

Bolivar R-I Schools

Employee Manual & Procedure Guide

2021-22



Bolivar R-I Staff,

This manual is intended as a reference guide to the Bolivar R-I School District policies and procedures. The complete Bolivar R-I School District Board of Education policies can be found online at www.bolivarschools.org or in hardcopy form at Central Office.

This manual does not contain full explanations of Board Policy nor does it supersede or re-interpret policy.

It is the responsibility of each and every employee to be knowledgeable about the contents of this manual. Please direct any questions or suggestions to your direct supervisor or Central Office.

All applicable forms referenced may be obtained from Central Office.

I, _____ have received the Bolivar R-I Schools employee manual & procedure guide on _____. I understand I am contractually obligated to abide by the policies and procedures contained herein.

Signature

Date

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Bolivar School Mission

"With commitment, confidence and care for all, we will partner with students, families and the community to foster a safe learning environment that develops future-ready leaders and life-long learners."

Adopted by BOE 1/18/18

Pillars:

Supporting a quality faculty and staff

Bolivar Schools will develop and foster a high-quality faculty and staff, building professional and personal efficacy through positive relationships, continuous professional development, a comprehensive wellness program and consistent policies and procedures.

Professional Development
Human Resource Process
Wellness
Mentoring
Board of Education Policies and Regulatory Requirements

Developing future-ready leaders

Bolivar Schools will develop future ready leaders by building character and personal leadership through extra and co-curricular activities, student organizations and school events.

Life Skills
Service Oriented
Leadership
Extra and Co-Curricular Activities
Clubs
Student Services
School Spirit Events

Preparing life-long learners

Bolivar graduates will possess the knowledge, skills, attitudes, and abilities to pursue interests and learning for college, careers, and quality life.

Literacy
Numeracy
Science
Social Studies

Fine Arts
Practical Arts
Career and Technical Education

Building strong family and community partnerships

Bolivar Schools will partner with students, families, and the community by taking learning into the community and by bringing the community into our schools. Students will have experiences that allow them to contribute to the Bolivar community now. By solving real problems and serving in the community, students will be prepared to be continuous learners and continuous contributors.

Higher Education
Career Education
Civic Organizations
Professional Organization
Family Engagement

Community Events
Community Forums and Meetings
Parent Organizations
Volunteer Organizations

Creating a safe learning environment

Bolivar Schools will have policies and procedures in place to provide a safe and healthy learning environment that fosters a growth of all programs with commitment to meeting the expectations of our students, families, and community.

Guidance and Counseling
Health, Wellness and Nutrition
Safety and Security
Facilities Planning
Federal and State Compliance

Technology → Communication → Fiscal Responsibility

Bolivar R-I School District Personnel

Board of Education:

Kyle Lancaster	President
Keri Clayton	Vice-President
Brandon VanDeren	Treasurer
JR Collins	Member
Jared Taylor	Member
Paula Hubbert	Member
Jeralen Shive	Member
Sheila Anderson	Secretary

Central Office Administration:

Dr. Richard Asbill	Superintendent of Schools
Dr. T.C. Wall	Assistant Superintendent
Mr. Jason Hines	Director of Special Services
Mr. Kelly Holt	Chief Financial Officer
Mr. Brad Sterling	Technology Coordinator

Administrative Support:

Amber Davenport	Assistant to Superintendent
Sheila Anderson	Assistant to Assistant Superintendent
Brook Jones	Payroll Benefits Coordinator
Lori Henderson	Cash Disbursements Coordinator
Misty Smith	Assistant to CFO and Director of Special Services
Anna Williams	Director of Food Service
Jeff Welch	Director of Maintenance and Custodial
Sammy Jacobson	Public Relations Specialist
Leslie White	Assistant to Technology Coordinator
Debra Zeugin	Core Data Specialist

BOLIVAR LEARNING COMMUNITY

Professional Learning Community (PLC)

An ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve. Professional Learning Communities operate under the assumption that the key to improved learning for students is continuous job-embedded learning for educators.

DuFour, R., DuFour, R., Eaker, R., & Many, T. (2006). *Learning by Doing: A Handbook for Professional Learning Communities at Work™*, pp. 2-4.

Here in Bolivar Schools, we are committed to the concept of Professional Learning Communities (PLC). We call these PLCs, or Data Teams.

What is a PLC?

PLCs are based upon three ideas and driven by 4 questions. The three ideas of PLCs are simple, yet critical.

Team Idea 1: *Ensure ALL Students Learn*

Team Idea 2: *A Culture of Collaboration*

Team Idea 3: *Focus on Results*

By definition then, a team (of teachers, administrators, staff members or any combination thereof) can only be a PLC if all three of these ideas are addressed. This means that STUDENT WORK and/or student achievement data must not only be present, but must be the focus of PLC collaboration. ASCD, the Association for Supervision and Curriculum Development, one of the most important national educational organizations, makes an important point: the PLC model “flows from the assumption that the core mission of formal education is not simply to ensure that students are taught, but to ensure they learn. This simple shift- from a focus on teaching to a focus on learning- has profound implications.”

Our PLCs/Data Teams provide us with a structure to ensure ALL students learn by asking and answering the four questions.

1. *What is it we expect our students to learn?*
2. *How will we know when they have learned it?*
3. *How will we respond when some students don't learn it?*
4. *How will we respond when some students already know it?*

PLCs/Data Teams

1. Teams will identify students who need additional support in a timely fashion

2. Intervention rather than remediation; the team will work to help students as soon as they experience difficulty rather than relying on summer school, retention, and/or remedial course work
3. Directive, rather than optional; the PLCs will provide a systematic plan to require students to devote extra time and receive additional assistance until they have mastered the necessary concepts

The Bolivar R-I School District recognizes that this work must be our focus and our priority. Moreover, there is dedicated time for PLC collaboration each Wednesday morning from 7:30 AM - 9:00 AM. This time is NOT to be used for housekeeping activities; it is to be used for advancing student learning and/or continuous improvement efforts.

BOLIVAR SCHOOLS AMBASSADORSHIP

Part of the Bolivar R-I School District Comprehensive Communication Plan is dedicated to Ambassadorship. All employees will present themselves as ambassadors of the district at all times.

What does it mean to be an Ambassador?

For Bolivar R-I School District employees it means continuously representing the district in a positive and productive manner inside and outside the workplace.

We, as district employees,

- will ALWAYS speak positively about the district and its interests in public.

- will recognize that all issues that would cause us to speak negatively will be addressed with our direct supervisor and resolved.

- will conduct ourselves responsibly.

- will not gossip and speak untruths.

- will direct all concerns to the appropriate administrators.

- will recognize that our words and actions directly reflect on the district.

- will hold each other accountable.

It is up to you to take responsibility for your actions and words in and outside the workplace. Bolivar Schools can only succeed if we all work together to protect the school and its interests.

CERTIFIED PERSONNEL

PERIOD OF EMPLOYMENT - CERTIFICATED PERSONNEL

POSITION	MOS. EMPLOYED	Report Date
Superintendent of Schools	12	July 1
Asst. Superintendents of Schools	12	July 1
Director of Special Services	12	July 1
High School Principal	11	Aug 2
Middle School Principal	11	Aug 2
Intermediate School Principal	11	Aug 2
Elementary School Principal	11	Aug 2
Director of Technology	12	July 1
Activities Director	11	Aug 2
Asst. High School Principal	11	Aug 2
Asst. Middle School Principal	11	Aug 2
Asst. Intermediate School Principal	11	Aug 2
Asst. Elementary School Principal	11	Aug 2
Guidance Counselors	10	Aug 2
Librarians	191 days	Aug 9
High School Vocational Agriculture	12	July 1
Instructional Coaches	10	Aug 2
Regular Teachers	181 days	Aug 17

To familiarize themselves with the library, counseling services, instructional materials and programs, and the school system as a whole, all teachers new to the district shall report to work earlier than the current regular teachers.

181-day Contract

Student Contact Days	169
Prior to School Work Days Aug 17-20	4
PD/Workshop Day - Oct 8	1
Parent/Teacher Conferences (4-4 hr. sessions)	2
Teacher Work Day - Jan 3	1
PD/Workshop Day - Feb 18	1
PD/Workshop Day - Mar 18	1
PD/Workshop Day - May 26	1
Service Day (approved by Superintendent)	1

DUTY HOURS CERTIFIED

Regular duty hours for teachers shall be determined by the building level administrator. Faculty members, on occasion, may be required to remain on duty longer than the normal workday for meetings, workshops, curriculum planning, parent conferences, and other matters relating to concerns of the school district. It should also be understood that there may be times when a faculty member must leave duty before the end of the regularly scheduled work day. In those rare instances, it will be necessary to advise the building principal and obtain permission.

BOLIVAR SCHOOLS TEACHER SALARY SCHEDULE

1. A teaching period of 181 days is the basis for the annual salary schedule. Extra service or special assignments are typically above this schedule.
2. Salary shall be based on years of service in the Bolivar R-I School District with allowance for experience in other systems or in business and industry up to nine (9) annual increments. Teachers may not advance more than one vertical step on the salary schedule from one year to the next. A teacher new to the system may be permitted nine (9) years of experience on the current schedule. Only teaching or occupational experience within the nine-year period immediately preceding the date of election is recognized for evaluation but may be considered upon the recommendation of the superintendent of schools.
3. In addition to the salary schedule, all full-time employees are eligible to participate in the district offered benefits. See Benefits section.
4. Teachers new to the system may be required to report to work four (4) days more than regularly contracted teachers for the purposes of orientation, planning, and professional development. "New to the system" is defined as any individual who has not been employed as a teacher at Bolivar Schools within the last year. Such teachers shall receive compensation of \$100 per day for this additional service unless already contracted for that time period.
5. Salaries for the ensuing year will be determined by the number of hours of credit earned and degree earned by September 1 of each year. Credit beyond the degree must be recognized as graduate credit.
6. Teachers' educational increments shall be paid per the current approved certified salary schedule of graduate credit. No educational increment will be paid beyond the MS plus 32 graduate hours without an Educational Specialist Degree or Doctorate. The superintendent of schools, in cooperation with the teaching staff, shall periodically review the administrative policy for college credit to apply to the salary schedule.
7. Teachers who are entitled to additional salary because of additional preparation will submit their transcripts to the office of the superintendent of schools by September 1 of each school year and the increase shall be adjusted per the modification of terms agreement.
8. Monthly salary is 1/12th of the annual salary. Salary shall be paid on a twelve (12) month basis. Monthly payments shall be made on or before the 20th day of each month following the first month of teaching service.
9. The Board of Education reserves the right to depart from the salary schedule when, in their opinion, such departure is in the best interest of the educational program.
10. Substitute teachers shall be paid \$90.00 per day. Substitute teachers who substitute in the same position for over ten (10) consecutive days will be paid \$100.00 per day entitled to the base salary

schedule pay rate and expected to perform regular teaching duties, including planning and other instructional routines. The base salary rate of pay shall begin on the eleventh (11th) consecutive day of substituting in said position.

