

The committee shall consist of the following:

Superintendent

2 Principals/Assistant Principals (1 high school, 1 elementary-- alternates between Principal and Assistant Principal at each building. When elementary principal serves, the high school assistant

serves, etc.) Ex-Officio

1 Board Member

1 Librarian (Alternates between high school and elementary)

2 Elementary Teachers (1 K-3, 1 4-6)

2 Secondary Teachers

1 Counselor (alternates among counselors)

2 Resource Room Teachers (1 high school, 1 elementary)

1 G/T Teacher (alternates between high school and elementary)

1 Vocational Teacher

6 Parents (3 high school, 3 elementary)

Student Council President

1 Representative from grades 7-9 selected by the High School Principal

All committee members will serve one-year terms except ex-officio, librarians, and counselors. Teachers will be selected by vote of the certified staff during May of each year. Volunteers will be solicited from the community to fill the parents slots. All members will be confirmed by the School Board at their July meeting. At the first meeting during the school year a chairman, vice-chairman and secretary will be selected to serve for that year.

Roberts Rules of Order will be used to conduct each meeting.

Amended 11/3/97

004.4 Absences and Leave:

004.41 Sick Leave:

Sick leave shall be provided each teacher at the rate of one (1) day per month, or major portion thereof, that the teacher is employed. Provided if a teacher resigns, or leaves his/her teaching position for any reason before the end of the school term, the district may deduct from his/her last paycheck full compensation for any days of sick leave used in excess of the number of days earned. A teacher shall be entitled to sick leave only for reasons of personal illness or illness in his/her immediate family or as necessary for the following reasons. Immediate Family is defined by spouse, child, parent, or any other relative that lives in the same household as the teacher according to Act 1195 of 2005. Any certified employees who are husband and wife may share accumulated sick leave if needed according to Act 40 of 1999.

Amended 7/1/05

004.42 Death in the Family:

An employee who is absent from work due to a death in his/her immediate family may use up to five (5) days of the annual leave allowance for such absence.

Immediate family should be defined to include husband, wife, child, grandmother, grandfather, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, and

grandchildren.

004.421 Other Leave To Attend Funeral

Each employee may use up to four (4) half-days per year without being charged to sick leave, to serve as pallbearer, attend the funeral of a close friend or other relative not defined in paragraph 004.42 above.

004.43 Personal Leave:

Two (2) days per year of sick leave may be used for personal leave if approved in advance by the superintendent. These two days will be cumulative up to four (4) days and will not be allowable on the day before or after a holiday, unless permission is granted by the superintendent.

Additional days for personal leave will be granted at full pay, less the pay of a substitute, for the following reasons:

- (1) Marriage in the immediate family.
- (2) Required court appearance involving no moral turpitude.

Personal leave will not be allowed in conjunction with any special leave which might be requested by an employee.

Amended 1/12/98

004.44 Special Leave:

Special leave will be considered by the school board on individual merit. Consideration will be given to the nature of the special leave request and how efficiently the school's program will operate while the employee is on special leave. All special leave granted will be without pay.

Adopted 4/4/88

004.45 Reimbursement:

Retirees will be reimbursed per day up to 120 days of accumulated sick leave. The pay will be based on years of service to the Hoxie School District. The payment for retirees will be made with final pay. The payment schedule is as follows:

0-5 years \$15.00 per day
6-10 years \$20.00 per day
11-15 years \$25.00 per day
16-20 years \$30.00 per day
21-25 years \$35.00 per day
26-30 years \$40.00 per day
31+ years \$50.00 per day

Amended 08/13/07

004.46 Other Absences:

Absences for reasons not approved by the Board shall be without pay.

004.47 Leave as a Result of Personal Injury:

According to Act 1494 of 1999, whenever a school teacher is absent from his/her duties in a public school as a result of personal injury caused by an assault, intervening in student fights, retraining a student, protecting a student from harm or other violent criminal act committed against the school teacher in the course of his/her employment, the school teacher shall be granted a leave of absence from school with full pay for up to one (1) year from the date of the injury with

a doctor's statement. The leave of absence for personal injury from an assault or other violent criminal act shall not be charged to the school teacher's sick leave.

Amended 7/12/99

004.48 Family Medical Leave:

The Family Medical Leave Act will be implemented as policy with the following clarifications:

1. Employees taking family leave will be required to use any sick days accumulated before unpaid leave would begin. Sick days will be inclusive in the twelve (12) weeks.
2. Employees wishing to take planned family leave are to give the Superintendent at least three (3) months notice before the leave begins.

