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Appendix 3A(1) thru 3A(26) [No Appendix 3A(14) or 3A(15)]

SECTION 3A - GENERAL PERSONNEL POLICIES

3A.1 Statement of Guiding Philosophy (August, 1990)

It shall be the policy of the board of education to select personnel of the highest caliber available. All certified personnel shall, where possible, meet the requirements of the North Central Association of Secondary Schools and Colleges.

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

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

3A.2 Nondiscrimination (December, 1999)

Anti-Discrimination Law Compliance

As a political subdivision, employer, recipient of federal funds and education institution the board of education is prohibited from and hereby declares a policy against, engaging in unlawful discrimination, including harassment, creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The board is an equal opportunity employer.

Prohibitions

As part of this obligation, the board is also prohibited from, and declares a policy against:

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

3A.2 (continued)Compliance Officer

To ensure that these obligations are met, the board designates the following individual to act as the district's nondiscrimination laws compliance officer, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district wide:

Assistant Superintendent of Human Resources
Blue Springs School District
1801 NW Vesper
Blue Springs, Missouri 64015
(816)224-1300
Fax (816)224-1764

Reporting and Complaint

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance officer. Any employee of the district or member of the board of education who becomes apprised of a possible violation of this policy must report the matter to the officer. In the event the compliance officer is the subject of the report that would otherwise be made to the compliance officer, reports should instead be directed to: Deputy Superintendent, Blue Springs School District, 1801 NW Vesper, Blue Springs, Missouri 64015; Phone: (816) 224-1300; Fax: (816) 224-1764, who will assume the officer's duties for the purpose of that complaint.

Grievance Procedure and Resolution of Complaints

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

Confidentiality and Records

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the board acting as a quorum, a committee appointed by the board to carry out this policy on a permanent or ad hoc basis, the compliance officer and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution, only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited

3A.2 (continued)

disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

Public Notice and Dissemination

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

Limitations

Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under, this policy shall on that basis stop the board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

3A.3 Equal Employment Opportunity (September, 2001)

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

Procedures to implement this policy shall be developed by the administration.

3A.4 Medical (July, 1992)

The Blue Springs School District offers a medical and dental plan to all full time employees as per board policy 3A.17. School board members are eligible to participate in the district group insurance by paying their own premiums.

An insurance review committee shall meet biannually in October and April to review employee benefits. The committee shall be appointed by the president of the board of education and the superintendent of schools and shall consist of:

- one board member,
- one administrator,

3A.4 (continued)

four teachers, (two elementary and two secondary), and the President of the Community Educators Association,
 one secretary,
 one custodian,
 one health/library aide,
 one food service employee,
 one transportation employee,
 ex-officio members:

the insurance consultant
 one central office administrator, and
 the health insurance secretary.

The committee shall make a written report to the superintendent of schools following each meeting.

3A.5 Copyright Restrictions (August, 1990)

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

3A.6 Disclosure Release (November, 1996)

Applicants shall be required to sign a release form authorizing appropriate state or local law enforcement agencies to provide information concerning record(s) of convictions to the district.

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

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

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

district.

Rev. 6/98, Rev. 2/10

3A-4

3A.7.1 Substance Abuse (February, 2010)

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

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

Substance Abuse Policy Dissemination

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

Definitions

Illegal Drugs - "Illegal drugs" are drugs or controlled substances which are (1) not legally obtainable, or (2) legally obtainable, but not obtained or used in a lawful manner. Examples include, but are not limited to, alcohol, cocaine, heroin and marijuana (or their derivatives and related substances), as well as prescription drugs, which are not lawfully obtained or

3A.7.1 (continued)

properly utilized. The term "illegal drugs" also includes mind-altering and/or addictive substances that are not sold as drugs or medicines, but are used for the mind or behavior-altering effect.

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

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

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

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

Illegal Drug Prohibitions

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

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

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

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

3A.7.1 (continued)

Alcohol Prohibitions

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

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

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

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

Commercial Driver's License

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

Reasonable Suspicion Testing

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

Discipline Action

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

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

3A.7.1 (continued)

Confidentiality

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

Rev. 6/98, Rev. 2/10

3A.8 Full-Time Employees (April, 2010)

The following are the definitions of full-time certified and classified employees:

certified: persons employed to work full school days, as required by the board of education.

classified: persons employed for at least 30 hours per week.

Rev. 8/92, Rev. 4/10

3A.9 Half-Time Employees (August, 1992)

Half-time employees shall work no more than 19.5 hours per week, including any time spent in the building before or after school.

3A.10 Employee Lists (May, 1998)

Lists containing names, addresses and telephone numbers of employees are confidential and shall be used for intradistrict purposes only. Such lists shall not be used by employees for personal, professional or political bulk mailings or distributed to individuals or organizations not employed by or affiliated with the district and shall not be distributed to any business.

3A.11 Voluntary Termination (December, 2000)

When an individual voluntarily terminates his/her employment, any accumulated business leave is relinquished. If at some future time, the individual returns to full time employment with the district, sick leave and business leave benefits accrued at termination will be reinstated.

For use of unused sick leave days upon retirement see policies 3A.15, 3B.5 3C.14.1, and 3D.8.

3A.12 'Do Not Resuscitate' Orders (September, 2001)

It is the policy of the school district to neither accept nor be involved with "Do Not Resuscitate" orders for students and staff. Such orders that may be requested by the parents or guardians involved, should be directly negotiated between and delivered to physicians, hospitals and/or third party medical personnel that might be involved in any form or manner with the health of their child.

3A.13 Membership In Professional Organizations (September, 2001)

The board of education recognizes that membership and participation in professional organizations may contribute to the professional development of staff members; therefore it is the policy of the board of education to encourage all staff members to join professional organizations. The board, however, does recognize that, for philosophical or religious reasons, staff members who are professionally responsible and highly motivated may nevertheless have conscientious objection to membership in such organizations. The school district will accommodate such conscientious objection. The school district shall not discriminate on the basis of non-affiliation with any voluntary association or union against any staff member with regard to hiring, transfer, assignment, training, promotion, evaluation, conditions of employment, or pay rate.

The printed applications for employment shall contain a clearly visible notation to the effect that membership in professional associations is not a condition of employment.