11. The following rates will be paid for extra duties performed outside of regular teacher contracted: Tutoring - \$25/hour, Homebound - \$20/hour, Friday School - \$20/hour. Extra duties must be approved by the building principal. Documentation must be turned in monthly by the 10th of the month.
12. Credit toward a Master's Degree, acceptable on the salary schedule, must be in the teacher's assigned teaching area or in an area directly related to the teaching field.
13. Credit hours must be accepted by degree granting institution. All teachers are appointed on the recommendation of the superintendent of schools and employed by the Board of Education. A teacher accepting a contract agrees to accept the assignment as may be made by the superintendent of schools. Assignments shall not be made outside the teacher's area of certification unless it is deemed necessary and would be for the shortest period of time possible. Extra duty assignments are also included in this provision.

ADMINISTRATIVE POLICY ON ACCEPTANCE OF COLLEGE CREDIT AND EXPERIENCE TO APPLY TO SALARY SCHEDULE

1. Hours to apply to graduate increments from BS Degree to Masters and Educational Specialist Degree:
 - a. Any graduate credit accepted by an accredited college or university on a Masters or Educational Specialist Degree.
 - b. Hours received in courses in which the administration has requested enrollment.
 - c. Hours received in courses approved by the administration and arranged by the administration for the benefit of the school system as part of the in-service training program.
 - d. Hours approved by the superintendent of schools and considered beneficial to the teaching assignment of the teacher.
2. Hours to apply beyond the Master's Degree:
 - a. Teachers who qualify for increments beyond the Master's Degree must have earned credits beyond the Master's Degree after the date the degree was conferred.
 - b. To receive a salary increase on any step above the Masters level, the teacher must have taken graduate level course work in the teacher's current field or in a field directly related to education.

EXTRA PAY FOR SUBSTITUTE TEACHING DURING CONFERENCE AND PLANNING TIME

In the event a substitute teacher cannot be easily obtained, or when, in the judgment of the principal, a regular teacher must be required to substitute for other teachers during the teacher's conference or planning period, said "substitute" shall be paid \$25.00 per 50-minute period and \$37.50 per 84-minute period at wage per hour.

This does not eliminate the responsibility of teachers working for other teachers for short periods of time for special meetings, organizational supervision, etc., and does not entitle teachers for extra pay for such

services. The teacher must be absent from duty before pay is provided for substitute teaching.

Payroll for such remuneration shall be certified to the office of the superintendent of schools monthly, listing the amount due each teacher, for who substituted, and the reason for the absence of the teacher, by the school principal.

EXTRA PAY FOR EXTRACURRICULAR ACTIVITIES

It will be necessary to secure staff to work at the various extracurricular activities. A nominal fee will be provided. A master schedule of activities may be obtained from the Activities Director. Workers should maintain a timesheet that should be turned into the Activities Director.

TRAVEL ALLOWANCES

<u>Position</u>	<u>Amount</u>
Travel Outside the School District	
All employees as approved by Superintendent of Schools	Mileage plus stipulated meal expenses
Travel Inside the School District	
Teachers who have split teaching assignments between two or more in the school system	Mileage stipend

TRAVEL EXPENSES

The Board of Education will pay expenses of travel, meals, and lodging of teachers in the Bolivar School System who attend workshops, meetings and conferences outside of the district when authorized by the superintendent of schools. PDC workshops may be reimbursed for pre-approved mileage, registration, and lodging only. Appropriate forms may be obtained in any of the administrative offices. It should be emphasized that approval to attend such meetings is required before reimbursement will be considered. The school vehicles must be utilized whenever possible.

Meals, if not provided by the hotel/conference/workshop, may be reimbursed (per meal) at actual expenses not to exceed the following (excluding gratuity):

- Breakfast*---\$8.00
- Lunch-----\$10.00
- Dinner-----\$20.00

***Note:** If breakfast is provided by the hotel you may utilize breakfast allowance for lunch and/or dinner.

Itemized receipts must be submitted with a request for reimbursement. All receipts must be submitted to

the Superintendent or designee within 30 days of the end of travel. **Meal receipts must detail the individuals and items purchased.**

The district prohibits any expense that is unauthorized, excessive or unnecessary as determined by the Superintendent or designee. Unauthorized expenses include, but are not limited to:

1. Additional cost associated with the travel of a spouse, child or other person accompanying an employee of a Board Member.
2. Snacks in addition to regular meals.
3. Alcoholic beverages
4. Personal expenses
5. Expenses for travel extending beyond the time required for the meeting or business.
6. Fines for parking or traffic violations

The mileage rate for teacher travel shall be established at 50 cents per mile.

The Board of Education shall authorize the absence from duty, without loss of pay, for teachers when participating in approved meetings when authorized by the superintendent of schools

CLASSIFIED PERSONNEL

Employees who are not required to have a teaching certificate for the position they hold, or those employees who hold a teaching certificate but are not employed in a certificated position, constitute the classified personnel of the school district. Salary shall be paid on a twelve (12) month basis. Monthly payments shall be made on or before the 20th day of each month following the first month of service. All classified personnel are hired on a 90-day probationary period. All non-exempt classified personnel are required to complete a monthly timesheet for all hours worked.

All Salary Schedules and Calendars are available online at www.bolivarschools.org .

CLASSIFIED EXEMPT PERSONNEL - Twelve (12) Month Positions

- a. Chief Financial Officer
- b. Technology/Communications Director
- c. Public Relations Specialist
- d. Food Service Director

All Salary Schedules and Calendars are available online at www.bolivarschools.org .

Classified exempt personnel employed on a twelve (12) month basis salaries are established and approved by the Bolivar Schools Board of Education and paid monthly.

In addition, all full-time classified twelve (12) month employees are eligible to participate in the district offered benefits. See Benefits section.

Classified exempt personnel are scheduled to work forty (40) hours per week and are to work 260 days each year, less vacation time and paid holidays. Pay deductions for unauthorized absences will be based on the annual rate divided by the number of work days in the year or 260 days.

Other fringe benefits include: Worker's Compensation, Social Security, Medicare, Non-Teacher Retirement, and Unemployment Compensation. Sick, bereavement, and personal leave benefits are the same for all employees of the school district.

Twelve (12) month exempt personnel hired before July 1, 2021 will receive twenty (20) days of vacation annually. Employees may carry over up to twenty (20) days of unused vacation annually.

Twelve (12) month exempt employees hired after July 1, 2021 and before January 1, 2022 will receive ten (10) days of vacation, five (5) sick days, and two (2) personal days for the current fiscal year.

Twelve (12) month exempt employees hired after January 1, 2022 and before June 30th, 2022 will receive zero (0) days of vacation, three (3) sick days, and one (1) personal days for the current fiscal year.

CLASSIFIED EXEMPT PERSONNEL – Less Than Twelve (12) Month Positions

- a. Non-Certified Teachers – 181 days**
- b. Social Workers – 181 days**
- c. Nurses – 181 days**

All Salary Schedules and Calendars are available online at www.bolivarschools.org .

Social Worker and Nurses are paid per the non-teaching degree salary and are paid at 1/12th of the annual salary monthly. The social worker is employed for 181 days and works the same days as those employed on the regular teacher schedule. The nurse is employed for 181 and works the 169 contract days with students and 12 additional days per the building level administrator’s discretion. The daily beginning and ending times shall be the same as for faculty members.

District nurses and social worker, employed in professional non-teaching positions, who have a Bachelor’s Degree in the area in which they are employed, shall be paid per the non-certified salary scale and may advance horizontally on the schedule if pursuing an approved graduate degree in the area in which they are employed by the district.

In addition to the salary schedule, all full-time employees are eligible to participate in the district offered benefits. See Benefits section.

Fringe benefits include: Worker's Compensation, Social Security, Medicare, Non-Teacher Retirement, Unemployment Compensation, sick leave and personal leave.

Substitute School Nurse shall be paid \$90 per day.

CLASSIFIED NON-EXEMPT PERSONNEL – Twelve (12) Month Positions

- a. Custodial, Maintenance, and Groundskeepers**
- b. Payroll/Benefits Coordinator and Cash Disbursements Coordinator**
- c. Central Office Secretaries**
- d. Help Desk/SIS Coordinator, Core Data Coordinator, and Technology Technicians**

All Salary Schedules and Calendars are available online at www.bolivarschools.org .

Custodians and Secretaries are employed on a twelve (12) month basis and paid monthly. Other positions are employed on a twelve (12) month basis and paid monthly salaries set by the Board of Education annually.

In addition to the salary schedule, all full-time employees are eligible to participate in the district offered benefits. See Benefits section.

Twelve (12) month positions are scheduled to work forty (40) hours per week and are to work 260 days each year, less vacation time and paid holidays. Pay deductions for unauthorized absences will be based on the annual rate divided by the number of work days in the year or 260 days.

Daytime custodian employees are scheduled to work from 6:30 a. m. to 2:30 p. m. with a half-hour for lunch. Beginning and ending times may be adjusted to best fit a particular school building. Evening

employees shall work from 2:30 p. m. to 10:30 p. m. with thirty (30) minutes for dinner. Employees' time may be adjusted as shall be determined by the superintendent of schools or designee.

Other positions are scheduled to work from 7:30 a. m. to 4:00 p. m. with a half-hour for lunch. Employees' time may be adjusted as shall be determined by the superintendent of schools or designee.

Twelve (12) month positions will be paid for overtime hours in excess of forty (40) hours per week as required by law. Overtime will be authorized only when absolutely necessary and no overtime will be paid unless authorized by the superintendent of schools when so advised by the head custodian or principal.

Other fringe benefits for custodians, maintenance and groundskeepers include: Worker's Compensation, Social Security, Medicare, Non-Teacher Retirement, and Unemployment Compensation. Sick leave and emergency leave benefits are the same for all employees of the school district. Paid holidays include Labor Day, Thanksgiving Day, Friday after Thanksgiving, three days during the Christmas break, Martin Luther King's Day, President's Day, Good Friday, Memorial Day, and Independence Day. Should it be necessary for school to be in session during any designated holiday such holiday shall be null and void. Vacation as indicated on the vacation schedule is also provided.

During the school year, substitute custodians and extra maintenance labor shall be paid per the base rate of the custodial, maintenance, and grounds salary schedule.

CLASSIFIED NON-EXEMPT PERSONNEL - Less than Twelve (12) Month Positions

- a. Secretaries - 10 and 11 month**
- b. Paraprofessionals and Aides - 175 days**
- c. Food Service - 175 days**
- d. Day Care - 196 days**

All Salary Schedules and Calendars are available online at www.bolivarschools.org.

Non-exempt personnel employed less than twelve (12) months are employed for per their respective calendar and paid monthly 1/12th of the annual salary. Employees' time may be adjusted as shall be determined by the superintendent of schools or designee.

In addition to the salary schedule, all full-time employees are eligible to participate in the district offered benefits. See Benefits section.

Pay deductions for unauthorized absences will be based on the annual rate divided by the total length of employment per the respective calendar.

Eleven month employees must work snow days. These days may be forgiven at the discretion of the superintendent.

Fringe benefits include: Worker's Compensation, Social Security, Medicare, Non-Teacher Retirement, and Unemployment Compensation. Sick leave and personal leave benefits are the same for all employees of the school district.

EXTRA PAY FOR EXTRA TIME

Overtime for any school related work

Classified employees will be paid for overtime as required by law.

