet of estimated benefits for retirement.

As per Public Education Employee Retirement System of Missouri or Public School Retirement System of Missouri regulations, any money paid in addition to the stipulated salary amount shall not be considered as income toward retirement benefits.

## ADDITIONAL CLASSIFIED PERSONNEL RETIREMENT BENEFIT REGULATIONS

### Implementation

1. Classified employees must be eligible for Public Education Employee Retirement System of Missouri or Public School Retirement System of Missouri benefits and must have had twelve (12) years of full time service in the Blue Springs School District to be eligible for this retirement benefit.
2. Eligible staff may request, from the Blue Springs School District Department of Human Resources, an individualized preliminary worksheet of estimated benefits for retirement including those outlined on appendix 3A(9) - 3A(13).
3. Eligible staff should notify the PEERS or PSRS as soon as they contemplate retirement to request a verification of eligibility to retire and an application form.
4. Eligible staff must notify the Blue Springs School District Department of Human Resources in writing of the intention to retire at least sixty (60) days prior to retirement.
5. The retirement benefit will be paid to the employee in accordance with State and Federal laws. Payment will be made after the employee provides a verification of retirement.

**ADDITIONAL RETIREMENT BENEFIT FOR CLASSIFIED PERSONNEL**

<u>Years of Service In PEERS or PSRS</u>	<u>Percentage of Classified Average Base Salary</u>	<u>Years of Service In Blue Springs School District</u>
25	25%	+ \$200 per year of service in district
26	30%	+ \$200 per year of service in district
27	35%	+ \$200 per year of service in district
28	40%	+ \$200 per year of service in district
29	45%	+ \$200 per year of service in district
30	50%	+ \$200 per year of service in district

Classified employee must be eligible for Public Education Employee Retirement System of Missouri or Public School Retirement System of Missouri benefits and must have had twelve (12) years of full time service in the Blue Springs School District.



**Blue Springs School District**  
**REQUEST FOR PERSONAL BUSINESS LEAVE**

Employees shall be granted four (4) days leave per year for personal business that cannot be conducted at a time outside the school day. Any unused portion of the four (4) days each year shall be added to sick leave and allowed to accumulate.

**\*\*One (1) additional emergency personal business leave day shall be provided if approved in writing by the principal/supervisor and assistant superintendent of human resources. This day will be deducted from accumulated sick leave of the employee.**

Application for personal business leave should be in writing to the principal/supervisor at least 24 hours in advance. The principal/supervisor shall respond in writing as to his/her decision. Employees may appeal the principal's/supervisor's decision in writing to the assistant superintendent of human resources.

Personal business leave will not be approved before or after a school holiday, (a school holiday is defined as any week day the entire district is closed), the Winter Holiday, the first ten working days with students and the last twenty working days with students unless extreme hardship would result. Such business leave will require the approval of the building principal/supervisor and the approval of the assistant superintendent of human resources.

Personal business leave time cannot be utilized for any activity which will generate salary or other forms of direct income to the employee, policy 3A.16.

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

School: \_\_\_\_\_ Date of Requested Leave: \_\_\_\_\_

Will a Substitute Be Required?  YES  NO  APPROVED  DENIED

\_\_\_\_\_  
Principal/Supervisor Signature

\_\_\_\_\_  
Date

.....  
 **\*\*One (1) ADDITIONAL EMERGENCY PERSONAL BUSINESS LEAVE DAY**  
 **LEAVE OF ABSENCE REQUEST OUTSIDE THE BOUNDARIES OF BOARD POLICY**

Date of Requested Leave: \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal/Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent – Human Resources

\_\_\_\_\_  
Date

APPROVED  DENIED

Distribution: (1) Employee  
(1) Building Principal

Revised 06/2022



# BLUE SPRINGS SCHOOL DISTRICT REQUEST FOR SCHOOL BUSINESS LEAVE

Please fill out this form, have your Principal sign, and forward to **Human Resources** at Central Office prior to "Requested Date of Leave."

The superintendent or principal may direct or request a staff member to attend a meeting or meetings that are in the interest of the school district. Such requests shall be approved by the principal **and** superintendent. In such instances there shall be no expenses to the staff member. The school district will provide substitutes, if necessary, and there shall be no deduction made from the staff member's salary or leave time.

