



2015-2016

Southern Boone County R-I Schools

**SCHOOL BUS DRIVER
HANDBOOK**

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

District Mission Statement

Excellence in Learning for ALL

**2015-2016 Theme:
Building a Community of Learners**

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RATIONALE

It is the goal of the Southern Boone County R-1 School District to provide safe, efficient transportation to the eligible students of the district. The primary concern is the transportation to and from school with extra-curricular transportation designed around regular routes.

The Southern Boone County R-1 School District operates within the guidelines set by the Department of Elementary and Secondary Education, national, state and local laws, and the policies of the Southern Boone County Board of Education. Safe and cost efficient transportation are primary concerns when deciding transportation issues.

DISTRICT MISSION STATEMENT

Excellence in Learning for ALL

SCHOOL DISTRICT GUIDELINES

BLOOD AND/OR BODY FLUIDS (PROCEDURES FOR CLEANING)

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

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

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

CONFIDENTIALITY

School district employees must respect the privacy of our students and families. Information regarding home situations should be held in strictest confidence and discussed privately with only those persons who need to know. Students should never be discussed in the workroom, office or other public areas.

FIRST AID/ EMERGENCY RESPONSE

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

First aid measures:

1. Lay victim down with head slightly lowered and severed limb elevated.
2. Control bleeding by applying pressure dressing directly to the wound. Once bleeding is controlled, place several layers of gauze over severed area and bandage firmly. (If bleeding is not controlled, apply pressure to large artery above amputation.)

3. As soon as bleeding is controlled, check for and attend to any other problems. Then, pick up severed limb and wrap in plastic. If possible, pack the wrapped limb in ice.
4. Transport victim and limb to emergency room immediately.
5. Avoid applying tourniquet except as last resort (may damage tissue).

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

Immediate severe reactions:

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

Treatment:

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

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

What to do in an asthma attack:

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

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

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

1. Rapid onset: usually over period of a few weeks.

2. Major symptoms:
 - a. Increased thirst
 - b. Increased appetite
 - c. Increased urination
 - d. Weight loss or wasting away body mass
 - e. Easy fatigability
3. Minor symptoms:
 - a. Frequent skin infections
 - b. Dry skin

Symptoms of Diabetic Coma (Acidosis)

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

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

Emergency Treatment: Immediate medical care.

Long Term: Insulin injections and diabetic diet.

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

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

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

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

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

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

Treatment: Diet low in carbohydrates and high in protein.
Watch for reaction 2-4 hours after meals.

Good emergency food – candy with nuts but limit candy because it increases the release of insulin and further reduces blood sugar.

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

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

Treatment:

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

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

Treatment:

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

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

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

Treatment:

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

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

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

During a seizure:

1. Keep person lying down where he/she has fallen, unless in hazardous area.

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

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

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

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

FREE ADMISSIONS

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

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

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

IDENTIFICATION BADGES

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

PERSONAL ATTIRE GUIDELINES

Employees are expected to be courteous to all people with whom they come in contact and to keep personal appearance and attire as neat as possible in keeping with regular job duties.

1. All attire must be worn in accordance with expected standards of professional appearance and accepted safety guidelines. Those standards and guidelines include:
 - a. Neat, clean and free from holes, rips, and tears.
 - b. Clothing must not be ragged or un-hemmed.
 - c. Shirts and pants must be of appropriate length and made of appropriate material. Mesh or other see through materials may not be worn.
 - d. Tank tops, half shirts, halter tops and tube tops may not be worn.
 - e. Excessively tight or loose fitting clothing may not be worn.
 - f. No open toe shoes may be worn.
 - g. Clothing with obscene language, gestures, logos, or images may not be worn.
 - h. Shorts may be worn throughout the year provided they are:
 1. Hemmed and of appropriate length.
 2. Running, tennis, spandex or “short-shorts” may not be worn.
 3. Appropriate for the activity in accordance with accepted safety standards.

RELIGION IN THE PUBLIC SCHOOLS

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

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

REQUISITIONS

All requisitions for supplies and equipment must be channeled through the Transportation Supervisor.

SCHOOL CLOSING/UNSCHEDULED (EMERGENCIES, WEATHER)

Decisions to cancel school shall be reported immediately to the designated radio and television stations covering the district.

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

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

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

The messaging system (School Reach) will be used to send a message to a phone number(s) designated by the employee. It is the employee's responsibility to notify his/her supervisor of any changes to phone numbers.