PAYMENT FOR EXTRA WORK PERFORMED BY SCHOOL DISTRICT EMPLOYEES

Employees who receive extra pay for extra duty activities, on an hourly basis, must be assigned to that duty by the school principal. Rate of pay is established by the Board of Education annually. Time sheets must be approved by the principal and submitted to the office of the superintendent for payment.

Overtime payment for office personnel must be approved by the superintendent of schools and requested by the building principal. No overtime will be paid to any employee for work performed at home. All overtime work must be performed in the district facilities during non-duty hours. Hourly time sheets will be submitted and the regular hourly rate of the employee performing such duties shall determine the rate of pay.

Overtime approval of custodians, maintenance and groundskeepers will be by the superintendent of schools as may be recommended by the principal. In an emergency situation overtime work may be approved by the head custodian or maintenance supervisor. Requests for payment must be made by the principal and approved by the superintendent of schools. Hourly time sheets will be submitted for time worked over and above regular hours. The regular hourly rate of the employee performing the extra work will determine the remuneration for extra time worked.

BENEFITS

HEALTH INSURANCE

All full-time employees are eligible for the district's health insurance coverage. A full-time employee is defined as an individual who works thirty (30) hours per week or more on a regular basis.

The Bolivar R-I School District offers seven (7) health insurance options through Capstone Insurors provided by Anthem. Bolivar Schools will pay up to \$482.59 towards each employee's monthly health insurance premium. Premiums for the 2021-2022 fiscal year range from \$482.59 to \$627.75 for employee only coverage.

Please contact the payroll department for the plan descriptions and premium prices for spouse, children, and family coverage.

Enrollment for health insurance takes place online through the employee navigator portal provided by Capstone Insurors. After enrollment, you will receive a member ID card that will be used for both medical and prescription coverage.

LONG-TERM DISABILITY

All full-time employees are eligible for Board paid long-term disability coverage. A full-time employee is defined as an individual who works thirty (30) hours per week or more on a regular basis.

The Bolivar R-I School District will pay the premiums for the long-term disability plan which up to 60% of the employee's annual base salary as July 1, 2021, after a 60-day waiting period. Annual base salary includes any contracted extra duty assignments, but excludes overtime.

DENTAL AND VISION

Bolivar Schools offers employee paid dental and vision insurance plans through Capstone Insurors with Anthem dental and vision plans. Participation in these plans is voluntary and enrollment takes place through the navigator portal. After enrollment in these plans you will receive an ID card for each plan.

SECTION 125 CAFETERIA PLAN

The District will offer the opportunity to participate in a Section 125 Cafeteria Plan which offers a variety of policies from Capstone Insurors. Representatives will be available during open enrollment to discuss the different policies available to the District staff. Enrollment will take place annually in April. All staff is required to meet with a representative and sign a form acknowledging they have been given the opportunity to participate. Several products offer pre-tax premiums. The plan year dates are July 1, 2021, through June 30, 2022.

TAX SHELTERED ANNUITY

The Board of Education adopted a 403(b) platform beginning September 1, 2008. Employees have the opportunity to choose between a wide variety of 403(b) and 457 funds.

GROUP TERM LIFE INSURANCE

The Board of Education will pay the monthly premium of the district's Group Term Life insurance policy for the 2021-2022 school year. All full time employees are eligible for this insurance coverage. A full-time employee is defined as an individual who works thirty (30) hours per week or longer on a regular basis. The policy has a benefit amount of \$20,000.

RETIREMENT-CERTIFIED

Teachers of Missouri participate, by law, in the Public School Retirement System. Each teacher is required to contribute fourteen and one half (14.5%) percent of his/her total wages (Salary plus Health Insurance/Annuity). The school district is required to match the amount contributed by each teacher. Teachers new to the school district after April, 1986, are required to have deducted from their payroll checks 1.45% of their annual salaries for Medicare insurance. The district is required to match this deduction. Certificated personnel in Non-Certificated positions will be required to pay Social Security (6.2%) and a reduced Teacher retirement amount (9.67%).

Retirement Incentive:

If any teacher or administrator employed by Bolivar Schools elects to retire, a retirement incentive will be paid to the teacher as follows:

- Notice prior to the March BOE meeting \$90 per unused sick day (1-100)
- Notice prior to the April BOE meeting \$67.50 per unused sick day (1-100)
- Notice after the April BOE meeting \$45 per unused sick day (1-100)

Eligibility:

Twenty-five (25) and out- This means if a teacher has 25 years of service in the Public-School Retirement System of Missouri and retires immediately after having attained twenty-five (25) years of service and if the provision of "25 and out" provides for "full formula benefits" in PSRS.

Thirty (30) years of service- This means if a teacher has 30 years of service in the Public School Retirement System of Missouri and retires immediately after the thirty (30) years of service is completed.

Rule of 80 - This means if a teacher has enough years' experience plus age to equal 80 in the Public School Retirement System of Missouri and elects to retire immediately upon becoming eligible for this benefit.

RETIREMENT-CLASSIFIED

The classified staff of the school district is required to participate in the Social Security and Medicare program. Each employee must contribute 7.65% of his/her total salary to these funds. The school district must match this contribution.

Full-time classified employees who are scheduled to work a minimum of four hours daily are members of the Non-Teacher Public School Retirement System of Missouri. Each employee must contribute six and eighty-six one hundredths (6.86%) percent of his/her total wages toward the retirement fund. The school district is required to match this contribution.

Beginning July 1, 1989, all employees contributing to the teacher retirement system or the non-teacher retirement system, shall have their contributions deemed as having been "Picked Up" and, therefore, income taxes on such shall be deferred.

WORKER'S COMPENSATION INSURANCE

Employees of the school district are insured against accidents that occur while on duty. When an employee is absent from work due to an accident that is covered by Worker's Compensation Insurance, the days missed, after the third consecutive day, shall not be charged against his/her sick leave nor will the employee receive sick leave pay. Once an employee returns to work, follow-up appointments will be charged against his/her sick leave. Remuneration during such absences shall be paid by the policy under which employees are insured.

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

UNEMPLOYMENT COMPENSATION

The school district, by statute, participates in the Missouri Unemployment Compensation Program. Basic provisions are as follows:

1. Individuals who apply for such benefits must be actively and earnestly seeking employment.
2. No individual who is employed by the school district who has reasonable assurance of employment for the ensuing school year shall be eligible for such benefits during the summer months or school holiday periods.

LEAVES

PERSONAL LEAVE

1. Three (3) personal days each year are granted to each employee. Personal leave shall be with full pay if such leave is taken as provided for in this policy. These days will be non-cumulative but may be accumulated as sick leave.
2. Personal leave days may not be taken on the day immediately preceding or following a scheduled school holiday. **Personal leave days may not be taken on any Board ordered workshop day nor on the first or last day of school, except for the purpose of attending a funeral.** If it should be necessary for an employee to be absent from work during these times, said employee shall be docked fully for the day of the absence. No more than three teachers from each building and no more than three individuals from any other department (food service, transportation, etc.) may use a personal day on the same day. Any exception to this may be approved by the superintendent of schools.
3. When an employee makes an application for *Personal Leave*, the following process must be followed:
 - a. Complete the Absence Request through the appropriate HR Portal.
 - b. The request should be completed **at least two days** before the day of the leave is to occur except in the case of an emergency.
 - c. In case of an emergency the employee's immediate supervisor shall be notified and advised of the need to be absent. Immediately upon return to school the employee shall complete the request through the HR Portal.
 - d. If a request for Personal Leave is not completed through the HR Portal, the employee will be docked for the day's absence.

PROFESSIONAL LEAVE

The following guidelines shall regulate the payment of teacher's expenses to attend professional meetings.

1. When the employee is attending a meeting as a representative of the school district it shall be regarded as school business and is, therefore, not charged to personal leave time. Prior written permission is required from the building principal and must be approved by Central Office.
2. Attendance of professional meetings when school is not in session:
 - a. The Board of Education shall pay the expenses of travel, meals, registration fees, and lodging of teachers who attend workshops, meetings, and conferences when authorized by the superintendent of schools.
3. Attendance of professional meetings when school is in session is determined in conjunction with administration:
 - a. Request for attendance on behalf of the school district must be approved by the building principal and the superintendent of schools or designee.
 - b. Employees may attend additional meetings of their choice by utilizing personal days only.
 - c. Approval of workshop fees and travel expenses shall be approved in advance by the principal and superintendent of schools (and the PDC when applicable). Workshop

expenses, where college credit or workshop credit is given, must be paid by the individual attending.

4. Request for payment:
 - a. Request for payment shall be made on forms provided by the building office.
 - b. Travel expenses shall not be paid to meetings outside the state of Missouri unless authorized by the superintendent of schools and shall only be authorized if extenuating circumstances exist.
 - c. Expenses shall not be paid by the school district for lodging when lodging facility is within forty (40) miles of the school district, providing a requirement of the sponsoring organizations is not violated.
5. Administrators may be granted authority to attend national meetings by the superintendent of schools.

SICK LEAVE

The Board of Education shall grant to each full-time employee of the school district nine (9) sick days annually.

1. Regular teachers shall receive nine (9) days per year. This allowance will be prorated for those beginning work mid-school year.
2. Absences of an employee contracted in a certified part-time teaching position will be allowed one (1) day each semester.
3. Unused sick leave will be cumulative to 100 sick leave days. An absence of over one through four hours shall be counted as a half-day of sick leave.
4. If the employee has no accumulated sick leave, days missed will be deducted from the employee's monthly payroll check.
5. A district employee may not use sick leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

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

1. Illness, injury or incapacity of the employee. The Board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
2. Illness, injury or incapacity of a member of the **immediate** family. The Board defines "immediate family" to include:
 - a. The employee's spouse.
 - b. The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee.
 - c. Any other person over whom the employee has legal guardianship or for whom the

employee has power of attorney and is the primary caregiver.
(Note: "Family" for FMLA purposes is more limited.)

3. Illness, injury or incapacity of other relatives, with permission granted by the superintendent.
4. Pregnancy, childbirth and adoption leave in accordance with this policy. (See page 31)

VACATION ALLOWANCE

1. Beginning July 1, 2021, twelve (12) month employees (excluding Custodial, Grounds, and Maintenance staff) shall receive twenty (20) days of vacation annually.
 - a. Twelve (12) month employees hired after July 1, 2021 and before January 1, 2022 will receive ten (10) days of vacation.
 - b. Unused vacation may accumulate up to a maximum of forty (40) days in total.
2. Beginning July 1, 2021, twelve (12) month Custodial, Grounds, and Maintenance staff shall receive ten (10) days of vacation annually.
 - a. Twelve (12) month employees hired after July 1, 2021 and before January 1, 2022 will receive five (5) days of vacation.
 - b. Beginning the seventh (7th) year of consecutive full time employment Custodial, Grounds, Maintenance staff shall receive fifteen (15) days of vacation annually.
 - c. Beginning the eleventh (11th) year of consecutive full time employment Custodial Grounds, Maintenance staff shall receive twenty (20) days of vacation annually.
3. Unused vacation may not accumulate from one year to the next, unless directed by the superintendent. All vacation allowance must be taken by June 30th or forfeited.
4. A district employee may not use vacation days during the period the employee receives Workers' Compensation for time lost to the work-related incidents.