--reference Board of Education Policy 3A.14

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

Today's Date: \_\_\_\_\_ Requested Date of Leave: \_\_\_\_\_

Reason for Leave: \_\_\_\_\_

Substitute Required? (Check one)                      Full Day \_\_\_\_\_                      Half-Day  
\_\_\_\_\_

Principal's Recommendation:                       Leave Approved                       Leave Not Approved

Principal's Signature: \_\_\_\_\_

*If sub is being paid by Special Ed, please send form to Special Ed Department.*

<b>FOR ADMINISTRATIVE USE ONLY</b>	
<u>Sub will be paid by:</u>	
<input type="checkbox"/> (51) Military	<input type="checkbox"/> (70) Other School Business _____
<input type="checkbox"/> (52) Subpoena (Board Policy 3A.16.1)	<input type="checkbox"/> (71) Academic Supervision _____
<input type="checkbox"/> Jury (Board Policy 3.A16.2)	<input type="checkbox"/> (72) Sports Supervision _____
<input type="checkbox"/> SPED Department	

Assistant Superintendent/Human Resources \_\_\_\_\_ Date: \_\_\_\_\_

# BLUE SPRINGS SCHOOL DISTRICT REQUEST FOR PROFESSIONAL DEVELOPMENT LEAVE

This request should be done in Discovery PlanIt, but if the system is down, this form can be used. Please fill out, have your Principal sign, and forward to **Curriculum & Instruction** at Central Office prior to "Requested Date of Leave."

Staff members may request or their principals may request that they attend staff development meetings. Such requests shall be approved first by the **site Professional Development Committee** and then by the principal **and** deputy superintendent. The school district will provide substitutes, if necessary, and there shall be no deduction made from the staff member's salary or leave time. Funds will be deducted from the building's PD funds to pay for the substitute's salary and FICA.

Staff members not needing substitutes and requesting to attend a meeting or convention at their own expense, shall obtain permission from their principal. Such requests must be in writing. If approved, there shall be no deduction made from the staff member's salary or leave time.

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

Today's Date: \_\_\_\_\_ Requested Date of Leave: \_\_\_\_\_

Name of Workshop/Training: \_\_\_\_\_

Substitute Required? (Check one)                      Full Day \_\_\_\_\_                      Half-Day \_\_\_\_\_

How many subs will be required each day of leave?  
\_\_\_\_\_

Principal's Recommendation:                       Leave Approved                       Leave Not Approved

Principal's Signature: \_\_\_\_\_

***Please check the appropriate boxes indicating funds used to pay for substitute, registration, etc.***

Sub will be paid by:	Workshop will be paid by:
<input type="checkbox"/> (80) District PD funds (Must have prior approval by Annette Seago)	<input type="checkbox"/> District PDC funds
<input type="checkbox"/> (81) Building PDC funds	<input type="checkbox"/> Building PDC funds
<input type="checkbox"/> (85) Eisenhower Grant (Must have prior approval by Annette Seago)	<input type="checkbox"/> Eisenhower Grant
<input type="checkbox"/> (89) Title I (Must have prior approval by Annette Seago)	

Leave Approved

Leave Not Approved

Deputy Superintendent/  
Curriculum & Instruction: \_\_\_\_\_ Date: \_\_\_\_\_

# Core Benefits Rate Sheet 24-25

Plan	Plan Tier	District Paid	Employee Paid	Total Premium
LocalPlus	Employee Only	\$825.00	* (\$142.40)	\$682.60
	Employee and Spouse	\$825.00	\$347.70	\$1,172.70
	Employee and Child(ren)	\$825.00	\$302.94	\$1,127.94
	Family**	\$825.00	\$723.22	\$1,548.22
Consumer Driven	Employee Only	\$825.00	* (\$77.02)	\$747.98
	Employee and Spouse	\$825.00	\$413.06	\$1,238.06
	Employee and Child(ren)	\$825.00	\$368.31	\$1,193.31
	Family**	\$825.00	\$788.59	\$1,613.59
OAPIN	Employee Only	\$825.00	\$99.23	\$924.23
	Employee and Spouse	\$825.00	\$808.76	\$1,633.76
	Employee and Child(ren)	\$825.00	\$744.18	\$1,569.18
	Family**	\$825.00	\$1,350.23	\$2,175.23
Base Plan	Employee Only	\$17.00	\$18.50	\$35.50
	Employee and Spouse	\$17.00	\$59.00	\$76.00
	Employee and Child(ren)	\$17.00	\$63.00	\$80.00
	Family**	\$17.00	\$69.00	\$86.00
Buy Up Plan	Employee Only	\$17.00	\$27.50	\$44.50
	Employee and Spouse	\$17.00	\$77.00	\$94.00
	Employee and Child(ren)	\$17.00	\$81.00	\$98.00
	Family**	\$17.00	\$89.00	\$106.00
Vision	Employee Only	\$0.00	\$10.50	\$10.50
	Employee and Spouse	\$0.00	\$15.50	\$15.50
	Employee and Children	\$0.00	\$19.00	\$19.00
	Family	\$0.00	\$28.00	\$28.00