STAFF CONDUCT

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

1. Become familiar with, follow, and enforce all Board policies, regulations, administrative procedures, and other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Make efforts to remain knowledgeable about the employee's position and the developments in that position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use, and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation and/or protect the safety of students and others if necessary.
9. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
10. Obey all safety rules, including rules protecting the safety and welfare of students.
11. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
12. Refrain from using profanity in the school setting. Come to work at the time specified by the employee handbook or by the employee's supervisor. Employees who are frequently late to work or stop working before the scheduled time may be terminated for excessive absences.
13. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of Board of Education which employs such teacher.
14. Employees will not use district funds to advocate, support or oppose any ballot measure or candidate for public office.
15. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

TOBACCO

State law prohibits smoking, or other use of tobacco products, (including, but not limited to, e-cigarettes and vapor risers) in any classroom or student occupant primary, elementary or secondary school building or facility or on any school bus used to transport students to or from school or to or from any place for educational purposes.

STUDENT BUS CONDUCT GUIDELINES

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. In order to insure the safety of every student that rides a school bus at Southern Boone School, the following guidelines will be in effect:

1. At the beginning of each year and periodically throughout the year, bus rules will be discussed with the students.
2. When misbehavior occurs, a bus conduct notice will be written. This notice will be given to the school administration. The parent will be notified of this warning.
3. The second time the driver issues a written conduct notice for the same student, the student will be suspended from riding the bus for three (3) days. The parents will be notified of this suspension by phone and/or mail.
4. Subsequent written conduct notices will increase the suspension time to five (5) days for the third violation and ten (10) days for the fourth and future violations. Continuous misbehavior and conduct notices may result in loss of riding privileges for a semester.

Summary:

First Offense: Warning

Second Offense: 1-3 day suspension from the bus

Third Offense: 3-5 day suspension from the bus

Fourth Offense: 5-10 day suspension from the bus

Note: Serious conduct violations may result in immediate suspension.

The following **are examples** of specific regulations that are in effect:

1. The driver is in charge of the students and the bus. In order to ensure safety, students must obey the driver.
2. Students must be waiting at the bus stop. Bus drivers will notify the Transportation Supervisor if tardiness to the bus stop becomes an issue. At this point the Transportation Supervisor will notify the appropriate building administrator to notify the parents by phone of the situation. After notification, the bus driver cannot wait an extended amount of time – again, it is the expectation of the rider to be at the bus stop.
3. The driver shall not pick up or discharge riders at places other than their regular bus stop unless authorized prior to route and approved by school administration.
4. Students are to be sitting at all times when the bus is in motion and must not extend arms, hands, or head out of windows.
5. Skateboards, balls, and other devices are not to be brought on school bus.
6. Students are not to use tobacco products on bus at any time.
7. No animals (wild or tame) are permitted on bus.
8. Fighting and profanity will not be allowed and may result in immediate suspension from the privilege of public school transportation.
9. Anyone having a cutting instrument out of his/her pocket or purse, open or closed, on the bus will be suspended from the bus.
10. Any damages to a bus by a student must be paid for by the student responsible for the damages.
11. No food or drink will be consumed while on the bus.

12. Taking pictures with a cell phone or a picture taking device on the school bus is prohibited.
13. At all times the students are expected to be safe, responsible, and respectful to other students and the driver.

TRANSPORTATION GUIDELINES

*The following guidelines highlight the major areas of question of the rules, regulations and laws of the Department of Elementary and Secondary Education and the State of Missouri.

1. All rules and regulations of the Department of Elementary and Secondary Education will be followed.
2. All laws and regulations of the State of Missouri will be followed.
3. Southern Boone County school buses will only travel roads that are publicly maintained.
4. Southern Boone County school buses will only travel “eligible miles”. These are miles that are identified as reimbursable miles by the Department of Elementary and Secondary Education. Any exception to this rule must be approved by the Southern Boone County School Board. (5 CSR 30-261.040)
5. Buses will be routed for maximum efficiency without being overloaded.
6. It is the **goal** of the school district for no students to ride a bus longer than 60 minutes.
7. Students living less than one (1) mile from school are ineligible riders. These ineligible riders may not be counted for reimbursement. Southern Boone R-1 Schools transports ineligible student’s kindergarten through grade 5 as long as there is room on the buses that are already traveling those areas.
8. Bus stops will be established in areas of multiple riders with bus stops located at least 500 feet apart. (5 CSR 30-261.010).
9. Bus stops and bus turnarounds are chosen with safety in mind. A bus may not stop unless visible for at least 300 feet in all directions (5-CSR 30-261.010)
10. The Department of Secondary and Elementary Education Transportation section no longer has guidelines for eligible miles on cul-de-sacs and dead end roads. The decision is a local issue. Cul-de-sacs and dead end roads will not be traveled unless a student lives more than .5 miles down the road.
11. It is the goal of the district that no eligible riders have to walk more than .5 mile on a publicly maintained road to meet the bus.
12. **Bus turnarounds are the patron’s responsibility. The Southern Boone Transportation Supervisor will work with patrons to find or build safe and appropriate turnarounds. Presently we have an agreement with the Boone County Public Works Department to haul gravel at no charge for bus turnarounds after the patron has paid for the gravel. Maintenance is the responsibility of the patron.**
13. Through roads between routes will need bus turnarounds provided by the patrons.
14. School bus routes are established with safety and ability to be traveled in most weather conditions in mind. There are some publicly maintained roads that will not be traveled because of safety and road conditions.
15. School bus evacuation drills are conducted once a semester for grades K-12.