BEREAVEMENT LEAVE

When a death occurs in an employee's **immediate** family, employees may take up to five days off with pay to attend the funeral or make funeral arrangements. The district may require verification of the need for the leave. The Board defines "immediate family" to include:

1. The employee's spouse.
2. The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee.
3. Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.
4. After the exhaustion of the five days of bereavement leave, the employee may use personal leave.

When a death occurs in an employee's **extended** family, employees may take up to two days off with pay to attend the funeral or make funeral arrangements. The district may require verification of the need for the leave. The Board defines "extended family" to include:

1. The following relatives of the employee or the employee's spouse: aunt, uncle, niece, and

nephew.

2. After the exhaustion of the two days of bereavement leave, the employee may use personal leave.

PAID HOLIDAYS

Twelve (12) month staff members not employed on the regular teacher's salary work schedule will be paid for the following holidays:

Independence Day	1 day
Labor Day	1 day
Thanksgiving Day and Friday following	2 days
Christmas Eve	1 day
Christmas Day	1 day
New Year's Eve	1 day
New Year's Day	1 day
Martin Luther King Day	1 day
President's Day	1 day
Good Friday	1 day
Memorial Day	<u>1 day</u>
TOTAL	12 days

Twelve (12) month staff members may be required to work on a designated holiday due to changes in the school calendar from snow days or other circumstances.

FAMILY/MEDICAL LEAVE (As per Board Policy GBBDA)

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

Definitions

The following definitions apply to FMLA leave:

Armed Forces – Army, Navy, Air Force, Marine Corps and Coast Guard, including the National Guard and Reserves.

Child – A biological, adopted or foster child; a stepchild; a legal ward; or a child of a person acting as a parent if the child is under 18 or 18 or over but incapable of self-care due to mental or physical disability at the time that FMLA leave is to commence. For the qualifying exigency leave and military caregiver leave only, the age of the child does not matter.

Covered Active Duty – In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in accordance with law.

Covered Service member (for qualifying exigency leave) – The employee's spouse, child or parent under a federal call or ordered to cover active duty.

Covered Service member (for military caregiver leave) – The employee's spouse, child, parent or next of kin who is 1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or 2) a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date the eligible employee takes FMLA leave to care for the veteran.

Instructional Employees – Employees whose principal function is to teach and instruct students in a class, a small group or an individual setting. This term includes athletic coaches, driving instructors and special education assistants, such as signers for the hearing impaired. It does not include teachers' assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists or curriculum specialists. It also does not include cafeteria workers, maintenance workers or bus drivers.

Next of Kin – For the purposes of military caregiver leave, the nearest blood relative other than a spouse, parent, son or daughter, in order of priority as established by 29 C.F.R. § 825.127.

Outpatient Status – Covered service member assigned to a military medical treatment facility or a unit established for the purpose of providing command and control of members of the Armed Forces as outpatients.

Parent – The biological, adoptive, stepparent or foster parent of a "child" as defined in this policy.

Qualifying Exigency – Issues that arise due to covered active duty or a call to covered active duty of an employee's spouse, child or parent, including issues involved with short-notice deployment, military events and related activities, childcare and school activities, the need for financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care, and other activities as defined by 29 C.F.R. § 825.126.

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

Serious Illness or Injury (for military caregiver leave) – 1) In the case of a current member of the Armed Forces, an injury or illness incurred in the line of duty on active duty in the Armed Forces (including the National Guard or Reserves) or that existed before the beginning of the service member's active duty and was aggravated by service in the line of duty, that may render the service member medically unfit to perform the duties of the service member's office, grade, rank or rating; and 2) in the case of a veteran, an injury or illness that meets one or more of the standards listed in 29 C.F.R. § 825.127 and that was

incurred in the line of duty on active duty in the Armed Forces, or that existed before the beginning of the service member's active duty and was aggravated by service in the line of duty, and that manifested itself before or after the service member became a veteran.

Spouse – Husband or wife. In accordance with law and for the purposes of this policy, this includes the other person with whom an individual entered into marriage as defined or recognized under state law in the state in which the marriage was entered into. If the marriage was entered into outside of any state, the marriage will be recognized if it is valid in the place where it was entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage.

Veteran – An individual who was a member of the Armed Forces (including a member of the National Guard or Reserves) and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the veteran. For veterans discharged or released prior to March 8, 2013, the period between October 28, 2009, and March 8, 2013, does not count toward the determination of the five-year period mentioned in the previous sentence.

Eligibility

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

1. Have been employed in the district for at least 12 months (but not necessarily consecutively).
2. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave.
3. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite.

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

1. Birth and first-year care of the employee's child.
2. Adoption or foster placement of a child with the employee.
3. Serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
4. Care of a spouse, child, parent or next of kin who is a covered service member (including some veterans) with a serious illness or injury (military caregiver leave).
5. A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or ordered to cover active duty, in the Armed Forces.

Notice to Employees

General Notice

The district will post notice to employees explaining FMLA benefits in accordance with law. If the district employs 50 or more employees, it will include FMLA notice in an employee handbook or other written guidance to employees concerning employee benefits or leave rights or will distribute a copy of the general notice to each new employee upon hiring. Notice may be provided electronically in accordance with law.

Eligibility and Rights and Responsibilities Notices

Absent extenuating circumstances, the district will provide the employee notice of the employee's eligibility to take FMLA leave and the rights and responsibilities of the employee within five business days of the request for leave or acquiring knowledge that an employee's leave may be for an FMLA-qualifying reason. Such notice will be provided at the commencement of the first instance of leave for each FMLA-qualifying reason in the applicable 12-month period, and no subsequent notice is required in the 12-month period unless leave is taken for a different qualifying reason or the employee's eligibility status has changed.

Designation Notice

When the district has enough information to determine whether the leave is being taken for an FMLA-qualifying reason, the district will provide written notice to the employee within five business days, absent extenuating circumstances, regarding whether the leave will be counted as FMLA leave. The district will notify the employee if a fitness-for-duty certification is required before returning to work and, if required, include a list of the essential functions of the employee's position. The district will notify the employee of the number of hours, days or weeks that will be counted against the employee's FMLA leave entitlement, if known. The district may designate leave as FMLA leave retroactively if the retroactive designation will not cause harm or injury to the employee.

Employee Notice to the District

An employee must notify the district of the need for leave and explain the reasons for the leave so the district can determine whether the leave qualifies for FMLA. The leave may be delayed or denied if the employee fails to give such notice.

In all cases of foreseeable leave, the employee must provide notice, in the same manner that is required under the district's leave policies, to the superintendent or designee of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave. If an employee fails to provide the required notice, the district may delay or deny the FMLA-protected leave.

When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the district as soon as practicable under the facts and circumstances of the particular case, in the same manner that notice is required under the district's leave policies. The employee or the employee's spokesperson, if necessary, shall provide sufficient information for the district to reasonably determine whether the FMLA may apply to the leave request.

If the leave is for a qualifying exigency, an employee must provide notice as soon as practicable, regardless of how far in advance the leave is foreseeable. For all other qualifying reasons, an employee must provide 30 days' notice of the need to take FMLA leave when the need for leave is foreseeable. When 30 days' notice is not practicable, the employee must provide notice as soon as practicable and must explain upon request why 30 days' notice was not practicable.

"As soon as practicable" means as soon as both possible and practical under all the facts and circumstances of the individual case.

Leave Use

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

1. All eligible employees are entitled to leave for a period not to exceed 12 workweeks per leave year for:

- a. The birth and first-year care of the employee's child.
 - b. The adoption or foster placement of a child with the employee.
 - c. A serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
 - d. A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces. The amount of leave available for a particular type of qualifying exigency may be limited by law.
2. The FMLA leave year for military caregiver leave begins on the first day that such leave is taken and runs for the following 12 months. All eligible employees are entitled to military caregiver leave for a period not to exceed 26 workweeks of leave per single 12-month period for the care of a spouse, child, parent or next of kin who is a covered service member. Twenty-six weeks of leave are available per covered service member, per injury/illness; however, no more than 26 weeks of leave may be used during each single 12-month period.
3. An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during a single 12-month period, provided that the employee is entitled to no more than 12 workweeks of leave for one or more of the following: the birth of the employee's child or to care for such child; the placement of a child with the employee for adoption or foster care; in order to care for the employee's spouse, son, daughter or parent with a serious health condition; for the employee's own serious health condition; or because of a qualifying exigency. For example, an employee could take 16 weeks of military caregiver leave and still have ten weeks available for the birth of a child. However, an employee who used ten weeks of military caregiver leave could not take 14 weeks for the birth of a child because that exceeds the 12 weeks allowed for such leave. Leave that qualifies as both military caregiver leave and leave for the serious health condition of a parent, spouse or child will be designated first as military caregiver leave.
4. When both spouses are employed by the district and eligible for FMLA leave, the leave will be limited to an aggregate total of 12 workweeks during a 12-month period in cases where the leave is taken for the birth or first-year care of the employees' child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition. However, where both spouses use a portion of the total 12-week FMLA leave entitlement for the same qualifying event, the spouses would each be entitled to the difference between the amount he or she has taken individually and 12 weeks for another qualifying purpose. When both spouses are employed by the district and use military caregiver leave or a combination of military caregiver leave and leave for the birth or first-year care of their child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition, both employees will be limited to an aggregate total of 26 workweeks of leave.
5. The district shall apply all appropriate paid leave to an FMLA absence to the extent allowed by law and policy, giving proper notice to the employee. If an employee's accrued paid leave is exhausted, but an FMLA-qualifying reason for absence persists or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until allowable FMLA leave has been used, but such absences will be unpaid.
6. When an employee has an absence that meets the criteria to be an FMLA-qualified absence, the district will designate such absence as part of the employee's total annual FMLA entitlement, even if the employee has not requested FMLA leave and/or is absent during paid or unpaid leave in accordance with law or district policy. If an employee is on a Workers' Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence will also be designated as an FMLA-qualifying absence and charged

against the employee's FMLA-protected time entitlement.

7. FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced-schedule leave in increments no greater than the shortest period of time that the district uses to account for use of other forms of leave, provided that it is not greater than one hour and provided that the FMLA entitlement is not reduced by more than the amount of leave actually taken. Instructional employees may take intermittent or reduced-schedule leave to be with a healthy newborn only when the district and the employee have reached agreement for how the leave will be used.
8. The district reserves the right to require adequate certification and recertification of any FMLA-qualifying event or condition of the employee or employee's spouse, child, parent or next of kin and authentication or clarification of such certification as the district deems necessary. Failure to provide such certification when requested will result in denial of the leave, and may result in discipline or termination of employment. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work.

Instructional Employees

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

Leave Protections

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Eligible employees are entitled to continued participation in the district's health plan as long as they are entitled to FMLA leave protection; however, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

Eligible employees who are absent for an FMLA-qualifying reason generally may return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave, in accordance with law. However, the district has the discretion to assign employees taking intermittent leave or returning from FMLA leave to a different position or a position in a different building, grade level or classroom as long as the employee has the appropriate certification or license for the position. Depending on the circumstances, instructional employees may be assigned to substitute teacher positions, positions as in-school suspension supervisors or other district positions for which they are certificated if the district determines that such placement is necessary to ensure consistency of instruction.