\*This is an employer contribution into a Health Savings Account.

\*\* Special Family: For those families where both spouses are employed.



BLUE SPRINGS R-IV SCHOOL DISTRICT  
Staff Technology Resources Acceptable Use and Procedures

Staff who use the district Technology Resources are responsible for their behavior and communications over those networks. It is expected that staff will comply with district policies and procedures and honor those agreements they have signed. Furthermore, the following regulations apply to staff use of district Technology Resources:

A. Access to and Use of District Technology Equipment

1. Staff is provided access to and use of district Technology Resources for Academic Purposes only. Staff access to said equipment shall be regulated and monitored by the district for academic and non-academic purposes and uses.
2. Staff members shall take all possible measures necessary to prevent any damage to Technology Resources. Destruction or vandalism of district Technology Resources, including, but not limited to, the uploading, creating or transferring of computer viruses, by staff is strictly prohibited.
3. Staff members shall not use or permit any foods and/or liquids to be used near Technology Resources.
4. Staff members shall report any and all damages or concerns about Technology Resources to the district's Technology Department in a timely manner.
5. Installation of hardware and software shall be submitted for approval to and performed by the district's Technology Department personnel only.
6. Staff shall not use district Technology Resources for any unlawful purpose.
7. When a computer station is not in use, staff shall log off or lock down in order to protect the privacy of student records, e-mail, Internet access, and personal files from possible intruders.
8. Staff shall not grant non-staff members or non-students permission to use district Technology Resources.
9. Staff shall not grant students access to teacher-assigned Technology Resources without direct and constant supervision.

B. Access to and Use of District Network by Staff

1. Staff is provided network access for Academic Purposes only. Staff access to the network shall be regulated and monitored by the district. The district reserves the right to access and disclose the contents of all files, folders, and documents on the district's network.
2. Staff shall use the district's network in a manner that will not disrupt the use of Technology Resources by others. Unacceptable uses include, but are not limited to, the downloading of large files or sabotaging the network.

## Staff Technology Resources Acceptable Use And Procedures (continued)

3. In an effort to maintain the district's network in an efficient and effective manner, staff shall purge outdated files, folders, and documents on a regular basis, so long as doing so does not violate any district policy or procedure, or any local, state or federal law.
4. Staff shall never use a password other than their own to access the network.
5. Staff shall never reveal their password to any other individuals, including, but not limited to, other staff members or students.
6. Staff shall never access the files, folders, documents, or discs of another staff member without that individual's consent.

### C. Access to and Use of the District's Internet System by Staff

1. Staff is provided Internet access through the district's network for Academic Purposes only. Staff access to the Internet shall be regulated and monitored by the district.
2. Staff shall not access or utilize the Internet system for any unlawful purposes.
3. The district reserves the right to implement Internet filtering systems to restrict access to Web Pages that the district deems inappropriate. In realizing that filtering systems are not always effective, the district also maintains a policy that staff shall not access, view, download, or copy unfiltered Web Pages containing profane, vulgar, or pornographic content or Web Pages that advocate illegal acts, violence, or discrimination towards others.
4. Staff shall comply with all applicable copyright laws and licensing agreements when accessing, downloading or copying materials from Web Pages through the district Internet system.
5. Staff shall not download any material for which a fee or licensing agreement is required without the approval of appropriate district supervisory personnel. Any prohibited financial obligations incurred by staff members shall be the sole obligation of the user, not the district.
6. Staff shall not utilize the district Internet system for any commercial activity.
7. Staff shall not utilize the district Internet system to enter Web Pages commonly known as "chatrooms."