16. The district will keep a list of “snow routes” or roads that will not be traveled in inclement weather. This list will be included in information provided to parents.
17. Any decision or interpretation of rules, regulations, and laws by the Transportation Supervisor may be appealed to the Superintendent. His/her decision may be appealed to the School Board.
18. All morning activity trips will be cancelled when School is cancelled due to inclement weather. The decision to attend afternoon or evening activities will be decided by the Administration.
- 19. Day Care Providers who are licensed by the state as a business will provide their own transportation if they have more than four non-related students.**
20. Driver’s records will be checked through the Missouri Highway Patrol every 6 months. Checks will be performed in August and prior to school resuming after winter break in January. Drivers are required to notify school district within 24 hours of an accident or traffic arrest that could impact their driving record and employment with the school district.
21. School bus drivers are required to take a mandatory drug test within 8 hours of any bus accident. We currently have an agreement with Boone County Hospitals in place for drivers to be tested in the event of an accident.
22. Tornado safety on school buses – The school district uses the recommendations and standards set by the National Weather Service. Recommendations and standards are listed below:
 - a. All school buses are equipped with radios.
 - b. School district has plan in place in the event the need to delay buses due to current weather conditions at dismissal.
 - c. Locations identified for each route for evacuation in the event of a tornado spotting.
 - d. Communication center during tornado warnings and watches will communicate with drivers as weather is being monitored.

Section 4 – Code of State Regulations Excerpts

The State Board of Education and the Department of Economic Development have adopted the following rules under the authority of Chapters 304 and 390 of the Missouri statutes, and the Secretary of State has published them in the Missouri Register and in the Code of State Regulations.

Title 5 – Department of Elementary and Secondary Education

Division 30 – Division of School Services

Chapter 261 – Pupil Transportation

5 CSR 30-261.010 Requirements for the Operation of School Buses

Purpose: The State Board of Education has the authority to adopt and enforce regulations for the operation of all school buses used for the transportation of schoolchildren when owned by any school district or privately-owned and operated under contract with any school district in this state. This rule establishes guidelines for the safe, efficient and economical operation of school buses.

GENERAL REQUIREMENTS FOR THE OPERATION OF SCHOOL BUSES

1. All transportation of pupils furnished by a school district shall be authorized in accordance with the law
2. School bus routes over which school buses travel shall be approved by public school district board of education action no later than the end of October for its initial approval and no later than the end of June for the final approval of modifications made during the school year.
3. All vehicles used for transporting pupils shall carry liability and property damage insurance.
4. There shall be on file in the appropriate school district office copies of current contracts, bonds, driver's physical examination certificates, school bus permits and maps of school bus routes. Public school district boards of education shall require operators of school buses to conduct and prepare a record of the daily pre-trip inspection for each school bus.
5. Public school district boards of education shall provide for proper accounting of pupil transportation data and shall prepare and submit to the State Board of Education (board) necessary reports for apportioning state transportation aid and for statistical purposes.
 - a. A listing shall be made of pupils regularly transported on each board of education's approved routes on the second Wednesday of the month for the months of October and February.
 - b. The school district listing of pupils regularly transported by route must be signed and maintained by the superintendent of the schools or appointed designee.
6. No school district shall receive state transportation aid for any pupil transported in a vehicle or over a school bus route which has not been approved by the public school district board of education or for any pupil transported in a vehicle whose driver does not meet the school bus driver qualifications as stated in section (2) of this rule.
7. If a lock is to be placed on an emergency exit of school bus, it shall be designed in a manner so that the engine cannot be started with the emergency exit locked.
8. Public school district boards of education shall forbid drivers to pull any type of trailer behind a school bus.
9. Only those signs and lettering allowed by law or rule shall be written on or attached to a school bus, except for safety-related signs or lettering which, if used, shall be placed on the rear of the bus, in no way obstructing the driver's view. An exception to the requirements of this subsection concerning rules may be granted by the Department of Elementary and Secondary Education.
10. Emergency evacuation drills on school buses shall be required for all students in grades kindergarten through six (K-6) at least once per semester. The first drill must be completed annually prior to October 31. The public school district board of education shall prescribe emergency evacuation drill requirements for all other students.
11. Boards of education shall require operators of school buses to conduct and prepare a record of the daily pre-trip inspection for each school district.