3A.14 Trips to Professional Meetings (March, 2010)

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

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

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

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

1. The board of education or superintendent of schools may direct or request a staff member to attend such meeting or meetings as in their opinion shall serve the best interest of the schools. In such instances the board of education shall assume the cost of meals, transportation and lodging as well as cost of substitutes. No deduction shall be made from salary or leave time.

3A.14 (continued)

2. Delegates may apply for permission to attend an annual state teachers convention providing they are organized locally with a charter filed with the board of education and are registered as an official delegate. This permission must be obtained, in writing, from the superintendent of schools subject to the guidelines listed in this section of policy. Staff members shall not have a loss of salary, shall not be deducted sick leave or personal business leave for attending. Delegates shall be permitted to attend as per the following ratio:

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

One additional delegate for each additional 25 members.

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

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

Rev. 12/94, Rev. 3/10

3A.15 Retirement (March, 2010)

All personnel of the Blue Springs R-IV School District are subject to retirement according to Chapter 169 of Revised Missouri Statutes.

3A.15 (continued)

A retired employee, as well as his/her dependents shall be allowed to remain or become members in non-insurance health benefit programs, self-funded plans and insured plans by paying the premiums of said plans.

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

All employees of the R-IV School District who are forced to retire because of illness, after five years of service to the district, shall be issued a lifetime pass to all school activities in appreciation of their faithful service. This pass shall not be valid for school events at which school personnel must pay admission.

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

Rev. 9/01, Rev. 4/06, Rev. 3/10

3A.16 **Personal Business Leave** (December, 2008)

Employees shall be granted two (2) days leave per year for personal business that cannot be conducted at a time outside the school day. Any unused portion of the two (2) days each year shall be added to sick leave and allowed to accumulate.

One (1) additional emergency personal business leave day shall be provided if approved in writing by the principal or supervisor. This day will be deducted from accumulated sick leave of the employee.

Application for personal business leave should be in writing to the principal or supervisor at least 24 hours in advance. The principal or supervisor shall respond in writing as to his/her decision. Employees may appeal the decision of the principal or supervisor in writing to the superintendent of schools. **See Appendix 3A(16)**

Business leave will not be approved before or after a school holiday, (a school holiday is defined as any week day the entire district is closed), the Winter Holiday, the first ten working days with students and the last twenty working days with students unless extreme hardship would result. Such business leave will require the approval of the building principal or supervisor, who will respond in writing as to his/her decision. Employees may appeal the decision in writing to the superintendent of schools or to his/her designee.

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

Rev. 8/95, Rev. 12/08

3A.16.1 Subpoena to Court (September, 2001)

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

3A.16.2 Jury Duty (May, 1998)

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

3A.17 Group Insurance (March, 2010)

Medical and dental insurance shall be made available to all full-time (as defined in policy 3A.8) personnel by the board of education. The insurance year will be effective July 1 through June 30. Cost for this insurance will be set annually by the board of education. **See Appendix 3A(18)**

Rev. 9/01, Rev. 3/10

3A.18 Worker's Compensation Insurance (June, 2004)

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

Rev. 9/01, Rev. 6/04

3A.19 Section 125 Plan (August, 1990)

A Section 125 Plan shall be provided for district personnel by the board of education. No contribution to this plan shall be made by the board.

3A.20 Credit Union (September, 2001)

The board endorses the employee's credit union by allowing payroll deduction at the employee's request. The board assumes neither authority nor responsibility for management of credit union affairs.

3A.21 Employee Investment Program (December, 2008)

The board of education offers pretax payroll deductions for any eligible employee who elects to participate in either a 403(b) or 457(b) investment program. The district does not match employee contributions to the investment program. The district must maintain and operate the 403(b) and 457(b) programs in accordance with IRS regulations and the Blue Springs School District Retirement Plan Document. The Board will conduct at least annually an employee education seminar advising the entire staff of the investment programs. An eligible employee becomes a participant in the investment program(s) by completing the required salary reduction agreement at least 30 days prior to the payroll deduction period, submitting the completed executed agreement to the district, and selecting an investment program vendor from the list provided by the district. A participant may revise or terminate his/her salary reduction agreement at any time and the change is effective the following pay date after a new salary reduction agreement is completed and submitted. The district vendor list shall contain the names of those vendors who have twenty (20) or more current employees making current contributions. If a participant wishes to have an investment vendor considered for addition to the district vendor list, the participant or vendor must submit to the district a letter of intent signed by at least twenty (20) current employees or participants stating they wish to open an account or have a current account with the vendor. The vendor then must sign an Information Sharing Agreement with the designated third party administrator. The district may remove an investment vendor from the district list if fewer than twenty (20) participants currently contribute to such investment vendor. The vendor will be given written notice of the Board's intent to remove it from the district list and a reasonable time to provide a letter of intent with the names of twenty (20) or more current employees or participants who wish to open an account with the investment vendor. If removed from the district list, the investment vendor is no longer offered to new or current participants in the future. Current participants in the removed investment vendor may continue to keep their assets invested with and continue to make contributions to that vendor.

Rev. 11/96, Rev.10/06, Rev. 12/08

3A.22 Retirement Number (September, 2001)

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

3A.23 Withholding Certificates (September, 2001)

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

3A.24 Direct Deposit Of Salary Payments (September, 2001)

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

3A.25 Infectious Disease - Employee (February, 2010)

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

Standard Precautions

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

Categories of Potential Risk

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

3A.25 (continued)

An employee infected with a bloodborne pathogen such as hepatitis B virus (HBV), hepatitis C virus (HCV), or human immunodeficiency virus (HIV) poses no risk of transmission through casual contact to other persons in a school setting. Employees infected with one of these viruses shall be allowed to continue work without any restrictions which are based solely on the infection.

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

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

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

Confidentiality

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

Training - Employee

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

3A.25 (continued)

Testing - Employee

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

Reasonable Accommodations

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

Reporting and Disease Outbreak Control

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

Rev. 7/96, Rev. 2/10

3A.26 Technology Resources (September, 2003)

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

1. Definitions:

- a. District's Technology Resources: This includes any configuration of the computer hardware, operating system software, application software, stored text, and data files. This also includes electronic mail, local databases, externally accessed databases (including the Internet), Web Sites, CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available.