### D. Access to and Use of Electronic Mail by Staff

1. Staff members are provided electronic mail ("e-mail") accounts through the district's network for Academic Purposes only. Because all staff e-mail accounts are created, managed and regulated by the Technology Department, e-mail shall be monitored by the district. Therefore, staff shall be on notice that e-mail is never considered "private."

Staff Technology Resources Acceptable Use And Procedures (continued)

2. All of the following regulations apply to the use of district e-mail accounts, as well as private, non-district accounts accessed using district Technology Resources:
  - A. Staff shall not utilize e-mail for any unlawful purposes.
  - B. Staff shall not e-mail obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful communications, nor shall they e-mail information, language, images, video or materials that advocate illegal acts, violence, or discrimination towards others.
  - C. Staff shall not communicate through e-mail in an attempt to harass, distress, or annoy another individual.
  - D. It is the duty and responsibility of each staff member to report to the appropriate district supervisory personnel any e-mail communication received that is in violation of the district's Technology Resources Acceptable Use Policy.
  - E. Staff shall not engage in mass mailing or the initiating or forwarding of "chain letters."
  - F. Staff shall use the "groups" function of the district e-mail system appropriately by communicating with the smallest possible group.
  - G. Staff shall respect the personal safety and privacy of others and refrain from providing personal information such as addresses, telephone numbers or social security numbers of other individuals, including, but not limited to, students and other staff members.
  - H. In an effort to maintain the district network in an efficient and effective manner, staff shall purge outdated e-mail communications on a regular basis so long as doing so does not violate any district policy or procedure or any local, state or federal law.

E. Publication and Maintenance of Staff Web Pages

1. Staff is provided the opportunity to host Web Pages on the district servers for Academic Purposes only. The district encourages the publication of staff Web Pages to inform and promote students, parents, staff, and the public regarding academic matters and district-sanctioned activities. Staff Web Pages shall be regulated and monitored by the district.
2. All staff Web Pages representing the district must be hosted on the district servers.
3. The publication and maintenance of staff Web Pages shall be done so in accordance with district policy and procedures as well as local, state, and federal laws.
4. Staff shall abide by the following protocol for publishing Web Pages:
  - a. Staff shall first read and understand the district policies and procedures;

Staff Technology Resources Acceptable Use And Procedures (continued)

- b. Staff shall read and execute the Employee Web Page Authorization Form; **See Appendix 3A(20)**
  - c. Staff shall submit an authorization form to the building principal for principal's/designated staff member's approval and signature; **See Appendix 3A(20)**
  - d. Staff shall submit Web Page folder and authorization form to the district's Technology Department for final approval and posting to the district Web server. Renewal folder is due each academic year; and
  - e. The district shall post only updated Web pages.
5. At no time will files be posted that are submitted directly by students.
6. Staff members shall not post personal information about one's self or others on their Web Page, including, but not limited to:
  - a. Social Security numbers of one's self or others;
  - b. Personal phone numbers or pager numbers of one's self or others;
  - c. Any address information, post office box, or identifying data of one's self or others;
  - d. Activity or vacation schedules of one's self, family members, or others;
  - e. Passwords of one's self, family members, staff members, students or others; and
  - f. Any pictures of one's self, family, friends, staff, students, or others without permission form signed and on file. **See Appendix 3A(21)**
  - g. Student's first and last name.
7. Graphic images, art work, and graphic designs should not be used on any staff's Web Page unless the image, art work, or graphic design is in the public domain and in compliance with district policies and procedures, or the staff member has obtained written permission from the copyright holder and from the district's Technology Department. Images obtained from other Web Pages should be considered copyrighted images unless otherwise stated on the page. This also applies to other media formats such as sound, animation, digital video clips, etc.
  - a. Staff should try to keep graphics, sound, and animation to a minimum since it makes Web Pages harder to access by others.
  - b. If permission is given to publish copyrighted images, sound, animation, video clips, or other media as part of the staff member's Web Page, it should include a statement of the copyright date and copyright holder (e.g., "Copyright 1997-Permission given by John Doe").
8. External links, links to Pages and content that are not hosted on an official district Web server, are limited to Pages that serve an Academic Purpose. These links shall be approved by the appropriate district supervisory personnel and the district's Technology Department. Links to commercial Pages are prohibited. In all cases where an external link is used on a district Web Page, the following disclaimer statement must be present on the main navigation page: **"Blue Springs R-IV School District is not responsible for contents on external Pages or servers."**
9. Files, images, links and any information hosted on the district Web server should not contain information that is in violation of, or promotes the violation of, any district policy or regulation, or any local, state, or federal law.