School Bus Driver Qualifications

1. All school bus drivers shall be duly licensed in accordance with Missouri statutes and public school district policy.
2. Must be in good physical and mental health;

3. Undergo a physical examination annually no more than ninety (90) days before the beginning of the school year by a medical examiner who is licensed, certified, and/or registered, in accordance with applicable Missouri laws and regulations, to perform physical examinations to determine whether they meet the requirements of section 302.2772, REMo, and present a signed physical examination certificate that they, in the medical examiner's judgment, meet or exceed those requirements to the employer. The term medical examiner includes, but is not limited to, doctors of medicine, doctors of osteopathy, physician assistants, advanced practice nurses, and doctors of chiropractic. A school bus driver whose ability to safely operate a school bus has been impaired by a physical or mental injury or disease, as determined by the public school district board of education, must submit a release by the attending physician prior to resuming school bus operation; and
 - a. Undergo testing for drug and alcohol use/abuse, in compliance with laws.

Driver Operation

1. A school bus driver shall:
 - a. Observe carefully all signs, signals and rules of the road as proved by the Missouri Motor Vehicle Laws;
 - b. Follow these loading and unloading procedures:
 - i. If school bus is equipped with a master switch, make sure the master switch is in the "on" position;
 - ii. Activate pre-warning amber flashing lights at least five hundred feet (500') before a designated stop;
 - iii. When stopping for a designated stop, apply brakes hard enough to light up the brake lights so that vehicles behind the school bus will know it is slowing down;
 - iv. Pull as far to the right as practicable on the traveled portion of the roadway and at a location so that the school bus is visible for at least three hundred feet (300') in both directions and five hundred feet (500') if the speed limit is greater than sixty (60) miles per hour. Check all mirrors to see that traffic is clear and it is safe to stop;
 - v. Approach waiting students with extreme care, paying attention to the surface on which the school bus will stop (dry, slippery, slopes right, rough ground, and the like). Bring the school bus to a complete stop so that the closest part of the school bus is not less than six feet (6') and not more than ten feet (10') from the closest student;
 - vi. Place the transmission in neutral and set the parking brake as needed;
 - vii. Deactivate the pre-warning amber flashing lights and activate the red flashing warning lights and the stop arm when opening the service door after stopping;
 - viii. Check traffic in front and rear of the school bus before you give the students a hand signal that it is okay to cross the road. Drivers should train students not to approach the school bus until given a signal to check traffic before crossing the roadway.
 - ix. Require students who must cross the roadway after leaving the bus or before boarding the bus to cross a minimum of ten feet (10') in front of the bus and only upon a signal given by the driver, monitor or bus patrol when organized bus patrols are used; and

- x. Have students go directly to their seats. When students are seated, check traffic and close the front door to deactivate the red flashing warning lights and stop arm.
- c. Perform and prepare written documentation of the daily pre-trip inspection which is to be submitted to the transportation administrator. Pre-trip inspection of vehicles shall include brakes, steering components, lights, signaling devices, emergency door, tires and safety equipment, as a minimum. Any defects or deficiencies that may affect the safety of vehicle operation or result in mechanical breakdown shall be reported immediately in writing and driver shall not operate school bus until the defect or deficiency has been corrected;
- d. Activate the pre-warning amber flashing lights if a school bus stop must be made in close proximity to the crest of a hill or on curves with limited sight distance, approximately one hundred feet (100') before passing the crest so that vehicles following to the rear shall be made aware the bus is preparing to stop for the purpose of loading or unloading pupils;
- e. Assume control of all children while they are being transported requiring respectable and orderly behavior from them. Particular attention should be given to the care and protection of the younger pupils. Any continued disorderly conduct should be reported to the proper school authorities;
- f. Not back school bus on school grounds unless rear is guarded by school patrol or adult and driver is advised that the way is clear. Backing the bus at any time shall be avoided if all possible;
- g. Follow these procedures when a school bus is disabled:
 - i. Stop the bus as far to the right as possible (on the shoulder, if available);
 - ii. Secure the bus; activate hazard/warning lights and set parking brake;
 - iii. Keep children in bus. If location of the bus is unsafe, remove the children to a safer location;
 - iv. Place triangular reflectors a minimum of one hundred feet (100') in both the front and rear of the bus;
 - v. Telephone, radio or send capable student to call authorities, giving bus location and description of breakdown; and
 - vi. See that all pupils are delivered to their destinations;
- h. Keep inside of vehicle clean and comfortable at all times;
- i. Keep lettering and lights on front and rear of bus clean so that all markings are clearly visible;
- j. Keep service door closed at all times when bus is in motion;
- k. Not leave a loaded bus while motor is running;
- l. Fill the fuel tank only when there are no children in the bus;
- m. Not allow animals on the school bus except for seeing eye dogs or other specially trained animals necessary to furnishing special education services for handicapped children to comply with applicable state law and regulations;
- n. Not allow weapons or explosive material on the school bus;
- o. Not allow items carried on the school bus to protrude into or block the aisle or be left in the driver or emergency exit areas;
- p. Make and promptly file all daily, weekly, and monthly reports which may be required;