3A.26 (continued)

- b. Academic Purpose: This includes educational, instructional, and administrative uses of technology such as for classroom activities, curriculum development, athletics and other district sanctioned activities, career development, communications essential to the administration and operation of the district's education system.

2. Staff Access to Technology Resources

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

- a. Acceptable Use and Procedures: Staff shall sign an Acceptable Use and Procedures form prior to assignment of a user identification number and password which must be renewed annually. Staff use of Technology Resources may be permitted only upon submission of the signed Acceptable Use and Procedures form. **See Appendix 3A(19) and/or Appendix 3A(26)**
- b. Disciplinary Action: Any staff member found not in compliance with the Acceptable Use & Procedures is subject to disciplinary action by the district. The district reserves the right to discipline noncompliant staff members in the following manners:
 - 1) Termination of staff member's access to the district's Technology Resources;
 - 2) Suspension of staff member;
 - 3) Termination of staff member;
 - 4) Restitution to the district for any damages to the district's Technology Resources
- c. Expiration Upon Termination of Employment: Access to the district's Technology Resources shall be automatically expired when the user's employment with the district is terminated.

3A.27 Compliance with the Family and Medical Leave Act of 1993

National Defense Authorization Act for FY2008 (NDAA), Public Law 110-181(July, 2009)

An eligible employee of the school district shall be entitled to a total of sixty (60) workdays of unpaid leave during any twelve (12) month period. The twelve-month period shall coincide with the fiscal year July 1 to June 30. This section does not act to limit the number of leave days allowed by other applicable policies of the board. The amount of time allowed each employee for unpaid family/medical leave under this section shall be determined by subtracting his or her applicable paid sick leave days followed by personal business days from the 60-day total.

3A.27 (continued)

Employees who have more than 60 days of applicable paid sick leave available shall use their paid sick leave. Family and medical leave will be granted for one or more of the following reasons:

1. The birth and care of a newborn child of the employee;
2. The placement of a son or daughter with the employee for adoption or foster care;
3. To care for a spouse, son, daughter, or parent with a serious health condition;
4. To take medical leave when the employee is unable to work because of a *"serious health condition".

*"Serious health condition" is one that involves more than three consecutive calendar days of incapacity due to an illness, injury, impairment, or physical or mental condition that involves either: (1) Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or (2) Continuing treatment by a health care provider (the first visit to the health care provider must be within seven days of the first day of incapacity and the second visit must be within 30 days of the first day of incapacity); or one treatment by a health care provider within seven days of the first day of incapacity with a continuing regimen of treatment.

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

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

3A.27 (continued)

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

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

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

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

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

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

3A.27 (continued)

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

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

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

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

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

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

Rev. 5/98, Rev. 4/04, Rev. 7/09

3A.28 Sick Leave Pools (September, 2001)

Purpose

The purpose of the sick leave pools is to provide sick leave coverage for catastrophic accidents or illness of eligible employees. Catastrophic accident or illness means a serious disability and prolonged (evidenced by a lengthy incapacitation or recovery) physical and/or mental condition that is incapacitating and/or life threatening as certified by a doctor of medicine or osteopathy.

Membership (Optional)

All certified and classified insurance eligible personnel may join the appropriate Sick Leave Pool upon meeting the following requirements. Participation in the Sick Leave Pool is not a condition of employment. Certified personnel shall be defined as any employee of the Blue Springs R-IV School District regularly

3A.28 (continued)

required to be certified under laws relating to the certification of teaching, administration and supervision. Classified personnel shall be defined as any employee of the Blue Springs School District who is not required to be certified under laws relating to the certification of teaching, administration and supervision.

Personnel:

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

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

(c) whose membership was terminated for any reason and who did previously withdraw days from the sick leave pool may be reinstated in the pool by donating required days.
5. will abide by the decision of the appropriate Sick Leave Pool Committee (certified or classified) or decision rendered after following the appeal procedure.

Donation of Days

The year in which 1400 or more days are accumulated in the certified sick leave pool, and 700 or more days are accumulated in the classified sick leave pool, except for required donation by members entering or reentering the pool, will constitute the

3A.28 (continued)

maximum number of days allowed to accumulate. Thereafter, the following year donations of days will cease (except for first year and for reentry personnel) until the accumulated number of days has been depleted to 1000 days or less for the certified sick leave pool, and 500 days or less for the classified sick leave pool. The year following this, all members will again be required to donate one day to the pool and each year thereafter until the pool has reached its maximum number of days again.

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

Scale of Eligibility

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

The committee has the discretion to award up to or any part of the days eligible to be drawn from the Pool. Membership in the Pool does not automatically guarantee rights to draw on all or any portion of the accumulated days.

All personal sick days must be depleted prior to the waiting period before being eligible to draw from the Pool.

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

Termination

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

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

3A.28 (continued)

Eligibility Requirements To Be Considered - Upon Request for Withdrawal

1. Personnel shall submit a written application to the appropriate Sick Leave Pool Committee requesting withdrawal of days from the Pool. **(See Appendix 3A(24) regarding request for withdrawal of days.)**
2. Personnel may be required to submit a letter from a physician stating the nature of the illness and that he/she is unable to work due to said illness.
3. Re-certification of incapacitation may be required every ten contract days for certified personnel and agreement days for classified personnel. Failure to do this may result in immediate termination of Pool privileges.
4. The Sick Leave Pool Committee shall maintain the right to require an examination by a physician of its choice at the member's expense.
5. A reoccurrence of the same illness or accident related injury within thirty days would not make the member ineligible and would not require a waiting period.
6. The Sick Leave Pool Committee has the absolute right to deny all or any part of requests for Sick Pool days in its total discretion. The Committee reserves the right, as an example, to turn down requests for Sick Pool days where the request is for elective surgery.
7. The lifetime maximum number of days, which may be withdrawn for any member, will be 130 days.

Committee

An appropriate Sick Leave Pool Committee shall administer each Sick Leave Pool. The Certified Personnel Committee will consist of three members appointed by the C.E.A. President and one member appointed by the superintendent of schools. The assistant superintendent-human resources shall serve as chairperson of the committee. All five of these persons shall be voting members. The Classified Personnel Sick Leave Pool Committee will consist of three members appointed by the classified advisory council, the assistant superintendent-human resources and one member appointed by the superintendent of schools. All five of these persons shall be voting members. The assistant superintendent-human resources shall serve as chairperson of the committee. In addition, a C.E.A. Executive Committee member shall attend all Pool Committee meetings and will vote only to break a tie. A quorum of members (at least 3) is required to conduct business at a Pool Committee meeting.