Staff Technology Resources Acceptable Use And Procedures (continued)

10. Staff members' district e-mail addresses will be posted as public information, on the district's main Web Page at <http://www.bluesprings-schools.net>. Staff members' district e-mail addresses should also be posted on each individual school's Web Page.
11. Staff members shall use correct spelling, grammar, and punctuation when using text in Web Page development, including the rules of content and clarity. Staff members shall not use slang, objectionable, crude, or rude language in their Web Pages. All work for the Web Page should be proofed before submitting to the district's Technology Department.

I have reviewed and fully understand the contents of the Staff Technology Resources Acceptable Use & Procedures. I understand and accept all conditions, restrictions, regulations, and requirements featured in the policy. I understand that access to district Technology Resources is a privilege that may be withdrawn at any time, should I violate any aspect of the procedures. By executing below, I hereby acknowledge reading and understanding the procedures and accept all responsibilities associated with access to district Technology Resources.

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
Employee's Name (Signature)

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

Blue Springs R-IV School District  
Staff Web Page Authorization Form

I, \_\_\_\_\_, plan to host a Blue Springs School District staff Web Page. I have reviewed and shall adhere to the school district's Technology Resources Acceptable Use and Procedures and the guidelines for staff Web Page publications. I am submitting a staff Web Page folder for review. I understand this folder will include all proper documentation before my Web Page is implemented and posted on the Web under our school district. Any updates will be held to the same requirements/policies.

Renewal Folder

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

School \_\_\_\_\_

Principal/Designee Signature \_\_\_\_\_

Date \_\_\_\_\_

Office of Technology Approval Signature \_\_\_\_\_

Office of Technology Denied Signature \_\_\_\_\_

Comments:

**\*All signatures must be in place.**

**Blue Springs R-IV School District  
Parent Permission Form for Web Page Publishing**

**Name of Student** \_\_\_\_\_

**School** \_\_\_\_\_

As part of your son's/daughter's educational program, he/she will have the opportunity to have his/her documents and projects published on the official district and/or a staff member's Web Page. Such documents may include: stories and poems, research projects, artwork, individual or group photographs/voice recordings, and various school activities.

In compliance with Blue Springs School Board Technology Resources Acceptable Use & Procedures, **Appendix 3A(19)**, published Web documents may not include a student's identifying information, such as a student's name telephone number, or address.

I/We will publish such work/pictures only with your written permission. Please consider the following options, then sign and return this form to your child's school.

I/We grant permission for my child's documents and projects to be published on the district and/or staff approved Web Page.

Please check box

Yes

No

I/We grant permission for my child's picture/voice (photograph, motion picture, videotape, audio recording) to be published on the district and/or staff approved Web Page.

Yes

No

\_\_\_\_\_  
Signature of Parent(s)/Guardian/Student 18 or more years of age      Date

\_\_\_\_\_  
Student Signature      Date

# REQUEST FOR FAMILY OR MEDICAL LEAVE

## Blue Springs School District

A "Request for Family/Medical Leave" is to be made, if practical, at least **30** days prior to the foreseeable date it begins and such notice is practicable. If the leave is foreseeable and less than **30** days in advance, the employee must provide notice as soon as possible – generally within the same or next business day.

Employee's Name \_\_\_\_\_ Date \_\_\_\_\_  
*(Please print)*

Address \_\_\_\_\_  
*Street City State Zip*

Building \_\_\_\_\_ Principal/Supervisor \_\_\_\_\_

Have you taken leave in the current school year?  Yes  No

If yes, how many work days? \_\_\_\_\_

I am requesting leave for one or more of the following reasons:

- The birth of my child or placement with me of a child for adoption or foster care, and to care for the said child.
- I am unable to perform my work duties because of a serious health condition.\*
- Because I am needed to care for my \_\_\_spouse; \_\_\_child; \_\_\_parent due to his/her serious health condition.\*
- Because of a qualifying exigency arising out of the fact that my \_\_\_spouse; \_\_\_son or daughter; \_\_\_parent; is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- Because I am the \_\_\_spouse; \_\_\_son or daughter; \_\_\_parent; next of kin of a covered service member with a serious injury or illness.