Adopted 3/6/95

004.49 Sick Leave Bank:

Extended Leave Program

Purpose:

1. The purpose of the program is to grant to its participants an extended leave period above and beyond the existing district sick leave policy.
2. It is the intent of this program to provide additional leave only after a participant/member has completely exhausted their available sick leave.

Membership:

1. Any full time employee of the Hoxie School District may become a participant/member for one year by contributing one of his/her regular sick leave days that has been accumulated from prior year (must be carry-over day) to the SICK LEAVE BANK established for this program. This contribution may not be withdrawn.
2. Membership will be taken until September 15 of each school year. The participant/member must also submit a signed agreement to the finance officer authorizing the contributed day.
3. Membership in the SICK LEAVE BANK is continuous unless the participant/member files a written request with the finance officer by September 15 for withdrawal of membership in the SICK LEAVE BANK.
4. Any participant/member making a withdrawal from the bank must contribute at least a minimum of one (1) day at the beginning of the next school year. If the member has no day to contribute, they may request one day from the Sick Leave Bank to maintain membership. This request will be made to the review board in writing by September 1.
5. Any participant/member retiring from the Hoxie School District may contribute up to one-half of their accumulated sick leave days to the SICK LEAVE BANK not to exceed forty-five (45) days. Member must be eligible to be an active retired member of teacher retirement.

Review Board:

1. The eligibility to withdraw days from the SICK LEAVE BANK will, in all cases, be determined by the Review Board. The decision of the Review Board will be final.
2. The Review Board will consist of nine (9) members as follows: Superintendent, one (1) secondary principal, one (1) elementary principal, four (4) teachers (two elementary, two high school) elected by participating members, two (2) non-certified employees (elected by participating members).

Membership shall be for a term of two (2) years with one-half of members elected each year. For the first year, one-half of the members of the Review Board shall only serve a one-year term. No member shall be able to succeed themselves except the administrators.

Program Limits:

1. The total number of days a member can apply for at one time shall not exceed twenty (20) days if days are available.
2. A member may reapply for an additional twenty (20) days if the need shall arise and the days are available.
3. The total number of days that can accumulate in the SICK LEAVE BANK shall be 250 days.
4. If at the end of any school year it is determined that the total accumulation in the bank exceeds the above limits, then those members participating in the program will be granted one free year of coverage.
5. In the event that the numbers of days in the bank are depleted in any given year, then those members participating may be assessed one additional sick day.

In the event that an additional assessment is made and a participating member does not have an additional day available, and they are in the second year of participation, he/she may borrow one day from the bank to continue their coverage. This day must be repaid at the beginning of the next school year.

A member in his/her first year of participation cannot borrow from the bank, and if unable to contribute the additional day upon assessment, will be dropped from the program. Any member who is dropped from the program is eligible to join the following year.

6. Beyond the total accumulation of days in the bank and an additional assessment of an extra day, this program offers no further guarantee of coverage.
7. Normal pregnancy shall not qualify for withdrawal of sick leave bank days.
8. Only participants/members who have made contributions to the bank may make withdrawals from the bank.
9. Sick leave bank days will be granted only in cases of an emergency caused by a serious illness or serious accident pertaining to a sick leave bank member, spouse, children, parents, father-in-law, mother-in-law, and /or brothers and sisters.
10. Request for sick leave bank days must be made to the Review Board chairperson in writing.
11. Sick leave bank days will not be granted in cases when an applicant is covered by an income protection insurance policy of similar coverage.
12. Sick leave bank days will not be granted in the case of elective surgery.
13. Prior to requesting a day or days a member must first be docked three days during an academic school year.
14. The maximum number of sick bank days allowed in each school year shall be 20 days. Additional days needed beyond the maximum number may be granted if the requester agrees to work beyond their contracted days to recoup those days missed. Administrators will meet collectively to discuss a plan for each individual's opportunity to recoup days. Examples of opportunities could include, but are not limited to, after school tutoring, after school detention, summer school, mustang camp helper, campus beautification and school improvement planning.

Records:

A copy of all records will be maintained in the Superintendent's Office for a period of at least five (5) years.

By-Laws — Changing Limits:

1. The program limits as set forth in Part IV may only be changed by a majority vote of the participating members in the general faculty meeting at the beginning of the school year.
2. Any other part of the program may only be changed by a two-thirds majority vote in the same meeting as described above.
3. The Review Board will act as the administrative body of the program with the chairman elected by the Review Board members.
4. This program will be considered in effect when fifty percent (50%) of the eligible membership