3A.28 (continued)

Committee Responsibilities

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

Appeal Procedure

Any decision reached by the Sick Leave Pool Committee will be reviewed by the superintendent of schools or his delegated representative upon written request by an employee in accordance with the following:

1. A request for review must be in writing and delivered to the superintendent or his delegated representative within five (5) days after the Sick Leave Pool Committee has reached its final determination.
2. The review by the superintendent or his delegated representative shall be held no more than ten (10) days after receipt of the request for review unless the employee agrees to a later time.
3. The superintendent or his delegated representative will deliver written notice to the employee of his intention to review the Sick Leave Pool Committee's determination on a date certain and at a time certain at the employee's last known address set forth in the Sick Leave Pool files.
4. The review by the superintendent or his delegated representative shall be informal.
5. Witnesses at the review need not be sworn.
6. The employee may present any information deemed appropriate and reasonable, whether written or oral, to the superintendent supporting his or her position.
7. Cross examination of witnesses at the review shall be permitted.
8. A record of the proceedings need not be made.
9. The superintendent or his delegated representative shall render his or her decision in short letter form within three (3) days after the review is completed.

3A.28 (continued)

10. The superintendent's or his delegated representative's decision is final unless the employee makes a further appeal to the board of education.

An employee may appeal the decision of the superintendent or his delegated representative in accordance with the following:

1. The appeal shall be in written form directed to the president of the board, and in his/her absence, to the secretary of the board within ten (10) days after the date of the superintendent's rendering a decision.
2. The board or its delegated representative shall within ten (10) days of receipt of notice of appeal by an employee empower a hearing panel of three persons designated as follows:
 - a. One person shall be appointed by the board or its delegated representative.
 - b. One person shall be appointed at the recommendation of the employee.
 - c. A third panel member shall be appointed by mutual agreement of the other two panel members.
3. No member of the hearing panel shall have a personal or professional interest in the appeal which would conflict with his ability to render a fair decision.
4. Unless the parties agree otherwise, the hearing panel shall have fifteen (15) days from the time it is empowered to give written notice of the time and place of the hearing, to hold the hearing and to render its decision.
5. No formal record of the proceedings need be made although witnesses shall be sworn to tell the truth.
6. Any party or his/her delegated representative at the hearing panel may:
 - a. Be accompanied and advised by counsel.
 - b. Examine and cross examine witnesses and may introduce relevant evidence.
 - c. Have access to reports, records, evaluations or other materials upon which the action to be reviewed was wholly or partially based which could reasonably have a bearing and on the correctness of the final decision.
7. After reviewing the evidence, the hearing panel shall by majority vote make its decision in writing.

3A.28 (continued)

8. The decision of the hearing panel shall be final and no further administrative appeal may be taken.

Right to Purchase Additional Sick Leave Days

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

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

Sick Leave Pool Declaration

See Appendix 3A(23)

Request for Withdrawal of Days Form

See Appendix 3A(24)

Election to Purchase Additional Sick Leave Days Form

See Appendix 3A(25)

3A.29 Payment Authorization (March, 2010)

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

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

3A.30 Suspension of Professional Staff Members (December, 2000)

The superintendent is invested with the authority to suspend with or without pay any professional staff member for serious violation of the policies and regulations of the Board of Education, for violation of state law, or for any cause as listed in 168.114 RSMo. Action shall be taken when, in the judgment of the superintendent, the best interests of the school will be served by immediate suspension.

Prior to suspension without pay during the term of a contract, when termination has not been recommended, a professional staff member shall be notified of the charges, given an opportunity to discuss the charges, and informed of the opportunity to appeal the suspension to the Board of Education. A staff member must request such an appeal within 10 days of notice of suspension without pay.

If an appeal is requested, the same procedures shall be followed as apply to the termination hearing of a permanent employee, beginning with the serving of charges and notice of hearing. Pay will not be withheld from professional staff member who has been suspended without pay unless the right to a hearing has been waived, or until the Board renders its decision. The superintendent, or the Board following a hearing, may withhold pay from any pay period during which an employee was suspended for violations of rules or regulations of the Board, or violations of state law, if the suspension is later upheld or is not appealed.

3A.31 Personnel Records (December, 2000)

It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all district employees. There shall be one personnel file for the district maintained in the office of the superintendent.

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

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

Individually identifiable records pertaining to applicants for employment are closed records.

3A.32 Staff Handbooks (September, 2001)

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

3A.33 Professional Staff Development (November, 2001)

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

3A.34 Friend In Need (May, 2006)

Purpose

The purpose of this fund is to provide limited financial assistance to those current insurance-eligible employees who have experienced an extreme, catastrophic, and devastating loss which results in extreme financial hardship (hereinafter referred to as "Loss") and have exhausted all resources available to them as a direct result of the Loss. The Loss may be the result of medical conditions affecting the employee, their spouse, or dependent child(ren), major property losses of employee not as a result of negligence or fault attributed to the employee, their spouse, or dependent child(ren), or other Losses from circumstances beyond their control.

Funding

The fund will be established with money from funds currently on deposit with the Greater Kansas City Community Foundation. The fund will be replenished on an annual basis if the district has available funds on deposit with the Greater Kansas City Community Foundation. The replenishment of the fund shall be at the sole discretion of the district.

Eligibility

1. The individual must be a current insurance-eligible employee of the district. If the Loss affects more than one employee in the same family (i.e. husband and wife are employees, or parent and child are employees, etc.), only one gift will be available for the family in accordance with the Guidelines herein.
2. They are victims of a Loss which resulted in extreme financial hardship.
3. The employee is identified by a BSSD school staff or department as having a Loss of the above-described nature.
4. The employee has depleted all available resources or has insufficient resources as a result of the Loss and is in extreme financial hardship (resources include but are not limited to sick leave pool days, any available insurance coverage, resources in personal banking, savings, or investment accounts, etc.).
5. The employee is willing to accept assistance of this nature.