- q. Use seat belt whenever the bus is in motion;
- r. Not drive any school bus for more than:
 - i. Eight (8) consecutive hours. Hours will be consecutive unless the individual ceases operation of the vehicle for at least sixty (60) minutes; or
 - ii. An aggregate of twelve (12) hours in a twenty-four (24) hour period
- s. Illuminate headlights whenever students are being transported.
- t. Not use tobacco products at any time in the school bus and
- u. Not operate a school bus while under the influence of intoxicants, narcotics, or drugs.

Public School District Approval

1. General Definitions

- a. Eligible miles. Those regular school term and handicapped miles traveled from where the bus is kept at night until it returns to the same location after the pupils have been returned home, as long as it is used only to transport vocational students and K-12 pupils to and from school at the beginning and ending of the regular school day, are eligible for state transportation aid.
- b. Ineligible miles. All actual miles that are driven for any purpose other than transporting K-12 students to or from school during the school term are ineligible for state transportation aid. Regular summer school routes, non-handicapped early childhood routes, field trips, athletic trips, maintenance miles and other extracurricular activity trips are examples of ineligible miles. Miles traveled to rerun a route or part of a route to transport students participating in before or after school activities or training are also ineligible miles. All ineligible miles shall be recorded and subsequently reported on the application for state transportation aid.
- c. School bus route. A bus route begins when a bus leaves a point (home, school, and the like) empty and proceeds on a predetermined route, picking up pupils and then traveling to a school(s) until the bus is empty; and returning the pupils to a designated point after school. If more than one (1) route is run by the same bus, each additional route begins when the bus is empty after discharging all the pupils from a previous route and proceeds along another predetermined route, picking up pupils and discharging all of them at their attendance center(s) and returning them home.

2. Procedures. Public school districts must adopt a policy implementing school bus route approval procedures for the annual approval of the routes needed for safe and cost efficient pupil transportation service which meets and may exceed the state board's minimum requirements as described in this subsection.

- a. Criteria for determining routes:
 - i. Location of pupils residence;
 - ii. Grade and age of the pupils to be transported;
 - iii. Type and condition of roads.
 - iv. Standard of service desired; and
 - v. Funds available for transportation service.
- b. Safety considerations for establishing school bus routes:
 - i. The general safety of all routes in relation to hazards such as hills, intersections, railroad crossings, bridges, sharp curves, and obstructions to visibility;

- ii. The general safety of loading and unloading stops in relation to the visibility of approaching motorists;
 - iii. Walking distance to the bus stop in relation to the age of the pupil, and
 - iv. Walking route safety to loading stop, from unloading stop, and loading zones.
- c. Administrative policy shall be adopted by the public school district board of education which describes the criteria, safety considerations and routing standards school officials must use when establishing or modifying school bus routes. Examples of administrative policy components include but are not limited to:
 - i. Duplication of route miles and “deadheading” shall be avoided if at all possible;
 - ii. School bus stops should be established no less than five hundred feet (500’) apart;
 - iii. Multiple routes by a single school bus should be used when possible;
 - iv. Assign pupils to school buses so that passenger loads do not exceed manufacturer vehicle passenger capacity and to avoid overloading;
 - v. All school buses should be loaded as near their capacity as possible;
 - vi. Buses should be used primarily to transport pupils to and from school.
 - vii. Buses may be used to transport pupils on school-sponsored activity trips, but such trips should not interfere with the transportation of pupils to and from school;
 - viii. Each school district shall keep on file an up-to-date map showing the location and length of each school bus route;
 - ix. Bus routing and seating plans shall be coordinated so that there are no standees and every passenger is provided a seat. The seating space provided each passenger must be sufficient to ensure that the back of each passenger may come into full contact with the seat back.
 - x. All vehicles used to transport pupils shall comply with the requirements of the law and with standards and safety rules as adopted by the board; and
 - xi. School bus inspections shall not be made more than sixty (60) days prior to operating the vehicles during the school year.
- d. School districts which transport nonresident pupils not legally assigned or through an inter-district contract shall not claim any additional miles as eligible miles and the pupils shall be reported as ineligible pupils.
 - i. High school pupils from elementary school districts. High school pupils residing in an elementary school district are to be claimed only by the elementary district. The elementary district shall claim mileage from where the bus enters the elementary district, including miles traveled within the elementary district and the most direct route to the school of attendance.