\*An attending physician's certification will be required for leave due to a serious health condition.

Dates of leave will be: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

SUPERVISOR SIGNATURE:

Supervisor/Principal \_\_\_\_\_ Date \_\_\_\_\_

APPROVED:

**Assistant Superintendent, Human Resources** \_\_\_\_\_ Date \_\_\_\_\_

## **SICK LEAVE POOL DECLARATION**

**YES**, I choose to be a member of the Sick Leave Pool. I have read and will abide by the Sick Leave Pool Policy. I am willing to donate the required number of days as per the section entitled “Donation of Days” of the Sick Leave Pool Policy. I understand membership in the pool is optional and is in no way a condition for employment.

**NO**, I choose not to be a member of the Sick Leave Pool. I understand membership in the pool is optional and is in no way a condition of employment. I understand that I may join at a later date (per Board Policy 3A.28) and will contact the Human Resources office to do so.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**Please return this declaration sheet to the Human Resources Department  
within 30 days of employment**

**SICK LEAVE POOL  
Request for Withdrawal of Days**

Date \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City Zip

Building \_\_\_\_\_ Number of Years in District \_\_\_\_\_ Number of Sick Leave Days Accumulated \_\_\_\_\_

Name of Doctor \_\_\_\_\_

Please attach to this request a doctor's statement concerning accident/illness which includes an anticipated date you will return to work.

Doctor Address \_\_\_\_\_  
Street City Zip

Were you hospitalized? Yes \_\_\_ No \_\_\_ If yes, list dates \_\_\_\_\_

Name of Hospital \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip

Date of injury/illness \_\_\_\_\_

How many work days missed? \_\_\_\_\_

Have you made any previous requests? Yes \_\_\_ No \_\_\_ If yes, give date \_\_\_\_\_

=====  
I hereby authorize the Sick Leave Pool Committee to obtain any information which may be necessary to determine benefits for which I may be eligible. This would include obtaining both medical and personnel records. A photo copy of this authorization shall be considered as effective and valid as the original.

\_\_\_\_\_  
Signature Date

Do not Write Below This Line

=====  
Date \_\_\_\_\_ Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_

Effective date to begin drawing from the pool \_\_\_\_\_ Number of Days Approved \_\_\_\_\_

Other action \_\_\_\_\_

\_\_\_\_\_  
Committee Chairman

\_\_\_\_\_  
Superintendent

**ELECTION TO PURCHASE ADDITIONAL SICK LEAVE DAYS**

I, \_\_\_\_\_, in addition to electing to be a member of the Classified or Certified Sick Leave Pool as described above, further elect to purchase \_\_\_\_ additional sick days for which I am eligible under the School District policies at the price of \$\_\_\_\_\_ per day. I agree to pay for additional sick leave days by transfer of monies to the R-IV School District at the time of my signature to this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Certified  or Classified

(Check the pool for which you are eligible)



### Educational Cable Television Channel

The Blue Springs School District authorizes and operates an educational channel through the local cable television provider. The educational channel shall provide programming that fits the educational and communications needs of the school district. Such programming shall include live and taped programming and the district bulletin board.

#### 1. Objectives

The fundamental purposes of cable educational television are as follows:

- a. To provide and produce informational programs for students, teachers, and the community;
- b. To showcase student activities and accomplishments to the community;
- c. To provide the community with information related to education in general and district activities in particular;
- d. To provide students the opportunity to learn about video and television production;
- e. To encourage and support adopt-a-school partnerships; and
- f. To support the objectives of the district.

#### 2. Authority and Responsibility

- a. Designated cable channel programming and the accompanying facilities operate under the authority of the Blue Springs R-IV School District.
- b. Responsibility for ensuring that cable educational television procedure is followed lies with the district's Deputy Superintendent for Curriculum and Instruction or the designee(s). Frontline responsibility for ensuring that educational cable policy is followed shall lie with the Coordinator(s) of videography classes.
- c. Coordinator(s) of videography classes shall periodically review the policies and operations of the cable channel and make recommendations to the Deputy Superintendent for Curriculum and Instruction or the designee(s).
- d. The Deputy Superintendent for Curriculum and Instruction or the designee(s) shall be available upon request of the Coordinator(s) of videography classes to assist in resolving conflicts relating to educational cable channel procedures or operations.