3A.34 (continued)

Procedure

The employee's need for assistance based on a Loss should be submitted in writing to the superintendent or his/her designee by the lead supervisor of the school or department. The lead supervisor must complete the Request for Financial Assistance Form and attach any additional information pertinent to the request. A committee, consisting of three (3) non-employee community members appointed by the superintendent, will decide if assistance will be provided to the employee and the amount of the assistance subject to the guidelines herein. The superintendent or his/her designee shall provide the fully completed Request for Financial Assistance Form and any other written documentation or statements submitted by the lead supervisor to the committee. The employee's personal information shall remain anonymous when presented to the committee for review. All members of the committee must be present and vote and a majority vote will rule. The members of the committee shall have sole discretion in determining if a gift will be granted and the amount of the gift. The committee may take into consideration other efforts to provide financial assistance (i.e. staff fundraisers) and the monetary value of those efforts in making its decision whether to grant a gift and the amount of the gift.

Guidelines

The committee may award a gift of up to \$2500 dollars to the individual employee or their family for any one Loss. Gifts to an individual employee or their family will not be provided more than one (1) time in a calendar year and no more than two (2) times total. These gifts are to be considered unconditional. There will be no expectation of re-payment to the fund. The maximum amount available for all gifts distributed in a calendar year shall be \$15,000.

BLUE SPRINGS SCHOOL DISTRICT

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

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

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

Employee's printed name: _____

Employee's signature: _____

Social Security Number: _____

Administrator's printed name: _____

Administrator's signature: _____

Date: _____

BLUE SPRINGS SCHOOL DISTRICT

ANNOUNCEMENT OF SUBSTANCE ABUSE POLICY

To All District Employees:

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

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

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

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

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

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

BLUE SPRINGS SCHOOL DISTRICT

EMPLOYEE DRUG AND ALCOHOL SCREENING

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

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

Employee's printed name: _____

Employee's signature: _____

Social Security Number: _____

Administrator's printed name: _____

Administrator's signature: _____

Date: _____

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

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

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

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

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

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

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

ADDITIONAL CERTIFIED PERSONNEL RETIREMENT BENEFIT REGULATIONS

Implementation

1. All certified staff will be screened for eligibility to participate in the Missouri Public School retirement program.
2. Eligible staff will be notified of such eligibility and may upon request, receive an individualized preliminary worksheet of estimated benefits for retirement including the benefit policy which requires a minimum of twelve (12) years of service in the Blue Springs District for qualification and then provides benefit pay as per appendix 3(A)4.
3. Eligible staff should notify PSRS as soon as they contemplate retirement to request a verification of eligibility to retire and an application form.
4. Eligible staff must notify the Blue Springs School District Department of Human Resources of the intention to retire by February 15 of the fiscal year in which retirement will occur, to be eligible for the benefit. Retirement resignations received after that date will not be considered eligible for the benefit. However, individuals submitting retirement resignations after February 15 will be eligible to retire under Missouri law.
5. A change in retirement legislation during the current school year by the Missouri General Assembly may cause consideration of this date on a case-by-case basis at the discretion of the superintendent or designee.
6. The retirement benefit will be paid to the employee in accordance with State and Federal laws. Payment will be made after the employee provides a verification of retirement.
7. **NOTE:** Requests for retirement during the contract year will be considered on an individual basis according to board policy 3C.2, Acceptance or Release From Contract.

ADDITIONAL RETIREMENT BENEFIT FOR CERTIFIED PERSONNEL

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

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

ADDITIONAL ADMINISTRATIVE PERSONNEL RETIREMENT BENEFIT REGULATIONS

Implementation

1. All administrative staff members will be screened for eligibility to participate in the Public School Retirement System of Missouri or Public Education Employee Retirement System of Missouri, whichever is applicable.
2. Eligible staff will be notified of such eligibility and may upon request, receive an individualized preliminary worksheet of estimated benefits for retirement including the benefit policy which requires a minimum of twelve (12) years of service in the Blue Springs District for qualification and then provides benefit pay as per appendix 3(A)4.
3. Eligible staff should notify PSRS or PEERS as soon as they contemplate retirement to request a verification of eligibility to retire and an application form.
4. Eligible staff must notify the Blue Springs School District Department of Human Resources of the intention to retire by February 15 of the fiscal year in which retirement will occur, to be eligible for the benefit. Retirement resignations received after that date will not be considered eligible for the benefit. However, individuals submitting retirement resignations after February 15 will be eligible to retire under Missouri law.
5. A change in retirement legislation during the current school year by the Missouri General Assembly may cause consideration of this date on a case-by-case basis at the discretion of the superintendent or designee.
6. The retirement benefit will be paid to the employee in accordance with State and Federal laws. Payment will be made after the employee provides a verification of retirement.
7. **NOTE:** Requests for retirement during the contract year will be considered on an individual basis according to board policy 3C.2, Acceptance or Release From Contract.

ADDITIONAL RETIREMENT BENEFIT FOR ADMINISTRATIVE PERSONNEL

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

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

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

LUMP SUM

\$2,000

UNUSED SICK DAYS

+ \$10 per day for unused sick leave

NUMBER OF YEARS IN DISTRICT

+ \$ 50 for each year of service

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

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

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

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

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

<u>LUMP SUM</u> \$3,000	<u>UNUSED SICK DAYS</u> + \$10 per day for unused sick leave	<u>NUMBER OF YEARS IN DISTRICT</u> + \$ 50 for each year of service
-----------------------------------	------------------------------------------------------------------------	-------------------------------------------------------------------------------

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

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

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

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

**BLUE SPRINGS SCHOOL DISTRICT RETIREMENT BENEFIT PROGRAM
ATHLETIC TRAINER, CUSTODIAL, DISTRICT DRUG ABATEMENT COORDINATOR, CRISIS
OFFICER, COORDINATOR EVEN START PROGRAM, MAINTENANCE, MECHANIC,
OCCUPATIONAL & PHYSICAL THERAPIST, ORIENTATION & MOBILITY SPECIALIST,
PRIME TIME SITE LEAD, PSYCHOLOGIST, REGISTERED NURSE, SOCIAL WORKER,
CENTRAL OFFICE CLERICAL AND SUPPORT PERSONNEL**

LUMP SUM
\$4,000

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

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

Athletic trainer, custodial, district drug abatement coordinator, crisis officer, coordinator Even Start program, maintenance, mechanic, occupational & physical therapist, orientation & mobility specialist, Prime Time site lead, psychologist, registered nurse, social worker, central office clerical and support personnel employees must have worked full-time for the Blue Springs District for a minimum of 12 years and must qualify for benefits through the Public Education Retirement System of Missouri or Public School Retirement System of Missouri, to be eligible for benefits.