FILE: AC
Critical

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

General Rule

The Southern Boone County R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Southern Boone County R-I School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

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

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

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

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

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

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

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

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

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

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.

8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

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

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

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

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

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Southern Boone County R-I School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.

13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Southern Boone County R-I School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate. Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any

resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

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FILE: AH
Critical

USE OF TOBACCO PRODUCTS AND IMITATION TOBACCO PRODUCTS

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

Students and employees who violate this policy will be disciplined in accordance with applicable Board policies and may be offered referrals to smoking cessation programs. Employees may be terminated for repeated violations. Visitors who violate this policy may be asked to leave or may face other consequences in accordance with district policies and procedures.

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FILE: EBAB
Basic

HAZARDOUS MATERIALS

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

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

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

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

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

Asbestos

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

Lead Contamination Inspection

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

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

FILE: EBB
Critical

COMMUNICABLE DISEASES

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

Immunization

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

Universal Precautions

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

Categories of Potential Risk

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

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

Exceptional Situations

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

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

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

Confidentiality

The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team, if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

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

Reporting and Disease Outbreak Control

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

Notification

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

FILE: EBBA
Critical

ILLNESS AND INJURY RESPONSE AND PREVENTION

District personnel will provide appropriate first aid and emergency treatment, and contact emergency medical services (EMS) when appropriate, for any individual who is injured or becomes ill while on district property, on district transportation or at a district activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the individual unless otherwise required by law.

In accordance with law, any qualified employee will be held harmless and immune from civil liability for administering medications, cardiopulmonary resuscitation (CPR) or other lifesaving methods in good faith and according to standard medical practice. A qualified employee is one who has been trained to administer medication or medical services according to standard medical practice. Procedures for handling emergencies will be established and distributed in each school building.

Training

The superintendent or designee, in consultation with the school nurse, is authorized to implement a program to train students and employees in CPR and other lifesaving methods. If CPR instruction is provided to students in grades 9B12, instruction will be based on a program established by the American Heart Association, the American Red Cross or a similar nationally recognized program and will be delivered as required by law.

Incident Reports

Employees must report all work-related injuries and illnesses to their supervisor immediately and will be required to provide the details of the injury or illness in writing. Staff who witness any injury or observe the onset of a serious illness on district property, on district transportation or at a district activity will prepare a written incident report on the incident report form available in each building. A copy of the incident report form will be filed with the appropriate designee as soon after witnessing the event as possible.

The superintendent is charged with providing the Board periodic statistical reports on the number and types of injuries occurring on district property or at district activities as well as information on individual accidents or injuries when Board action on the matter is required.

Protective Equipment

The superintendent or designee will continuously review job descriptions and district activities to improve safety in the district. The district will provide protective equipment when it is required by law or when it is determined by the superintendent or designee to be necessary to maintain district safety standards. In accordance with law, students, staff and visitors must wear eye protective devices in vocational, technical and industrial arts courses and laboratories involving chemicals, welding, construction, vehicle repair or other activities as designated by the district. When protective equipment is provided, all persons are required to use the equipment as directed. Failure to do so will result in disciplinary action including removal from school property or the activity requiring protective gear.

FILE: EBC
Critical

EMERGENCY DRILLS
(Districts Required to Hold Earthquake Drills)

As part of the implementation of the district's adopted crisis intervention plan, the superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules.

Emergency Drills

The superintendent or designee, in cooperation with the building principals, will develop emergency drills for fires, tornados, bus emergencies, earthquakes, bomb threats and armed intruder/active shooter situations. Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted is sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exiting procedures will be posted near the door in each building.