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

Recordkeeping

The superintendent or designee will ensure that personnel records regarding FMLA eligibility and leave are maintained in accordance with law and available for inspection, copying and transcription by representatives of the U.S. Department of Labor upon request.

Enforcement

The U.S. Department of Labor is authorized to investigate and resolve complaints of violation of the FMLA. An eligible employee may bring a civil action against an employer for violations. For additional information, contact the nearest office of the U.S. Department of Labor's Wage and Hour Division.

PREGNANCY AND CHILDBIRTH LEAVE

(As per Board Policies GCBDA and GDBDA)

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

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

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

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

GENERAL INFORMATION AND PROCEDURES

ABSENCES

ABSENCE FROM DUTY

1. When it is necessary for an employee to be absent from duty, the immediate supervisor shall be notified. Teachers, secretaries, and aides shall notify their respective building principals; custodians shall notify the head custodian; cooks shall notify their respective cafeteria manager.
2. Principals and supervisory staff shall make arrangements for a substitute. Substitutes will be called from an approved substitute list.
3. Upon return to duty, absence must be reported using the appropriate forms and/or through HR Portal. Principals and supervisory staff are responsible for absentee reports.
4. If an employee is absent from duty under the provisions of the *Personal Leave Policy*, he/she shall be made aware if a payroll deduction is imminent before such leave is taken.
5. If an employee is absent as a result of being summoned to jury duty, no pay will be deducted. The employee, however, is required to submit to the school the amount paid for said jury duty, excluding expenses paid to the employee by the court for such service.

ABSENCE FROM SCHOOL PREMISES

1. Employees shall not be absent from school during school hours without permission from his/her respective building principal or the superintendent of schools.
2. Principals shall not be absent from school without first informing the superintendent of schools.

ABSENTEEISM

1. Employees who are absent from duty because of inability to get to work, as a result of inclement weather or other reasons, shall receive an automatic pay deduction. However, to prevent being docked the *Personal Leave Policy* may be applied if guidelines of the policy are followed.
2. Employees who are scheduled to work on "snow days" and are absent shall be docked accordingly or, if the employee elects, have such absences charged against his/her accumulated vacation time.

ACCIDENT REPORTING

All accidents should be reported immediately to your supervisor/administrator or health personnel by completing the district's incident report form. This form is available in all district offices and a copy can be obtained online at www.bolivarschools.org.

Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and Board Policy. If emergency medical treatment is needed, call 911 or proceed immediately to the closest emergency room. In all other situations requiring non-emergency medical treatment, please contact Central Office and you will be directed to an approved medical facility.

An injury caused by the failure of employees to use safety devices provided by the district or to obey rules adopted by the district for the safety of employees will result in the reduction of benefits payable under this policy and pursuant to law. Safety practices should be used at all times. In addition, staff who may come into contact with bodily fluids will be provided training concerning universal precautions. These precautions should be followed by the employee at all times.

ARRIVAL AND DEPARTURE

All staff are encouraged to be here every day and prompt with their attendance. All staff members are expected to be in the building at the designated time established by the building level administrator. Please greet students as they enter your classroom and stand so that you can supervise the classroom and hallway. Staff members are free to leave the building at the designated time established by the building level administrator, unless they are supervising a group of students (tutoring, detentions, or clubs). If it is occasionally necessary to leave early or to leave campus during the school day, staff must notify the administrative staff before doing so. If this is the case, please be sure to sign out in the office.

ASBESTOS NOTICE

On October 22, 1986, the Asbestos Hazard Emergency Response Act (AHERA-Public Law 99-519) was signed into law. This law required EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. One rule coming from this law requires the schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely fashion.

Bolivar Schools has conducted a complete inspection of its facilities and written a management plan. Our management plan is available in the administrative offices of each school in the school district during normal business hours, without cost of restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The school district may charge a reasonable fee to make copies of the management plans.

Our management plan includes a required, periodic surveillance of the remaining non-friable asbestos each six months. A complete re-inspection is required every three years.

The person in the school district to oversee asbestos activities and ensure compliance is Dr. Richard Asbill, Superintendent of Schools. As required in the rule, Dr. Richard Asbill is the single contact for the public to obtain information about asbestos-related activities in the school district. You may reach Dr. Richard Asbill at Bolivar Schools, 524 West Madison, Bolivar, MO 65613 or by telephone at (417) 326-5291.

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of this school district for any reason. The School takes seriously our responsibility to provide a safe environment for our students and employees.

In all district buildings, all identified asbestos-containing matter poses no imminent health hazard to any

occupants. However, our plan calls for an annual notification to our parents and employees in accordance with Section 763 (g4). This letter is to serve as our annual notice. The Bolivar Schools School District will take every precaution to ensure that all asbestos containing materials will be dealt with properly.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They also provide one of the few opportunities in school for students to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. It is the individual teacher's responsibility to instruct students that all talking, whispering, whistling, stamping of feet and booing are discourteous. Teachers are to escort their individual classes to the assembly site. All teachers should be seated with their classes and help with the supervision of all students. Teachers should check attendance at each assembly and upon returning to the classroom.

ATTENDANCE RECORDS-STUDENT

Official attendance records are kept in the office. Students arriving late to school must report into the office. Students who must leave school during the school hours must be signed out through the office. Do not let parents and relatives take students from your classroom. Refer them to the office and we will call for the student. Do not allow a child to leave school with anyone during the school day without permission from the office. If parents or persons picking up a child come to your room, please direct them to the office to sign that child out.

BACKGROUND CHECK REQUIREMENTS

As mandated by House Bill 1453, all individuals hired after January 1, 2005, whose job involves contact with students, are required to complete both FBI fingerprint background checks and a criminal records check.

New hires to the district as teachers, paraprofessionals, food service, custodians, maintenance workers, bus drivers, and substitutes etc. who have not completed the process will, at the time of hiring, complete and pay for the fingerprint scan background check. Employment will be contingent on the receipt of a favorable background clearance. Upon receiving clear verification, full and part-time employees will be reimbursed the cost of the Missouri Department of Elementary and Secondary Education approved FBI Investigation. Substitute reimbursement for new substitutes will be contingent on completion of 10 days of substituting for Bolivar Schools. In addition, an open (DFS) records check will be completed at District expense at least every 5 years.

All Employees are required to review annually and adhere to the SafeSchools Learning Management System, provided by the District insurance program, M.U.S.I.C.

CARE OF DISTRICT PROPERTY

Each employee is responsible for the care of furniture, equipment, supplies and assigned technology in the classroom. Care should be taken with all district buildings and property. Teachers should hold all students accountable for all damage, breakage and unnecessary wear. Please report any breakage, damage, or graffiti so those repairs can be made immediately. Vandalism is a very serious offense that should not be tolerated.

CHARITY SOLICITATIONS

It is difficult to limit and control the numerous requests to involve students in many worthwhile solicitations each year. It is impossible to select the most worthwhile activity. Therefore, the school district shall NOT participate in any charity solicitation.

COMMUNICABLE DISEASES-STAFF

The employee of the district shall not be permitted to work in a school setting if the employee is known to be afflicted with or liable to transmit any contagious or infectious disease unless the Board or its designee has determined, based upon medical evidence, that:

1. The employee is no longer infected or liable to transmit the disease; or
2. The employee is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Any employee with a chronic infectious disease who is permitted to work in a school setting must do so under specified conditions. Failure to adhere to the conditions will result in action to dismiss the employee.

Employees with a contagious or infectious disease have a right to privacy and a need for confidentiality. Only staff members who need to know the identity and conditions of such employees will be informed. Willful or negligent disclosure of confidential information about an employee's medical condition will be cause for disciplinary action.

PROCEDURES:

1. The district's policy and procedures on communicable diseases among employees will be distributed to all employees.
2. In the event an employee is infected with a contagious or infectious disease, or if the building administrator has a reasonable basis for believing an employee's physical condition may pose a health risk to others, the building administrator shall request the employee to undergo a medical examination by a physician mutually agreed upon by the employee and the Board or its designee to determine the nature of the employee's medical condition and the extent of the health risk to others. The employee will be placed on sick leave in accordance with district policy until the case is disposed of under this policy. Refusal to submit to a medical examination will result in action to dismiss the employee.

3. If the examining physician determines that an acute infectious disease of relatively short duration afflicts the employee, the employee will continue on sick leave and/or leave without pay in accordance with district policy until the following procedures have been concluded. The building administrator shall within 10 working days request a team review and assessment of the employee. The team shall be comprised of the following:
 - a. The employee
 - b. The employee's personal physician
 - c. A public health physician designated or approved by the State Department of Health
 - d. The building administrator
 - e. Others mutually agreed upon
4. The team will assess the employee's medical condition and the risks of exposing others to the disease in the school work environment and determine whether the employee should continue in the current assignment with restrictions and conditions; be reassigned with restrictions and conditions; be reassigned to another position for which qualified, but which would involve less risk to self and others; be placed on sick leave, leave without pay, or disability leave in accordance with district policy because the employee is unable, at least temporarily, to perform his or her regular assignment or another for which qualified; or be terminated because the employee is physically incapacitated from performing duties for which qualified, or is unwilling to conform with restrictions and conditions of employment. The team will also establish dates and/or conditions under which the employee's status will be reviewed.
5. The determination of the team will be made within ten working days after the team is convened and communicated in writing to the employee, the building administrator, and the superintendent. The determination will be final unless reversed on appeal. The employee may appeal the determination of the team to the Board of Education in accordance with district policies and procedures for employment related grievances.
6. The employee may appeal the determination of the team to the Board of Education in accordance with district policies and procedures for employment related grievances.
7. If an employee with a chronic infectious disease continues working in the school setting:
 - a. Parents of students attending the school and staff members will be notified of the presence in the school of an infected person, the conditions under which the person is continuing to be present in the school setting, and the district's plans for keeping the public informed about the situation.
 - b. The building administrator will identify and notify the staff members who will be informed of the employee's identity and conditions under which the person is continuing to be present in the school setting. Willful or negligent disclosure of confidential information by a staff member will be cause for disciplinary action.
 - c. The building administrator, in consultation with a designated health professional, will develop safety and precautionary procedures and incident reporting procedures and ensure that the employee and all staff members who have contact with the infected employee are trained to implement them. Willful or negligent violation of safety and

precautionary procedures and reporting procedures will be cause of disciplinary action.

CONDUCT

Teacher Professionalism - Staff members are to be faithful and prompt in attendance, support and enforce Board and building regulations, turn in reports on time, attend meetings as scheduled by the administration, look out for the safety and welfare of all students, dress professionally, refrain from using language, gestures, and mannerisms that are profane, and use the faculty lounge for its intended purpose.

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

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

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

CONFIDENTIALITY AND DIRECTORY INFORMATION

All district employees will be trained annually on the confidential nature of their work in the district. This confidentiality information pertains to all students. Employees at Bolivar Schools are not to disclose any information about student's educational, health, or discipline records with friends, community members or other students. School work implies a level of knowledge about specific students and situations that must be kept from others outside our professional community.

FERPA, the Family Educational Rights and Privacy Act, is a Federal Law that governs the disclosure of information from educational records. All public elementary and secondary schools are subject to this act. All public-school students, with and without disabilities are protected by this act. Parents and guardians, and students who have reached the age of maturity (18) may request to inspect/review all educational records regarding their child. A noncustodial parent must be given full FERPA rights unless the district has been provided with evidence that there is a court order or legally binding document that specifically revokes these rights. The district assumes that a divorced or separated parent has the right to inspect or review his or her child's records. A parent/guardian rights do not extend to information on other students.

All documentation, including electronic messages, with personally identifiable information maintained by any staff member, other than memory aids (i.e. personal notes not shared with anyone other than a substitute) are considered and are to be treated as student educational records.

Schools must have written permission from the parent/guardian or maturity (18) age student in order to release any information from a student's record. Exceptions include: School officials with legitimate educational interest (including another public school; specified officials for audit or evaluation purposes;

to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies, including Children's Division; and directory information in accordance with the Bolivar Schools Board of Education Policy JO.

CONFLICT OF INTEREST-STAFF

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

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

The following activities are explicitly prohibited:

1. In accordance with law, employees or businesses with which they are associated are prohibited from selling or providing to the district personal property, including goods and supplies.
2. Employees will not participate in any manner, directly or indirectly, in which the employee attempts to influence any decision of the district when the employee knows the result of the decision may be the acceptance of the performance of a service or the sale, rental or lease of any property to the district and the employee, his or her spouse, dependent children in his or her custody or any business with which the employee is associated will benefit financially.
3. An employee will not use his or her position with the district to influence purchases made by students or their parents/guardians resulting in the financial gain of the employee, the employee's spouse, the dependent children of the employee or businesses with which the employee is associated unless authorized by the Board of Education.
4. An employee will not trademark, patent, copyright or claim ownership interest in any inventions, publications, ideas, processes, compositions, programs, images or other intellectual property created by the employee in their capacity as an employee of the district, unless authorized by the Board of Education. The district will not pay royalties, licensing fees or other fees for use of intellectual property an employee creates in his or her capacity as an employee of the district to the employee or businesses with which the employee is associated, unless authorized by the Board of Education.

5. An employee will not receive compensation other than the compensation received from the district for tutoring students currently enrolled in a class the employee teaches unless authorized by the Board of Education. Any private tutoring of students for a fee on district property is subject to facility usage policies and procedures.
6. Employees will not accept gifts of substantial value from vendors, students or parents unless authorized by the Board of Education. For the purposes of this policy, a gift has a "substantial value" if it is worth more than \$50.
7. Employees will not use district property, including the district's intellectual property, or confidential information obtained in their capacity as employees of the district to financially benefit themselves or any other person or business unless authorized by the Board of Education.

Administrative or Executive Employees

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

1. Provide services to the district as independent contractors, in addition to the compensation provided for the performance of their official duties. If the compensation for such services exceeds \$500 per transaction or \$5,000 per year, the district must first give public notice and competitively bid the services, and the district employee's bid must be the lowest received.
2. Sell, rent or lease real estate to the district. Public notice of the transaction must be given prior to execution if the payment the employee receives exceeds \$500 per transaction or \$5,000 per year.
3. Not receive compensation or payment for services from any person, firm or corporation, other than the compensation provided by the district for the performance of their official duties, to attempt to influence a decision by the district.
4. Not perform any service for compensation by which they attempt to influence a decision of the district for one (1) year after the termination of their employment with the district.

Nepotism

No administrator or any other person in a supervisory position shall have under his or her direct supervision any employee whose relationship is of first or second degree either by blood or marriage.

In the event of a promotion which brings about the conditions described above, the employee of lower rank shall be transferred to another position for which he or she is qualified and where a vacancy has occurred or the employee of lower rank shall be assigned to another administrator for the purpose of evaluation and recommendation for employment.

COPYRIGHTED MATERIALS

It is the intent of the administration to delineate, enforce and abide by the provisions of current copyright laws as they affect the school district and its employees. Copyrighted materials, whether printed or not, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission

from the copyright holder has been obtained. The Board 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 responsibility.

DRUG AND ALCOHOL FREE WORKPLACE

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

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

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

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

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

The district will take appropriate disciplinary action within 30 days.

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

employees for drug abuse violations occurring in the workplace.

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

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

EQUIPMENT LOANING

Board Policy states: The Principal "shall not permit school furniture or equipment to be loaned to individuals or organizations except upon the approval of the Superintendent." Unauthorized use of school equipment or use of equipment for financial gain is not allowed. In the absence of the Superintendent of Schools, the Assistant Superintendent of Schools shall approve the request for furniture and equipment loan. In accordance with this policy, the following procedures will apply:

1. Loaning of items will be limited primarily to tables, chairs and some audio-visual equipment. Items will not be loaned to individuals outside the district or for commercial purposes. Television equipment, and other items that can be damaged by misuse will not be loaned.
2. When a request to borrow equipment has been received, the request will be forwarded to the office of the Superintendent of Schools on a form indicating the individual or organization, date, items requested, purpose for which requested, and the date items will be returned to the school. After approval, the items will be checked out by the school personnel having responsibility for security of the equipment.
3. After check-out, the approval sheet will be returned to the office of the Superintendent of Schools until the item has been returned. When the items are returned, they must be checked in and recorded on the approval sheet.
4. Community not-for-profit groups such as churches, civic clubs, and etc., may continue to use folding tables & chairs at no charge.

EVALUATIONS

Evaluations of District employees shall be given annually based on position.

Bolivar Schools believes that an educator development process that promotes the achievement and sustainment of high quality instruction is essential for student academic success, growth and achievement. Accordingly, evaluation of educator's will be conducted regularly and will reflect a fair, meaningful and accurate depiction of an educator's development, growth, and performance in the teaching profession.

The district is also committed to supporting educators in their professional practices and believes that meaningful educator evaluations allow the district to identify instructional areas that need strengthening and prescribe appropriate available support and professional development opportunities. Therefore, educators may seek available district support to improve their professional practices. Additionally, educator evaluation provides the district with a useful tool to inform personnel decisions. Evaluations factor into employment decisions, including, but not necessarily limited to, promotion, retention, termination, compensation and the attainment of tenure status.

From a district wide perspective, the results of regular and consistent evaluations are useful in informing systemic decisions designed to: 1) improve and optimize student achievement; 2) improve overall educator performance within the district; and 3) improve efficiency in the educational service delivery of the school system (e.g., align district professional development and educator support programs with districtwide educators needs identified through aggregate evaluation results).

EXTRACURRICULAR ACTIVITIES

Teachers are encouraged to attend extracurricular activities of the school. School spirit is, in part, a reflection of the interest in school activities shown by the faculty.

FACILITY USE

School facilities may be used after regular hours for school activities under the direct supervision of the staff. The sponsor is directly responsible for the care and supervision of the facilities, and students are not to use these facilities without direct supervision. The sponsor or coach must be physically present and be actively supervising the activity.

1. School facilities may be available on Saturdays, Sundays, or holidays with administration approval.
2. All activities scheduled after regular school hours must be approved by the principal and placed on the official school calendar.
3. Sponsors and coaches are to remain with the students until the entire group is out of the building.
4. Staff members are expected to be versed with the arming and disarming of the alarm system. Staff members are always expected to secure the building and set the alarm upon departure.

KEYS/ACCESS CARDS/BADGES

At the beginning of their employment, teachers and certain staff members will be supplied with access cards to their buildings, keys to their rooms, storage areas and other buildings as needed. Employees of HOOPS, STEPS, BRIDGES, FRESH START and BES will be issued keys only as these buildings do not require access cards. Employees will be responsible for their individual cards and keys. Loaning keys and access cards to students and non-employees is strongly forbidden. Employees will be charged a \$5 replacement fee for lost or damaged access cards.

All staff members are supplied with a photo ID prior to the start of school or beginning of employment.

These ID's should be on staff members each day.

NON-DISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with our School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, ancestry, religion, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning our School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II or III of the Americans with Disabilities Act of 1990 (ADA), is directed to the Compliance Coordinator below, who has been designated by our School District to coordinate our School District's efforts to comply with the laws and regulations implementing Title VI, Title IX, the Age Discrimination Act, Section 504, and the ADA. In addition, any inquiries concerning our School District's Compliance with the employment provisions of Title VII of the Civil Rights Act of 1964 is also directed to the Compliance Coordinator below. Detailed information can also be found in Board Policy AC.

Our School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose position is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

Compliance Coordinators for Laws Listed in this Notice:

Titles VI, VII, Title IX, and Age Discrimination Act -Dr. T.C. Wall - 417-326-5291 x2148

ADA and Section 504 - Dr. T.C. Wall - 417-326-5291 x2148

PARENT TEACHER CONFERENCES

Parent teacher conferences are required conferences in fall and spring per the district calendar.

PARENT/GUARDIAN ACCESS TO CLASSROOMS

It is the policy of the Bolivar R-1 School District that parents/legal guardians of students may observe classes during instructional time in the school day provided approval of the principal is granted and visits are not to exceed forty-five minutes at any given time.

PARENT INVOLVEMENT

The Bolivar R-I School District Board of Education believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/ family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents/families and the community.

PHOTOGRAPHING OF STUDENTS

Classroom teachers and applicable staff are required to know which students are and are not permitted to be photographed. This permission, granted by parents/guardians for students under the age of 18, governs which pictures can and cannot be featured on district websites and social media accounts. This permission is obtained upon registration, entered into SIS, and monitored by the building principal and/or other pertinent staff as directed by the principal.

PLANNING PERIOD

The planning period is for the purpose of instructional planning, team planning, parent or student conferences, grading papers, and performing other assigned duties. Should you need to be away from the building during this time, please notify the principal or office staff before leaving the school premises.

PROFESSIONAL AND DISTRICT MEETINGS/COMMITTEES

If school is dismissed for any professional meeting, all teachers are expected to attend, unless excused by the superintendent. Teachers are encouraged to attend school related activities related to their own grade level.

It is certainly understood that too many meetings can be a burden. However, it is necessary to keep the channels open for exchanges of information, ideas, and solutions to problems. All teachers are requested to serve on committees if at all possible. Teacher input and suggestions are greatly appreciated and valued by the principal, district administrators, faculty and staff.

PROFESSIONAL DRESS

The faculty and staff at Bolivar Schools have great influence over the students they serve and are true professionals in every sense of the word. The Board of Education expects the professional employees to dress accordingly. Professional business attire is required. Blue jeans are not considered to be appropriate dress for the faculty and instructional staff except for special events like field trips, outdoor classrooms or

on district sanctioned “jeans days”.

Uniformed employees are responsible for maintaining clean, well presented uniforms.

RECORDS

Transcripts are permanent records. Daily absentee forms and report cards are semi-permanent records and are used for the current year only. Teachers are required to keep an up to date grade book throughout the school year. Lesson plans and daily memos are work records and have a value only during the current year and are discarded at the end of the year. An excellent school has accurate and carefully composed records and reports. All school personnel are expected to do their part in accuracy and composition.

SCHOOL CANCELLATIONS/LATE START/EARLY RELEASE

Winter weather sometimes forces the school district to cancel school, dismiss school early, or begin classes two hours later. These decisions are made at the sole discretion of the Superintendent. An automated call system will be utilized to notify employees and families of school cancellations, late starts, or early releases.

SCHOOL CEREMONIES AND OBSERVANCES

The Board of Education recognizes the value of school-sponsored programs and ceremonies both during school hours and at other appropriate times. Recognizing achievement and talent encourages further learning. School-sponsored programs, ceremonies and observances also provide an opportunity to involve the community in public education.

Programs, Ceremonies and Observances

1. The flag of the United States of America will be prominently displayed, either on the outside of the building or upon a pole erected in the school yard, at every school in the district during school hours.
2. Pursuant to state law, the Pledge of Allegiance will be recited in at least one (1) scheduled class of every student no less than once a week. However, no student will be required to participate in the recitation.

Religious Content in Programs and Ceremonies

Bolivar Schools, as well as all employees of the district as governmental officials, are required by law to remain neutral and refrain from endorsing any particular religious’ belief. However, this policy should not be interpreted to preclude the factual and objective teaching about religions, religious holidays and religious differences. In particular, music, art, literature and drama with religious themes and programs involving religious themes will be permitted if presented in an objective manner, without sectarian indoctrination. Religious content included in any student performance or ceremony will be selected on the basis of independent educational merit.

To the extent required by law, school employees or school officials shall not lead attendees of a school-sponsored event in prayer or any other religious ritual, nor shall they direct, whether implicitly or

explicitly, a student to lead attendees in a prayer or any other religious ritual. However, this policy shall not be used to deny any student, employee or school official any personal legal right of expression.

SMOKING

Bolivar Schools is a “smoke free” campus. There is no smoking anywhere on Bolivar Schools property.

STUDENT HANDBOOKS

All students will receive a Student Handbook, which includes discipline guidelines, for their use. Please familiarize yourself with the rules and guidelines set forth in the discipline code. It is your responsibility to become familiar with the information in the Student Handbook. Classroom practices should follow the information contained in the student handbook.

STUDENT STAFF RELATIONS

(As per *Board Policy GBH*)

Definitions

Educational Purpose – A reason associated with the staff member's duties in the district including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.

Staff Member – For the purposes of this policy, a staff member is any individual employed by the district, including part-time and substitute employees and student teachers.

Student – Individuals currently enrolled in the Bolivar Schools.

General

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Exceptions to This Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Failure to Maintain Boundaries

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Meeting students in non-work settings without the parent/guardian being present, even if the parent/guardian grants permission.
3. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
4. Communicating with students about sexual topics verbally or by any form of written, pictorial or

electronic communication.

5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
7. Inviting students to the staff member's home.
8. Being present when students are fully or partially nude.
9. Sending students on personal errands.
10. Allowing a student to drive the staff member's vehicle.
11. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
13. Giving gifts to individual students.
14. Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using 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, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and

students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.

2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, web pages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board Policy. Staff members must also immediately report a violation or perceived violation of the

district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

STAFF COMPLAINTS AND GRIEVANCES

(As per Board Policy GBM)

The Bolivar R-1 School District is interested in employee concerns and ideas for improving the district. District employees are encouraged to discuss concerns with supervisors and the administrative staff so that issues may be addressed in a timely fashion.

Grievance

Because violations of Board Policies, regulations and collective bargaining agreements are particularly problematic, the Board has developed this formal process for addressing these grievances.

Grievance processing should be viewed as a positive and constructive effort to establish the facts upon which the grievance is based and to accurately implement Board Policies, regulations or collective bargaining agreements. The Board strictly prohibits discrimination or retaliation against an employee for filing a grievance and directs all district employees to cooperate in the grievance process.

If more than one (1) district grievance process might apply to a particular concern, the superintendent or designee will decide which process will govern. If any part of a grievance includes allegations of illegal discrimination or harassment, or if the grievance is factually similar to a complaint filed by the same employee regarding illegal discrimination or harassment, the entire grievance will be resolved in accordance with policy AC.

Definitions

Days – Calendar days, whether occurring during the regular school year or during the summer, but excluding: weekends; district-designated holidays (whether on the original school calendar or designated thereafter); winter and spring breaks and other Board-designated breaks; and closings due to inclement weather, illness, natural disaster, or other emergencies.

Grievance – An allegation by an individual employee that a collective bargaining agreement or a specific, written, Board-adopted Policy or regulation has been violated or misinterpreted. A grievance does not include concerns regarding performance evaluations or remedial documents, nonrenewal of contracts, employee discipline, and reduction in force or termination. This policy does not apply if another Board

Policy or regulation or state or federal law provides due process, a hearing or a different method for addressing the issue.

Grievant – A district employee who has filed a grievance.

Performance Evaluations or Remedial Documents – Any assessment of employee performance including, but not limited to, notice of deficiencies, job targets, professional development plans and professional improvement plans.

Grievance Process:

1. Grievances must be filed within ten (10) days of the occurrence that is the basis of the grievance. The grievance must be in writing, on the forms provided by the district, and include a copy of the provision of the collective bargaining agreement, policy or regulation alleged to be violated or misinterpreted, as well as a statement of the relief requested.
2. Grievances will be processed according to the step-by-step process outlined below, with the following exceptions. If a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step. If a grievance is directly based on official Board action, the grievance shall be directed to the Board Secretary. The grievance may be heard by the Board at the sole discretion of the Board.
3. No new information may be added and no new claims may be made after Step 1. Each subsequent appeal will address only the facts and issues presented at Step 1.
4. The deadlines established under this policy may be extended upon the written request of the grievant or the supervisor, but the final decision regarding any extension shall be made by the superintendent at his or her sole discretion. Investigation and reporting deadlines will be extended when more time is necessary to adequately conduct an investigation and to render a decision. The grievant will be notified when deadlines are extended.
5. Failure of the grievant to appeal within the timelines given will be considered acceptance of the findings and remedial action taken. The district will not consider late appeals.
6. Once a decision is rendered under this grievance process, the decision is final. Grievance decisions cannot be the subject of a new grievance.
7. Because the point of a grievance is to provide resolution outside the court system, an employee is not entitled to bring an attorney to grievance proceedings. Once an attorney becomes involved in the process, the superintendent or designee will refer the matter to the district's private attorney and the grievance process will end.

Immediate Supervisor (Step 1)

1. Employees are encouraged to informally notify their immediate supervisor of a grievance. If the issue is not resolved, the employee should submit a written grievance, on forms provided by the district, to the immediate supervisor. The written grievance must clearly indicate that it is a grievance and specify which provision(s) of policy, regulation or collective bargaining agreement were allegedly violated.
2. Within ten (10) days of receiving the written grievance, the immediate supervisor will investigate

the matter and render a decision in writing. A copy of the decision will be provided to the grievant.

Principal or Designee (Step 2)

This step may be omitted if the principal or designee serves as the immediate supervisor at Step 1 or if the employee's supervisor is not under the direct supervision of a principal.

1. Within five (5) days after receiving the decision at Step 1, the grievant may appeal the decision in writing, using forms provided by the district, to the principal or designee. The appeal must clearly state why the previous decision is erroneous.
2. The principal or designee will, within ten (10) days of receipt of the appeal, review the investigation and render a decision in writing to the grievant and the grievant's immediate supervisor.

Superintendent or Designee (Step 3)

1. Within five (5) days after receiving the decision at Step 2, the grievant may appeal the decision in writing, using forms provided by the district, to the superintendent or designee. The appeal must clearly state why the previous decision is erroneous.
2. The superintendent or designee will, within ten (10) days of receipt of the appeal, review the investigation and render a decision in writing to the grievant, the principal or designee and the grievant's immediate supervisor.

School Board or Board Committee (Step 4)

1. Within five (5) days after receiving the decision at Step 3, the grievant may appeal the decision in writing, using forms provided by the district, to the Board of Education. The Board of Education, at its sole discretion, may decide to hear the grievance.

Documentation

A grievant will receive a written response or report regarding his or her grievance, but the grievant and persons investigated in the course of the grievance are not entitled to view or receive copies of the investigation file or notes taken during the investigation, unless required by law. If an employee is disciplined as a result of the grievance, the discipline may be recorded in the employee's personnel file and discussed with the employee. Information recorded in an employee's personnel file will not be shared except as provided in Board Policy or required by law.

STUDENT SUPERVISION

Teachers are expected to help supervise students throughout the school. Besides maintaining discipline in the classroom, teacher's supervision duties include the hallways, restrooms, assemblies, etc. At times, you may send a student to the library, bathroom, or elsewhere in the building with a hall pass. Every classroom teacher is requested to use a student sign-out sheet. Please be aware of who is out of the

classroom and make every attempt to keep students together in case of emergency. The responsibility and authority of staff extends beyond the classroom. The development of school citizenship is a team effort.

SUBSTITUTE TEACHERS

1. QUALIFICATIONS

- a. Substitute teachers shall meet the necessary qualifications as are determined by the State Board of Education. Substitute teachers shall abide by all rules and regulations that pertain to other teaching personnel.

2. EMPLOYMENT

- a. The superintendent of schools, in cooperation with the building principals and the assistant superintendents, shall prepare an approved list of substitute teachers.
- b. When it is necessary to employ a substitute teacher the building principals shall employ only those teachers on an approved substitute list.

3. RESPONSIBILITIES

- a. Substitute teachers are expected to report for duty approximately thirty (30) minutes before school is scheduled to convene and shall remain after school is dismissed for the day for fifteen (15) minutes. Substitute teachers shall report to the building principal upon arriving at school.
- b. Substitute teachers shall familiarize themselves with such things as lesson plans, lunch and playground schedules, dismissal schedules, and any departure from the normal routines of the school day. These variances may include such things as assemblies and other special activities.
- c. Substitute teachers shall familiarize themselves with emergency procedures such as fire, tornado and earthquake drills.
- d. Substitute teachers shall assume all regular teacher duties, such as recording grades, correcting papers, etc. The substitute shall be responsible for grading and recording all work assigned.
- e. Substitute teachers shall follow all directions of the building principal.
- f. New substitute teachers shall complete the mandatory FBI fingerprint/background check upon applying for a position.
- g. New substitute teachers shall attend a two-hour Substitute Training before they will be eligible to substitute in the district. The pay for the training is \$25 and will be paid after the substitute's first completed assignment.

TEACHER QUALIFICATIONS

By law, the district is required to notify parents of teachers who have not met state qualifications for licensing criteria for the grade levels and subject areas in which they teach; Whether the teacher is teaching under emergency or other provisional status through which the state qualification or licensing criteria have been waived; whether your child is provided services by paraprofessionals and if so, their qualifications; and what baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher and the field of discipline of the certification.

VOLUNTEERS

Volunteers should have a general understanding of the school's philosophy and objectives of education. Assignment of duties/responsibilities shall be made by the classroom teacher and each volunteer *may be assigned to any teacher or in any classroom other than that in which the volunteer has a child.* Exceptions will be made for a principal-approved special learning activity.

Volunteers shall maintain the same confidentiality standards expected of certificated personnel and exhibit the ethical behaviors of a professional. All Volunteers will be required to complete district mandated background checks and sign confidentiality notices. Volunteers shall not have access to confidential student files or records.

ACCOUNTING

Funds collected shall be turned into the building office and/or Central Office as soon as possible. Containers of money in school offices or the vault are not permitted except as may be needed for small daily transactions. District funds shall be deposited daily, if necessary, to reduce the cash on hand to \$175.00 or less. Night depositories shall be used for night activities to secure district funds.

ACTIVITY FUNDS

1. The principal is responsible for the proper control of the activity fund. The district will receipt the activity funds and make the deposits accordingly. Sponsors of organizations shall be given receipts for all funds deposited to the appropriate office. No activity money shall be left in classrooms or desk drawers at any time. All monies collected must be receipted to the individual.
2. No separate bank accounts will be established. All funds collected by any school employee, student, or school organization shall be deposited into the district's general account.
3. Students must pay for merchandise or resale items ordered for them through the school prior to or upon receipt of such merchandise. The principal, on rare occasions, may make exceptions to this policy. When the exception is made the name of the student, the item purchased, and the amount of the purchase shall be recorded and maintained in the principal's office and student's file until such payment has been made in full.
4. Students shall pay for items charged to their name in the school office. Typically, such items will be materials for instructional projects the student plans to take home upon completion and payment of materials.

LUNCH FUNDS

1. School lunch funds collected shall be audited by the school office, recorded and deposited with the Food Services Cashier. This process is to be initiated on the first day of each week and repeated at times during the week as may be warranted. The district bookkeeper shall receipt all lunch funds from the respective unit. Daily records of receipts shall be maintained. In most instances, a designated building secretary will deposit the lunch funds and forward the receipt of deposit to the district bookkeeper.
2. School lunch funds collected by individuals other than teachers shall be processed in the same manner as listed above in Item #1.

PAYROLL

Paychecks shall be issued to employees on the 20th of each calendar month. In those instances, when the 20th falls on a Saturday or Sunday, paychecks shall be issued on the Friday preceding if reasonably possible. A Direct Deposit Program is required for all regular and part-time employees. During the 2021-2022 school year pay dates will be as follows:

Tuesday, July 20, 2021
Friday, August 20, 2021
Monday, September 20, 2021
Wednesday, October 20, 2021
Friday, November 19, 2021
Monday, December 20, 2021
Thursday, January 20, 2022
Friday, February 18, 2022
Friday, March 18, 2022
Wednesday, April 20, 2022
Friday, May 20, 2022
Monday, June 20, 2022

PURCHASE ORDERS

1. BUDGETING
 - a. After the various instructional budget code allocations have been determined the building principals shall be responsible for staying within the budgeted amounts.
2. PURCHASE ORDERS (PO's)
 - a. When it is determined by an employee that an item(s) is needed for an instructional program, student activity, or maintenance program, the employee must initiate a Requisition through SIS FIN.
 - b. If the employee or a Supervisor has access to SIS FIN they will initiate a Purchase Order instead of a Requisition.
 - c. Requisitions and Purchase Orders should include vendor, description, quantity, unit, cost, shipping, ordering and/or payment instructions.

- d. Detailed instructions on how to submit a Requisition.
- e. With the exception of mileage, the employee must attach an itemized receipt. Reimbursement will not be made without an itemized receipt.
- f. The building secretary will turn Requisitions into Purchase Orders in SIS FIN and enter in the correct account code and the appropriate approval routing.
- g. Building principals will approve or reject the request or make decisions concerning any modifications.
- h. Depending on the item(s) purchased will determine the approval routing for the Purchase Order. Some will go directly from the building principal to the Superintendent. Others will go to an Assistant Superintendent or the Executive Director of Special Services and then to the Superintendent for approval. Purchase Orders for activity accounts will be approved at the building level. A purchase order may be modified or rejected at any point of the process.
- i. Approved purchase orders go to a final designated individual.
- j. The office employee who prints the purchase order will then follow the ordering instructions listed. Office employees will only be responsible for faxing PO's. Ordering by phone or school credit card will be done by the individual making the request. The requesting individual will receive a copy of the approved purchase order so they will know if the order has been faxed or if they can place the order. The hard copy of the approved PO will let the individual know if modifications were made and what they are allowed to order.
- k. Only in rare instances shall items be purchased without the use of a purchase order. In those situations, where instruction is interfered with and an item needs to be replaced quickly, or when a small item needs to be purchased for a rapid maintenance repair, the appropriate employee may purchase the item and create the purchase order after the fact.
- l. Verbal approval of purchase orders by building principal or superintendent may be granted for purchases on rare occasions.
- m. **NO ITEMS WILL BE ORDERED ON APPROVAL.**
- n. No purchases shall be made by telephone, without approved Purchase Order, or in those rare instances where expediency is of utmost importance and prior planning time was not possible.
- o. Sales tax will not be paid on school purchases. Exceptions to this are meal and uniform reimbursement.

3. RECEIPT OF MERCHANDISE

- a. All properly ordered merchandise must have been received on school grounds before payment is authorized. Packing slips and/or other documentation shall be used to determine if appropriate merchandise has been received as ordered. Such documentation should be forwarded to Accounts Payable/Central Office. Any special instructions pertaining to the shipment should be noted on the forms and should be signed by the receiver.

4. PAYMENT OF BILLS

- a. Payment will be made only after evidence of receipt of merchandise and only from itemized invoices. Any variation to this policy may be made only by the superintendent of schools and then in only unusual situations.

5. RETURN OF MERCHANDISE

- a. Merchandise to be returned shall be packaged and brought to the central office along with the following information: who is returning the merchandise, name and address of the company to which it is being sent, approximate weight of the package, and the amount of insurance, if needed.

COMMUNICATION

All staff communication, including that pertaining to personnel social media accounts, is subject to BOE policy GBH.

DEVICE USAGE

(as per *Board Policy GBCC*)

The Bolivar School District encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions

Communication Device – Any mobile telephone, personal digital assistant, pager, tablet, laptop or other portable device that sends, receives or retrieves calls, text messages, e-mail, other electronic communications or data, or provides access to the Internet.

Use/Using – Dialing, answering or talking on the phone; sending, reading or responding to a text, email or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; continuously checking a communication device; or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students. An employee is considered to be using a device even when the use is hands-free.

General Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district.

Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use communication devices when they are responsible for supervising students unless any of the following conditions occur:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of an employment-related duty.
3. The employee has received specific and direct permission from a supervisor.
4. There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

Regardless of other provisions of this policy and in accordance with law, employees shall not use communication devices when:

1. Driving district-provided vehicles, regardless of whether the vehicle is owned, leased or otherwise obtained for district use in a district activity.
2. Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations when such supervision is part of the employee's job.

The district will make an exception to the rules in this section when the communication device is used to:

1. Report illegal activity.
2. Summon medical or other emergency help.
3. Prevent injury to a person or property.
4. Relay necessary, time-sensitive information to a dispatcher with a device permanently affixed to the vehicle, in the manner allowed by law.
5. Play music, as long as the employee operating the vehicle does not turn on, select or otherwise manipulate the device while operating the vehicle or supervising students as described above.
6. Obtain directions from a global positioning or navigational system, as long as the system is being used in association with the employee's job and adequate safety precautions are taken.

Even in these situations, employees should first take all possible safety precautions before using communication devices.

Use of District-Provided Communication Devices

The district may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

Personal Use of District-Provided Communication Devices

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. District employees who utilize E-Rate school communication devices for personal use will reimburse the district ten dollars per year. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for

employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

PARENTAL COMMUNICATION

Teachers should feel free to contact parents on an individual basis. Monthly parent contact forms need to be filed in your teacher portfolio file. As a general rule: all parents should be contacted at least once per quarter. This contact should be through e-mail, conference, or phone call. This is in addition to communication utilized through the student weekly folders. Always strive for positive parent contact.

TECHNOLOGY USAGE

Use of technology resources in disruptive, inappropriate or illegal manner shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all faculty and staff using district technology resources. All employees must model the behavior expected of students, exhibit the same judgment as expected of students and serve as role models for students.

Users must adhere to district policies, regulations, procedures, and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources, cell phones, scanners, cameras, projectors, printers, etc. to an administrator. This version does not supersede or override the complete Board of Education adopted policy EHB and GBCC.

Bolivar Schools recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The district technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board and increased engagement of the students' families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of students' personal responsibility is itself an expected benefit of the district technology program.

Users must adhere to district policies, regulations, procedures and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

All users must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving the district's technology. The district will monitor the on-line activities of minors and operate a technology protection measure ("filtering/blocking device") on the

network and/or all computers with Internet access, as required by law. Because the district's technology is a shared resource, the Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

Parents who do not wish to have their students identified by picture or name in curricular or non-curricular publications distributed using district technology must notify the building administrator in writing.

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. All expressive activities involving district technology resources that students, parents and members of the public might reasonably perceive to bear imprimatur of the school and that are designated to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate reasons.

Violation of Technology Usage Policies and Procedures

Use of the district's technology resources is a privilege, not a right. A user's privilege may be suspended pending an investigation concerning use of the district's technology resources. Any violation of the district's policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policies, regulations and procedures. Students may be suspended or expelled for violating the district's policies, regulations, and procedures. Any attempted violation of district policies, regulations, and procedures regardless of the success or failure of the attempt may result in the same discipline or suspension of privileges as that of an actual violation.

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

TRANSPORTATION DEPARTMENT

IN CASE OF BUS ACCIDENT:

In the case of a school bus accident, ambulance, fire department and law personnel shall determine if a student should be transported to a hospital for examination and/or treatment. Students who are deemed able to return home shall be transported to school for parental pick up or released directly to a guardian by a school staff member.

BUS/SUBURBAN/VAN REQUESTS

All activity sponsors and athletic coaches requiring district transportation will fill out a trip request form and submit it to the Activities Director. All other staff members requiring district transportation will fill out a trip request form and submit it to their building administrator. Once approved, all requests will be submitted to the Transportation Director who will assign it to a driver. The Activities Director and Superintendent's Secretary are responsible for the scheduling of school vehicles.

All district vehicles will be subject to the following rules:

1. All trash will be removed from the vehicle.
2. All personal items will be removed from the vehicle.
3. All vehicles will be returned to the pick-up location (typically Central Office).
4. All keys will be retrieved from the lock box outside of Central Office.
5. All keys will be returned to the lock box.
6. A fuel card is located in the school vehicle. School vehicles should be refueled prior to return. Fuel receipts should be left in the binder with the fuel card.

Please use discretion when utilizing district vehicles. They should only be utilized for district business. Reference communication device usage section for policies regarding use of devices in district vehicles.

SAFETY AND SECURITY

DRILLS

Bolivar Schools are required to conduct emergency drills in accordance with Board Policy EBC and state law. These drills cover fire, severe storm, hostile intruder, earthquake and active shooter procedures. All personnel will be required to be familiar with drill procedures and participate in building drills.

PLANS

Each building at Bolivar Schools is equipped with an Emergency Procedures Guide. Each classroom and office in the buildings is equipped with a classroom emergency procedures guide. All personnel are required to be familiar with the plans and contents contained therein.

UNAUTHORIZED PERSONNEL

It is the intent of the school district to protect all students and staff from unauthorized visitors. The only public access to the school from the outside, throughout the school day, is the one next to the office. Signs are posted directing all visitors to the office to be signed in and cleared for visits to other parts of the school. The secretary will ask you for a picture ID and sign in visitors. The secretary will keep the visitors' ID the entire time they are in the building. Visitors will wear a badge on a lanyard the entire time they are in the building. ID will be returned to the visitor when they return the badge and lanyard. Staff should contact the office immediately if an individual does not comply with this request. All staff are required to enter and exit buildings according to building specific procedures.