Athletic trainer, custodial, district drug abatement coordinator, crisis officer, coordinator Even Start program, maintenance, mechanic, occupational & physical therapist, orientation & mobility specialist, Prime Time site lead, psychologist, registered nurse, social worker, central office clerical and support personnel employees who are eligible for Public Education Employee Retirement System of Missouri or Public School Retirement System of Missouri benefits based on 30 years of service are eligible for this program regardless of age providing they have 12 years of service in the Blue Springs District.

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

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

ADDITIONAL CLASSIFIED PERSONNEL RETIREMENT BENEFIT REGULATIONS

Implementation

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

ADDITIONAL RETIREMENT BENEFIT FOR CLASSIFIED PERSONNEL

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

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

BLUE SPRINGS SCHOOL DISTRICT
REQUEST FOR PERSONAL BUSINESS LEAVE

School employees shall be granted two (2) days leave per year for personal business that cannot be conducted at a time outside the school day. Any unused portion of the two (2) days each year shall be added to sick leave and allowed to accumulate.

One (1) additional emergency personal business leave day shall be provided if approved in writing by the principal/supervisor.

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

Business leave will not be approved before or after a school holiday, (a school holiday is defined as any week day the entire district is closed), the Winter Holiday, the first ten working days of schools and the last twenty working days of school unless extreme hardship would result. Such business leave will require the approval of the building principal/supervisor, who will respond in writing as to his/her decision. Employees may appeal the principal's/supervisor's decision in writing to the superintendent of schools or his/her designee.

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

Name: _____ **Today's Date:** _____

School: _____ **Requested Date of Leave:** _____

Will A Substitute Be Required? _____

Request Approved _____

Request Denied _____

Principal's Signature

Date

Distribution: (1) Employee
(2) Building Principal

BLUE SPRINGS SCHOOL DISTRICT REQUEST FOR SCHOOL BUSINESS LEAVE

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

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

--reference Board of Education Policy 3A.14

Name: _____ School: _____

Today's Date: _____ Requested Date of Leave: _____

Reason for Leave: _____

Substitute Required? (Check one) Full Day _____ Half-Day _____

Principal's Recommendation: Leave Approved Leave Not Approved

Principal's Signature: _____

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

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

Assistant Superintendent/Human Resources _____ Date: _____

BLUE SPRINGS SCHOOL DISTRICT REQUEST FOR PROFESSIONAL DEVELOPMENT LEAVE

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

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

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

Name: _____ School: _____

Today's Date: _____ Requested Date of Leave: _____

Name of Workshop/Training: _____

Substitute Required? (Check one) Full Day _____ Half-Day _____

How many subs will be required each day of leave?

Principal's Recommendation: Leave Approved Leave Not Approved

Principal's Signature: _____

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

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

Leave Approved

Leave Not Approved

Deputy Superintendent/
Curriculum & Instruction: _____ Date: _____

BLUE SPRINGS SCHOOL DISTRICT
 MEDICAL RATES
 2010/2011

		BOARD PAID	EMPLOYEE PAID	TOTAL
Consumer Driven Plan	EMPLOYEE ONLY	\$ 446.02	\$ (66.67)	\$ 379.35
	EMPLOYEE & SPOUSE	\$ 446.02	\$ 350.11	\$ 796.13
	EMPLOYEE & CHILD(REN)	\$ 446.02	\$ 312.18	\$ 758.20
	EMPLOYEE & FAMILY	\$ 446.02	\$ 668.40	\$ 1,114.42

**PREVENTIVE SERVICES: PAID FOR AT 100%
 ALL OTHER SERVICES SUBJECT TO DEDUCTIBLE**

AETNA HMO 1	EMPLOYEE ONLY	\$ 446.02	\$ 81.10	\$ 527.12
	EMPLOYEE & SPOUSE	\$ 446.02	\$ 661.01	\$ 1,107.03
	EMPLOYEE & CHILD(REN)	\$ 446.02	\$ 608.23	\$ 1,054.25
	EMPLOYEE & FAMILY	\$ 446.02	\$ 1,103.57	\$ 1,549.59

**OFFICE VISITS-\$40
 RX-\$15/\$25/\$40
 MAIL ORDER \$30/\$50/\$80**

AETNA HMO 2	EMPLOYEE ONLY	\$ 446.02	\$ 124.29	\$ 570.31
	EMPLOYEE & SPOUSE	\$ 446.02	\$ 751.68	\$ 1,197.70
	EMPLOYEE & CHILD(REN)	\$ 446.02	\$ 694.59	\$ 1,140.61
	EMPLOYEE & FAMILY	\$ 446.02	\$ 1,230.51	\$ 1,676.53

**OFFICE VISITS-\$25
 RX-\$10/\$20/\$35
 MAIL ORDER \$20/\$40/\$70**

AETNA POS	EMPLOYEE ONLY	\$ 446.02	\$ 268.76	\$ 714.78
	EMPLOYEE & SPOUSE	\$ 446.02	\$ 1,149.17	\$ 1,595.19
	EMPLOYEE & CHILD(REN)	\$ 446.02	\$ 1,062.94	\$ 1,508.96
	EMPLOYEE & FAMILY	\$ 446.02	\$ 1,811.74	\$ 2,257.76

**OFFICE VISITS-\$30
 RX-\$15/\$25/\$40
 MAIL ORDER \$30/\$50/\$80**

Negative monthly amount is not a payroll refund, instead of monthly premium difference shown, is a monthly employer contribution to a Health Savings Account.

**VISION SERVICE
 PLAN**

THIS IS STRICTLY A VOLUNTARY PLAN YOU PAY FOR--NO BOARD PAID

EMPLOYEE ONLY	\$ -	\$ 9.10	\$ 9.10
EMPLOYEE +1	\$ -	\$ 13.17	\$ 13.17
FAMILY	\$ -	\$ 23.63	\$ 23.63

DELTA DENTAL REGULAR

EMPLOYEE ONLY	\$ 17.00	\$ 19.99	\$ 36.99
EMPLOYEE & FAMILY	\$ 17.00	\$ 72.95	\$ 89.95

DELTA DENTAL BUY-UP

EMPLOYEE ONLY	\$ 17.00	\$ 29.35	\$ 46.35
EMPLOYEE & FAMILY	\$ 17.00	\$ 93.49	\$ 110.49

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

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

A. Access to and Use of District Technology Equipment

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

B. Access to and Use of District Network by Staff

1. Staff is provided network access for Academic Purposes only. Staff access to the network shall be regulated and monitored by the district. The district reserves the right to access and disclose the contents of all files, folders, and documents on the district's network.

Staff Technology Resources Acceptable Use And Procedures (continued)

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

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

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

Staff Technology Resources Acceptable Use And Procedures (continued)

D. Access to and Use of Electronic Mail by Staff

1. Staff members are provided electronic mail (“e-mail”) accounts through the district’s network for Academic Purposes only. Because all staff e-mail accounts are created, managed and regulated by the Technology Department, e-mail shall be monitored by the district. Therefore, staff shall be on notice that e-mail is never considered “private.”
2. All of the following regulations apply to the use of district e-mail accounts, as well as private, non-district accounts accessed using district Technology Resources:
 - A. Staff shall not utilize e-mail for any unlawful purposes.
 - B. Staff shall not e-mail obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful communications, nor shall they e-mail information, language, images, video or materials that advocate illegal acts, violence, or discrimination towards others.
 - C. Staff shall not communicate through e-mail in an attempt to harass, distress, or annoy another individual.
 - D. It is the duty and responsibility of each staff member to report to the appropriate district supervisory personnel any e-mail communication received that is in violation of the district’s Technology Resources Acceptable Use Policy.
 - E. Staff shall not engage in mass mailing or the initiating or forwarding of “chain letters.”
 - F. Staff shall use the “groups” function of the district e-mail system appropriately by communicating with the smallest possible group.
 - G. Staff shall respect the personal safety and privacy of others and refrain from providing personal information such as addresses, telephone numbers or social security numbers of other individuals, including, but not limited to, students and other staff members.
 - H. In an effort to maintain the district network in an efficient and effective manner, staff shall purge outdated e-mail communications on a regular basis so long as doing so does not violate any district policy or procedure or any local, state or federal law.

Staff Technology Resources Acceptable Use And Procedures (continued)

E. Publication and Maintenance of Staff Web Pages

1. Staff is provided the opportunity to host Web Pages on the district servers for Academic Purposes only. The district encourages the publication of staff Web Pages to inform and promote students, parents, staff, and the public regarding academic matters and district-sanctioned activities. Staff Web Pages shall be regulated and monitored by the district.
2. All staff Web Pages representing the district must be hosted on the district servers.
3. The publication and maintenance of staff Web Pages shall be done so in accordance with district policy and procedures as well as local, state, and federal laws.
4. Staff shall abide by the following protocol for publishing Web Pages:
 - a. Staff shall first read and understand the district policies and procedures;
 - b. Staff shall read and execute the Employee Web Page Authorization Form; **See Appendix 3A(20)**
 - c. Staff shall submit an authorization form to the building principal for principal's/designated staff member's approval and signature; **See Appendix 3A(20)**
 - d. Staff shall submit Web Page folder and authorization form to the district's Technology Department for final approval and posting to the district Web server. Renewal folder is due each academic year; and
 - e. The district shall post only updated Web pages.
5. At no time will files be posted that are submitted directly by students.
6. Staff members shall not post personal information about one's self or others on their Web Page, including, but not limited to:
 - a. Social Security numbers of one's self or others;
 - b. Personal phone numbers or pager numbers of one's self or others;
 - c. Any address information, post office box, or identifying data of one's self or others;
 - d. Activity or vacation schedules of one's self, family members, or others;
 - e. Passwords of one's self, family members, staff members, students or others; and
 - f. Any pictures of one's self, family, friends, staff, students, or others without permission form signed and on file. **See Appendix 3A(21)**
 - g. Student's first and last name.
7. Graphic images, art work, and graphic designs should not be used on any staff's Web Page unless the image, art work, or graphic design is in the public domain and in compliance with district policies and procedures, or the staff member has obtained written permission from the copyright holder and from the district's Technology Department. Images obtained from other Web Pages should be considered copyrighted images unless otherwise stated on the page. This also applies to other media formats such as sound, animation, digital video clips, etc.

Staff Technology Resources Acceptable Use And Procedures (continued)

- a. Staff should try to keep graphics, sound, and animation to a minimum since it makes Web Pages harder to access by others.
 - b. If permission is given to publish copyrighted images, sound, animation, video clips, or other media as part of the staff member's Web Page, it should include a statement of the copyright date and copyright holder (e.g., "Copyright 1997-Permission given by John Doe").
8. External links, links to Pages and content that are not hosted on an official district Web server, are limited to Pages that serve an Academic Purpose. These links shall be approved by the appropriate district supervisory personnel and the district's Technology Department. Links to commercial Pages are prohibited. In all cases where an external link is used on a district Web Page, the following disclaimer statement must be present on the main navigation page: **"Blue Springs R-IV School District is not responsible for contents on external Pages or servers."**
 9. Files, images, links and any information hosted on the district Web server should not contain information that is in violation of, or promotes the violation of, any district policy or regulation, or any local, state, or federal law.
 10. Staff members' district e-mail addresses will be posted as public information, on the district's main Web Page at <http://www.bluesprings-schools.net>. Staff members' district e-mail addresses should also be posted on each individual school's Web Page.
 11. Staff members shall use correct spelling, grammar, and punctuation when using text in Web Page development, including the rules of content and clarity. Staff members shall not use slang, objectionable, crude, or rude language in their Web Pages. All work for the Web Page should be proofed before submitting to the district's Technology Department.

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

Employee's Name (Printed)

Employee's Name (Signature)

School

Date

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

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

Renewal Folder

Employee Signature _____

School _____

Principal/Designee Signature _____

Date _____

Office of Technology Approval Signature _____

Office of Technology Denied Signature _____

Comments:

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

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

Name of Student _____

School _____

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

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

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

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

Please check box

Yes

No

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

Yes

No

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

Student Signature Date

REQUEST FOR FAMILY OR MEDICAL LEAVE

Blue Springs School District

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

Employee's Name _____ Date _____
(Please print)

Address _____
Street City State Zip

Building _____ Principal/Supervisor _____

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

If yes, how many work days? _____

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

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

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

Dates of leave will be: From ___/___/___ To ___/___/___

EMPLOYEE'S SIGNATURE _____ Date _____

SUPERVISOR SIGNATURE:

Supervisor/Principal _____ Date _____

APPROVED:

Assistant Superintendent, Human Resources _____ Date _____

SICK LEAVE POOL DECLARATION

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

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

Date

Signature

Printed Name

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

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

Date_____

Name_____ Home Phone_____

Home Address_____ Street_____ City_____ Zip_____

Building_____ Number of Years in District_____ Number of Sick Leave Days Accumulated_____

Name of Doctor_____

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

Doctor Address_____ Street_____ City_____ Zip_____

Were you hospitalized? Yes___ No___ If yes, list dates_____

Name of Hospital_____

Address_____ Street_____ City_____ Zip_____

Date of injury/illness_____

How many work days missed?_____

Have you made any previous requests? Yes___ No___ If yes, give date_____

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

Signature Date

Do not Write Below This Line

=====
Date_____ Request Approved_____ Request Denied_____

Effective date to begin drawing from the pool_____ Number of Days Approved_____

Other action_____

Committee Chairman

Superintendent

ELECTION TO PURCHASE ADDITIONAL SICK LEAVE DAYS

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

_____ Signature Certified <input type="checkbox"/> or Classified <input type="checkbox"/> (Check the pool for which you are eligible)	_____ Date
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Educational Cable Television Channel

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

1. Objectives

The fundamental purposes of cable educational television are as follows:

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

2. Authority and Responsibility

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

3. Authorized Users

- a. The cable channel shall be reserved solely for educational, informational and activity programming created by or authorized by the district.
- b. The cable channel shall be for the use of district schools and departments or other authorized public educational entities.

- c. Non-district agencies, organizations or individuals may participate in programming only at the invitation of the district. Invitations shall be extended only to those whose programming affect district students, employees, or the educational community, if programming time and resources are available, and should the programming be consistent with all other district policies.

4. Program Sources

Programming for cable channel shall come from the following sources:

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

5. Program Priorities and Scheduling

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

6. Use of District's Technology Resources

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

7. Prohibited Uses

- a. The cable channel shall not broadcast programming that promotes any unlawful acts whether such acts be in violation of civil or criminal laws and regulations or in violation of district policies.
- b. The cable channel shall not broadcast programming that contains profane, vulgar, or pornographic content or programming that advocates violence or discrimination towards others as determined by authorized district staff.
- c. The cable channel shall not broadcast programming that advocates on behalf of or opposes a ballot measure or a political candidate, except this shall not preclude factual presentation of official ballot materials or reasonably balanced cable channel-produced programming that provides opportunity for all candidates for a particular elective position or for proponents of all sides of an issue to appear.
- d. The cable channel shall not broadcast programming that advocates on behalf of or opposes any measure proposed or under consideration by the Board of Education, except this shall not preclude factual presentation of information derived from the Board of Education agenda or notes taken at its meeting, or the cable channel-produced programming related to such measures, so long as adequate and relevant background information on the various sides of such a measure is presented.

- e. The cable channel shall not broadcast programming that contains any promotional material for commercial products or services presented for the purpose of soliciting of funds or other things of value, except this does not prevent the cable channel from seeking sponsors to offset the production costs associated with its programming. Such sponsorship shall be acknowledged both before and after the program is aired. It shall be the responsibility of the Deputy Superintendent for Curriculum and Instruction or the designee(s) to procure sponsors and said individual has the authority to deny prospective sponsors.
- f. The designated cable channel shall not broadcast any programming which promotes alcohol, tobacco, or illegal drug use, or participation in unauthorized inherently dangerous activities.
- g. The designated cable channel shall not broadcast any programming that contains libel, slander, invasion of privacy, violation of trademark or copyright or which might violate any local, state or federal law including FCC regulations.
- h. The designated cable channel shall not broadcast any programming which otherwise fails to comply with district policy.

8. Violation of Procedures

- a. Discipline Procedure for Staff: Any staff member found not in compliance with the Educational Cable Channel Procedures or the Technology Resources Policy may encounter disciplinary action by the district. The district reserves the right to discipline noncompliant staff members in the following manners:
 - 1.) Termination of staff member's access to designated cable channel programming and its technology resources; and/or restitution
 - 2.) Suspension of staff member; and/or restitution
 - 3.) Termination of staff member; and/or restitution
- b. Discipline Procedure for Students: Any student found not in compliance with the Acceptable Use Procedure or Technology Resources Policy may encounter disciplinary action by the district. The district reserves the right to discipline noncompliant students in the following manners:
 - 1.) Termination of student's access to designated cable channel programming and its technology resources; and/or restitution
 - 2.) Suspension of student; and/or restitution
 - 3.) Expulsion of student; and/or restitution
- c. Civil Liability: Non-compliant staff members and students may be liable for restitution to the district for any damages to designated cable channel technology equipment and programming resources or any other claim for damages resulting from said violation of district policy.

d. Criminal Liability: Non-compliant staff members and students may be referred to local, state or federal authorities should the district deem their non-compliance violates local, state or federal law.

9. Student Privacy Rights

Consent shall be obtained from the parent/guardian or student 18 years or older before knowingly broadcasting the student's audio or video image on the designated cable channel. By executing the Cable Access Consent Form; see **Appendix 5(23)**, the student relinquishes all monetary claims or royalties upon the district or the local cable television.

10. Ownership of Programs

Any materials developed or which use any district resources in their development become the property of the district and not the property of any individual contributors to such programming or individuals featured therein.

11. Purchase of Videotapes

Because all cable access programming is the property of the district, copies of videotaped programs may be made available for purchase by the general public. The price of the videotapes shall be established by the Deputy Superintendent of Curriculum and Instruction or the designee(s). All proceeds from purchases shall be first used to offset the costs of the production of the videotape itself and shall then be applied to the production and operating costs associated with the designated cable channel. No students, staff, or other individuals may receive any proceeds from the sale of said videotapes.

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

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

Date

Staff Member (Print)

Staff Member Signature

9/8/03