#### 3. Authorized Users

- a. The cable channel shall be reserved solely for educational, informational and activity programming created by or authorized by the district.
- b. The cable channel shall be for the use of district schools and departments or other authorized public educational entities.
- c. Non-district agencies, organizations or individuals may participate in programming only at the invitation of the district. Invitations shall be extended only to those whose programming affect district students, employees, or the educational community, if programming time and resources are available, and should the programming be consistent with all other district policies.

4. Program Sources

Programming for cable channel shall come from the following sources:

- a. Live productions - Broadcast of district/school events such as athletic competitions, theatrical performances, concerts, or other programs.
- b. Taped productions - Cable-produced programs or programs submitted to the Deputy Superintendent for Curriculum and Instruction or the designee(s) and approved may be taped and edited for subsequent cablecast.
- c. Program replays - Taped programming may be replayed on the cable channel at various times.
- d. District bulletin board - The primary source of information for the district bulletin board shall be district schools and departments. Information from other non-profit or public entities may be included on the bulletin board if approved by the Deputy Superintendent for Curriculum and Instruction or the designee(s).

5. Program Priorities and Scheduling

- a. Selection and scheduling of all programming on the cable channel shall be the responsibility of the Coordinator(s) of videography classes. Any concerns or questions regarding programming shall be directed to the Deputy Superintendent for Curriculum and Instruction or the designee(s) for final determination.
- b. If it is determined by the Coordinator(s) of videography classes that any program does not comply with district policy, the submitting party shall be given the opportunity to revise the program to delete the objectionable part to comply with the procedure. If the submitting party chooses not to do so, he/she may do one of the following:
  - 1.) Withdraw the program; or
  - 2.) Appeal the decision to the Deputy Superintendent for Curriculum and Instruction or the designee(s) for final determination. The decision of the Assistant Superintendent of Curriculum and Instruction is final.

6. Use of District's Technology Resources

- a. Staff use of the cable channel technology equipment and programming resources shall be consistent with the Technology Resources Policy found in Section 3A.26. Staff must execute the form found in **Appendix 3A(20)** prior to using the cable channel technology equipment.
- b. Student use of the cable channel technology equipment and programming resources shall be consistent with the Technology Resources Policy found in Section 5.14. Students must execute the form found in **Appendix 5(20)** prior to using cable channel technology equipment.
- c. Staff or students must also execute the Cable Channel Technology Resources Acceptable Use Procedure; see staff **Appendix 3A(26)** or student **Appendix 5(22)**, prior to using the cable channel technology equipment.
- d. Students and unauthorized staff shall not access the cable channel studio or use its technology equipment or programming resources without supervision and/or permission from the Coordinator(s) of videography classes or another authorized district employee.

(Use of District's Technology Resources) continued

- e. Students and staff using technology equipment or programming resources both on or off school grounds, both during or outside of school hours, shall do so consistent with the objectives set forth in this policy.

7. Prohibited Uses

- a. The cable channel shall not broadcast programming that promotes any unlawful acts whether such acts be in violation of civil or criminal laws and regulations or in violation of district policies.
- b. The cable channel shall not broadcast programming that contains profane, vulgar, or pornographic content or programming that advocates violence or discrimination towards others as determined by authorized district staff.
- c. The cable channel shall not broadcast programming that advocates on behalf of or opposes a ballot measure or a political candidate, except this shall not preclude factual presentation of official ballot materials or reasonably balanced cable channel-produced programming that provides opportunity for all candidates for a particular elective position or for proponents of all sides of an issue to appear.
- d. The cable channel shall not broadcast programming that advocates on behalf of or opposes any measure proposed or under consideration by the Board of Education, except this shall not preclude factual presentation of information derived from the Board of Education agenda or notes taken at its meeting, or the cable channel-produced programming related to such measures, so long as adequate and relevant background information on the various sides of such a measure is presented.
- e. The cable channel shall not broadcast programming that contains any promotional material for commercial products or services presented for the purpose of soliciting of funds or other things of value, except this does not prevent the cable channel from seeking sponsors to offset the production costs associated with its programming. Such sponsorship shall be acknowledged both before and after the program is aired. It shall be the responsibility of the Deputy Superintendent for Curriculum and Instruction or the designee(s) to procure sponsors and said individual has the authority to deny prospective sponsors.
- f. The designated cable channel shall not broadcast any programming which promotes alcohol, tobacco, or illegal drug use, or participation in unauthorized inherently dangerous activities.
- g. The designated cable channel shall not broadcast any programming that contains libel, slander, invasion of privacy, violation of trademark or copyright or which might violate any local, state or federal law including FCC regulations.
- h. The designated cable channel shall not broadcast any programming which otherwise fails to comply with district policy.