The superintendent or building principal will schedule and execute emergency drills. Principals who schedule emergency drills will provide the superintendent advance notice of the drills. The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees. Pursuant to law, armed intruder/active shooter drills will be conducted and led by law enforcement professionals.

Emergency evacuation drills on school buses will be conducted for all students in grades kindergarten through six at least once per semester with the first drill completed prior to October 31 annually.

Earthquake Preparedness Disaster Plans and Drills

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

An emergency exercise will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions.

The superintendent shall develop a program that ensures that all students and staff of the district are aware of and properly trained in the earthquake emergency procedure system. This emergency procedure system shall be available for public inspection at the district office during normal business hours.

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

* * * * *

FILE: GBCA
Critical

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

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

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

The following activities are explicitly prohibited:

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

7. Employees will not use district property, including the district's intellectual property, or confidential information obtained in their capacity as employees of the district to financially benefit themselves or any other person or business unless authorized by the Board of Education.

Administrative or Executive Employees

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

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

FILE: GBCB
Critical

STAFF CONDUCT

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

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators, and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
9. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules, including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
13. Refrain from using profanity.
14. Dress professionally and in a manner that will not interfere with the educational environment.
15. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination.

16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
18. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education which employs such teacher.
19. Employees will not use district funds to advocate, support or oppose any ballot measure or candidate for public office.
20. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

FILE: GBEBA
Critical

DRUG-FREE WORKPLACE

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

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

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

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

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

The district will take appropriate disciplinary action within 30 days.

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

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

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

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

FILE: GBEBB
Critical

EMPLOYEE ALCOHOL AND DRUG TESTING

Provisions Applicable to All Employees

Alcohol and Drug Prohibitions

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

Program Coordinator

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

Training

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

Testing Program

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

Refusal to Submit to Tests

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

Consequences

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

Treatment

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

District Records and Reports

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

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

Notification to Employees

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

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

Provisions Applicable to Drivers

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

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

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

**FILE: GBH
Critical**

STAFF/STUDENT RELATIONS

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 Southern Boone County R-1 School District.

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 without the knowledge of a supervisor.
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 available, 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, webpages 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 web sites or personal social networking web sites 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.

FILE: GBM
Basic

STAFF COMPLAINTS AND GRIEVANCES

The Southern Boone County R-I 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, 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)

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.

FILE: GCBDA
Critical

STAFF SHORT-TERM LEAVES AND ABSENCES

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

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

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

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

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

The district may require an employee to provide the district verification of illness from a healthcare provider before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

This policy does not apply to temporary or substitute staff members unless otherwise noted.

The following leaves with pay will be provided to full-time staff employees. All leave will be calculated in half-day increments. Regular part-time staff employees will receive these leaves on a pro rata basis.

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

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

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a 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.

- b. Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include:
 - i. The employee's spouse.
 - ii. 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.
 - iii. 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.)
- c. Illness, injury or incapacity of other relatives, with permission granted by the administration.
- d. Pregnancy, childbirth, adoption or foster care leave in accordance with this policy.
- e. ***Sick Leave Buy-Back*** - All staff who have completed five or more years of service with the district will be reimbursed for unused sick leave days at a rate of \$30 per unused sick leave day up to a maximum of 125 accumulated days when leaving the district.

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.

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

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

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

Absences may be charged against personal leave for court appearances, unless applicable law or policy provides for paid leave.

Thirty days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. All personal leave must be approved by the superintendent or designee. Personal leave requests will not be approved for the following days: First and last week of school, days connecting to holidays, snow make-up days, professional development days and during state testing. An exception to these restrictions due to special circumstances may be made by the superintendent upon request.

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

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

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

4. **Bereavement Leave** - When a death occurs in an employee's immediate family, as defined in the Sick Leave section #1.b. above, the employee may take up to three consecutive work days off with pay to attend the funeral or make funeral arrangements. The district may require verification of the need for the leave.
After the exhaustion of the three days of bereavement leave, the employee may use up to five more sick leave days for bereavement.

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

1. **Holidays** - New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday after, and Christmas Day (unless school is in session for any of these holidays).

The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.

2. **Professional Leave** - Employees may be granted professional leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the immediate supervisor for support staff and by the superintendent or designee for professional staff, and must be arranged well in advance. It is not considered personal leave.
3. **Military Leave** - The Board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 - September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.
4. **Election Leave** - Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.

5. **Leave to Vote** - Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit the employees three successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.
6. **Jury Duty Leave** - An employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.
7. **Leave for Court Subpoena** - If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from personal leave.
8. **Firefighter Leave** - Employees will be allowed to use personal, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or those activated by the Federal Emergency Management Agency (FEMA) in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.
9. **Crime Victim Leave** - Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation, personal or sick leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding.
10. **Civil Air Patrol Leave** - Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counternarcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotics missions without loss of time, regular leave or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri. The district may request that the employee be exempted from responding to a specific mission.

11. **Coast Guard Auxiliary Leave** - Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The district may request that an employee be exempted from responding to a specific mission.

Unpaid Leave

Temporary Leave - A temporary leave of absence shall be defined as any leave other than: (1) sick leave with pay; (2) personal leave with pay; (3) bereavement leave with pay; and/or (4) FMLA leave whether paid or unpaid. An employee desiring a temporary leave should request this in writing to the superintendent or designee as soon as possible. All approved temporary leave days will be without pay.

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

Pregnancy, Childbirth and Adoption Leave

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

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

Employees who are ineligible for FMLA leave may take up to six 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 weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave.

FILE: GDN

Basic

EVALUATION OF SUPPORT STAFF

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

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

**FILE: GDPD
Critical**

NONRENEWAL, SUSPENSION AND TERMINATION OF SUPPORT STAFF MEMBERS

Employees without Contracts

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

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

Employees with Contracts

Nonrenewal

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

Suspension with Pay

Support staff members under contract may be suspended by the superintendent with pay in accordance with law. Suspensions with pay will stand approved unless reversed by the Board.

Suspension without Pay

Support staff members employed under contract may be suspended without pay by the superintendent during the term of such contract for violation of the policies of the Board of Education, for violation of state law, or for any other legal reason. Prior to suspending an employee, the district will notify the employee of the charges, give the employee an opportunity to discuss the charges and inform the employee of the opportunity to appeal the suspension to the Board of Education. In general, pay will not be withheld until the Board renders its decision, unless an appeal has been waived. If the employee appeal's, the employee may still be suspended with pay, in accordance with Board policy, pending the appeal.

Termination

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

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

The employee will be suspended but will continue to be paid until the time for appeal has expired, and if an appeal is taken, until the Board renders its decision unless the law requires the suspension to be

without pay. If no appeal is taken, or if the Board terminates the employee after a hearing, the employee's pay will be docked retroactively for any period of suspension.

Termination Pursuant to Contract Terms

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

Special Circumstances

Pursuant to state law, any employee who strip searches a student in violation of law will be immediately suspended without pay and may be terminated. Appropriate due process in accordance with law and this policy will be provided prior to suspending a staff member with an employment contract.

If the district receives information that an employee has allegedly been involved in sexual misconduct with a student or any other child, the district will suspend the employee pending an investigation. In accordance with law, the district will suspend or continue a suspension of an employee if the Children's Division (CD) of the Department of Social Services finds that an allegation of sexual misconduct with a student is substantiated, but the district may return the employee to his or her position if the finding is reversed by a court on appeal and becomes final. Regardless, the district reserves the right to suspend or terminate an employee for any legal reason, including sexual misconduct, regardless of whether another agency or a court substantiates the claim.

If a former district employee whose job involved contact with children was terminated, nonrenewed or allowed to resign in lieu of termination as a result of an allegation of sexual misconduct with a student, or as a result of such allegations being substantiated by the CD's child abuse and neglect review board, the district is required by law to release information regarding the sexual misconduct to a potential public school employer who contacts the district regarding the former employee. In addition, if the CD substantiates a complaint of sexual misconduct with a student against a former employee of the district, the law requires the district to release the results of the CD investigation to any potential public school employer who contacts the district.

When employment ends as a result of an allegation of sexual misconduct with a student, the district will provide appropriate due process prior to the release of information regarding the sexual misconduct to a potential public school employer, if feasible. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process to provide.

For the purposes of this policy, employees are considered "former employees" if they have resigned, been terminated, had their contracts non-renewed, or been notified that their contracts with the district will not be renewed or that the district is pursuing termination, even if the process has not been completed.

FILE: GBEBB-AF
Critical

DRUG-FREE WORKPLACE
(Notice)

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

DRUG-FREE WORKPLACE ACKNOWLEDGMENT FORM

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

Signature of Employee

Date

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

Implemented: 05/15/2000

Revised: 11/14/2005

ACKNOWLEDGEMENT OF READING AND UNDERSTANDING
BOARD POLICIES AND PROCEDURES

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

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

***GBEBA** Drug-Free Workplace

DRUG-FREE WORKPLACE ACKNOWLEDGMENT FORM

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

***Staff Conduct**

I have read and understand Staff Conduct expectations.

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

Signature of Employee

Date