8. Violation of Procedures

- a. Discipline Procedure for Staff: Any staff member found not in compliance with the Educational Cable Channel Procedures or the Technology Resources Policy may encounter disciplinary action by the district. The district reserves the right to discipline noncompliant staff members in the following manners:

(Violation of Procedures) continued

- 1.) Termination of staff member's access to designated cable channel programming and its technology resources; and/or restitution
  - 2.) Suspension of staff member; and/or restitution
  - 3.) Termination of staff member; and/or restitution
- b. Discipline Procedure for Students: Any student found not in compliance with the Acceptable Use Procedure or Technology Resources Policy may encounter disciplinary action by the district. The district reserves the right to discipline noncompliant students in the following manners:
- 1.) Termination of student's access to designated cable channel programming and its technology resources; and/or restitution
  - 2.) Suspension of student; and/or restitution
  - 3.) Expulsion of student; and/or restitution
- c. Civil Liability: Non-compliant staff members and students may be liable for restitution to the district for any damages to designated cable channel technology equipment and programming resources or any other claim for damages resulting from said violation of district policy.
- d. Criminal Liability: Non-compliant staff members and students may be referred to local, state or federal authorities should the district deem their non-compliance violates local, state or federal law.
9. Student Privacy Rights  
Consent shall be obtained from the parent/guardian or student 18 years or older before knowingly broadcasting the student's audio or video image on the designated cable channel. By executing the Cable Access Consent Form; see **Appendix 5(23)**, the student relinquishes all monetary claims or royalties upon the district or the local cable television.
10. Ownership of Programs  
Any materials developed or which use any district resources in their development become the property of the district and not the property of any individual contributors to such programming or individuals featured therein.
11. Purchase of Videotapes  
Because all cable access programming is the property of the district, copies of videotaped programs may be made available for purchase by the general public. The price of the videotapes shall be established by the Deputy Superintendent of Curriculum and Instruction or the designee(s). All proceeds from purchases shall be first used to offset the costs of the production of the videotape itself and shall then be applied to the production and operating costs associated with the designated cable channel. No students, staff, or other individuals may receive any proceeds from the sale of said videotapes.

**Blue Springs R-IV School District  
Staff Acceptance of Educational Cable Television Channel  
Technology Resources Acceptable Use Procedure Form**

I have reviewed and fully understand the contents of the Educational Cable Television Channel Acceptable Use Procedure. I understand and accept all conditions, restrictions, regulations, and requirements featured in the procedure. I understand that access to District technology resources is a privilege that may be withdrawn at any time, should I violate any aspect of the procedure. By executing below, I hereby acknowledge reading and understanding the procedure and accept all responsibilities associated with access to district technology resources.

\_\_\_\_\_

Date

\_\_\_\_\_

Staff Member (Print)

\_\_\_\_\_

Staff Member Signature

9/8/03

# BLUE SPRINGS R-IV SCHOOL DISTRICT

## REFERENCES

### *(Authorization to Provide Employment Information)*

I authorize the Blue Springs R-IV School District to provide to the persons or entities specified in this document information regarding my employment with the district in accordance with district policy 3A.40. This authorization will continue until I revoke it in writing and present such revocation to the superintendent or person designated in Board policy to issue references on behalf of the district.

Persons or Entities Authorized to Receive Information:

All Upon Request

**OR**

As Specified Below:

Authorized Person or Entity: \_\_\_\_\_

I do hereby release, absolve, and agree to forever hold harmless the Blue Springs R-IV School District, it's board members, officers, agents, contractors and employees, as well as any and all agencies, persons, and/or institutions who provide or transmit any information in reliance on this release and authorization from any claims, lawsuits, causes of action, judgments, suits and liens arising from the collection, transmission, provision or release of such material.

\_\_\_\_\_  
Name of Current or Former Employee

\_\_\_\_\_  
Signature of Current or Former Employee

\_\_\_\_\_  
Date

Implemented: