



POPLAR BLUFF R-I SCHOOL DISTRICT



CLASSIFIED RULES & REGULATIONS

2023-2024

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Poplar Bluff, MO 63901

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District Website:
poplarbluffschoos.net

REVISED & BOARD
APPROVED JUNE 2023

**ACHIEVING EXCELLENCE
THROUGH LEARNING:
EVERY CHILD,
EVERY HOUR,
EVERY DAY.**

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Classified Staff Rules & Regulations

2023-2024

(Changes in handbook are bolded.)

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PERSONNEL RULES AND REGULATIONS 2023-2024

The mission of the Poplar Bluff School District R-I, in partnership with parents and community, is to educate all students to their potential, and to inspire them to be lifelong learners, who possess the skills and knowledge necessary to be productive members in our changing world.

These Rules and Regulations are intended as guidance for and a supplement to the directives issued as approved Board Policies. If any conflicts exist between these Rules and Regulations and Board Policy, the latter shall prevail and these Rules and Regulations shall not be interpreted to expand the district's responsibilities beyond Board Policies. Pursuant to Board Policy GBCB, employees are directed to become familiar with, enforce and follow all applicable Board policies and regulations, administrative procedures, other directions given by district administrators and supervisors, and state and federal laws.

NOTICE OF NONDISCRIMINATION

The Poplar Bluff School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted services.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Michael Owen
Title II, Title VI, Title VII, Title IX, Age Discrimination Act, FMLA
1110 N. Westwood Blvd., Poplar Bluff, MO 63901
Telephone: 573-785-7751
michaelowen@pb.k12.mo.us

The following person is designated and authorized to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 identified above:

Camille MacDonald (504 Coordinator)
3203 Oak Grove Road, Poplar Bluff, MO 63901
573-785-2248

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Regulation AC. Policy and Regulation AC shall govern the grievance procedures,

process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0050; TDD (877) 521-2172.

Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII.

Robert A. Young Federal Building
1222 Spruce Street, St. Louis, MO 63103
Telephone: 800-669-4000

Other agencies dealing with non-discrimination issues include:

Missouri Commission for Human Rights U.S. Department of Justice
Department of Labor and Industrial Relations 950 Pennsylvania Ave., NW
P.O. Box 1129 Washington, DC 20530-0001
3315 W. Truman Blvd., Room 212 Telephone: 202-353-1555
Jefferson City, MO 65102-1129
Telephone: 573-751-3325
Toll Free: 877-781-4236

St Louis District Office
US Department of Labor, Wage & Hour Division
1222 Spruce Street, Room 9, 102B, St Louis MO 63103-2830
Telephone: 314-539-2706
Toll Free: 866-487-9243

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

The Board of Education of the School District is an equal opportunity employer. The Board is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board commits itself to the policy that there shall be no unlawful discrimination or harassment against any person because of race, color, religion, age, sex, national origin, ethnicity, disability, or any other characteristic protected by law. All decisions with regard to employment shall be in compliance with applicable state and federal laws.

The Board is required by the immigration Reform and Control Act to employ only American citizens and aliens who are authorized to work in the United States. The purpose of this law is to preserve jobs for those individuals who are legally entitled to them.

EMPLOYMENT

Support Staff Duties, Schedules and Working Hours

The school year and work calendars will be set annually by the Board of Education. Work hours may be changed by the administration as needed. All classified employees of Poplar Bluff Schools are at-will employees.

Regular attendance is essential in order to maintain a high quality of instruction. Support staff employees, with reasonable notice, will be subject to disciplinary action when their absenteeism is deemed to be excessive.

Employment of Classified Staff

Classified staff includes custodians, maintenance workers, transportation workers, warehouse and security workers, paraprofessionals, library assistants, secretaries and any other personnel deemed necessary.

1. Recruitment and Selection of Personnel

The assistant superintendent-personnel and department supervisors are authorized by the Board of Education to hire classified personnel to work in the Poplar Bluff School District R-I.

2. Announcements of vacancies will be made in appropriate departments throughout the school system. Current employees of the district may apply for any position for which they are qualified.

Qualifications of Classified Personnel

1. All classified employees must meet the following qualifications:

- a. Qualified to perform assigned duties in a cooperative, pleasant and efficient manner
- b. Physically and mentally able to perform assigned duties
- c. Clean and neat in appearance

2. All employees will be subject to a background check. As part of the criminal records check, any person employed after January 1, 2005, shall be fingerprinted pursuant to the standards determined by the Missouri Highway Patrol and the Federal Bureau of Investigation. The background check is inclusive of a Sex Offender check.

The district reserves the right to require any employee or volunteer to submit to additional criminal background checks at the district's expense or to rerun background checks at any time. The district will provide the Department of Elementary and Secondary Education (DESE) the relevant personnel information necessary to conduct postemployment background checks as allowed by law.

The district may update all criminal background checks required under this policy at least every five years if the person is still volunteering or working for the district or working on district property. The district may update the driving records for all drivers of district transportation every six months. Any employee refusing to submit to a background check may be disciplined or terminated. The district may decline to utilize the services of volunteers or contractors who refuse to participate.

3. The Poplar Bluff School District R-I is insured by MUSIC (Missouri United School Insurance Council). Following MUSIC guidelines, every employee is required to complete a Child Abuse or Neglect/Criminal Record form. These forms will be submitted to the Children's Division Central Registry maintained by the Missouri Department of Social Services.

4. Special services paraprofessionals are required to fulfill in-service hours during each school year. Returning special services paraprofessionals must complete ten (10) hours of professional development and new special services paraprofessionals must complete fifteen (15) hours. These in-service hours may be fulfilled during or after school hours. Regular classroom paraprofessionals are NOT required to complete these hours.

Interview Process

The assistant superintendent-personnel and the department head or principal who has a vacancy will interview prospective candidates for the vacancy. The person deemed to have the best qualifications to fill that position will be employed.

Break Time

A break in regular working hours will be provided during both morning and afternoon hours. The break is not to exceed fifteen (15) minutes in length. The times of the breaks will be determined by each supervisor.

Part-time Employees

Part-time employees of the school district (working less than 30 hours per week) are not eligible for health insurance, sick leave, personal leave, holiday and vacation time or pay. Substitute employees will be employed on an as needed basis, as approved by the assistant superintendent-personnel and are not eligible for benefits.

Disciplinary Action

The supervisor is authorized to issue warnings and letters of reprimand to any one of their employees. The superintendent or designee is authorized to dismiss or suspend any employee. Through the grievance procedure, an employee shall have the right to appeal such action to the superintendent or designee and then to the Board of Education, whose decision in all matters shall be final.

Staff Grievances

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

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

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

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance and to handle inquiries or complaints regarding the District's non-discrimination policies, including Policy AC and ACA:

Michael Owen
Title II, Title VI, Title VII, Title IX, Age Discrimination Act, FMLA
1110 N. Westwood Blvd., Poplar Bluff, MO 63901
Telephone: 573-785-7751
michaelowen@pb.k12.mo.us

Grievance Process Overview

1. Grievances must be filed within ten days of the occurrence that is the basis of the grievance. The grievance must be in writing, on the forms provided by the district, and include a copy of the provision of the collective bargaining agreement, policy or regulation alleged to be violated or misinterpreted, as well as a statement of the relief requested.
2. Grievances will be processed according to the step-by-step process outlined below, with the following exceptions. If a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step. If a grievance is directly based on official

Board action, the grievance shall be directed to the Board secretary. The grievance may be heard by the Board at the sole discretion of the Board.

3. No new information may be added and no new claims may be made after Step 1. Each subsequent appeal will address only the facts and issues presented at Step 1.
4. The deadlines established under this policy may be extended upon the written request of the grievant or the supervisor, but the final decision regarding any extension shall be made by the superintendent at his or her sole discretion. Investigation and reporting deadlines will be extended when more time is necessary to adequately conduct an investigation and to render a decision. The grievant will be notified when deadlines are extended.
5. Failure of the grievant to appeal within the timelines given will be considered acceptance of the findings and remedial action taken. The district will not consider late appeals.
6. Once a decision is rendered under this grievance process, the decision is final. Grievance decisions cannot be the subject of a new grievance.
7. Because the point of a grievance is to provide resolution outside the court system, an employee is not entitled to bring an attorney to grievance proceedings. Once an attorney becomes involved in the process, the superintendent or designee will refer the matter to the district's private attorney and the grievance process will end.

Grievance Process

Immediate Supervisor (Step 1)

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

Principal or Designee (Step 2)

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

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

Superintendent or Designee (Step 3)

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

School Board or Board Committee (Step 4)

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

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Definitions

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

Grievance – An allegation by an individual employee that a collective bargaining agreement or a specific, written, Board-adopted policy or regulation has been violated or misinterpreted. A grievance does not include concerns regarding performance evaluations or remedial documents, nonrenewal of contracts, employee discipline, reduction in force or termination. This policy does not apply if another Board policy or regulation or state or federal law provides due process, a hearing or a different method for addressing the issue.

Grievant—A district employee who has filed a grievance.

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

Staff Conduct

The Board of Education expects every employee to act professionally, ethically and responsibly; use good judgment; and do what is necessary to maintain a safe learning environment and positive relations with students, parents/guardians, coworkers and the public. In addition to expectations in other Board policies and directives from supervisors, district expectations for employees include, but are not limited to, the following:

1. Become familiar with, enforce and follow all applicable Board policies and regulations, administrative procedures, other directions given by district administrators and supervisors, and state and federal laws.
2. Maintain courteous and professional relationships with students, parents/guardians, other district employees and the public. Transmit constructive criticism to the particular school administrator or supervisor who has the administrative responsibility to address the concern. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
3. Actively participate in professional development and obtain information necessary to effectively perform the employee's job duties.
4. Conduct all official business in a professional and timely manner. Meet deadlines set by the district, administrative staff and supervisors. Conduct business with the appropriate designated person or department.
5. Care for, properly use and protect school property. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation in order to protect the safety of students and others. Take appropriate action to prevent loss or theft of district property, and immediately report loss or theft of district property.
6. Attend all meetings called by supervisors or the district administration unless excused. Arrive at work and leave work at the time specified by the district or as directed by a supervisor, and follow district policies, procedures and directives regarding absences. All nonexempt employees must receive permission from a supervisor prior to working overtime.
7. Maintain records as required by law, Board policy and procedure, and do not destroy records unless authorized to do so. Keep all student records, medical information and other legally protected information confidential. Submit all required documents, information, data or reports at the time requested. Employees must not falsify records, create misleading records or compromise the accuracy and security of district data.
8. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Employees must not leave students unsupervised except as necessary to handle an emergency situation.
9. Obey all safety rules, including rules protecting the safety and welfare of students.

10. Communicate clearly and professionally. Employees will not use profanity and will not raise their voices unless necessary. Written communication must be grammatically correct. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
11. Dress in a professional manner that does not interfere with the educational environment and as directed by administrators or supervisors.
12. Other than commissioned law enforcement officers, school employees shall not perform strip searches, as defined in state law, of students except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
13. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
14. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
15. Unless otherwise allowed by law, employees may not engage in political campaigning during the working day or during times when they are performing their official duties.
16. Employees will not represent their personal opinions as the opinions of the district and, to avoid confusion, are required to clearly indicate when they are speaking or writing as an individual and not a representative of the district.

Notice of Arrest, Abuse Complaint, Traffic Citation

The Poplar Bluff R-I School District is committed to providing a safe environment for students to learn. As part of this effort, in accordance with Board policy, the district will require criminal background checks of employees as well as certain volunteers and others working on district property. As a condition of continuing to work within the district, all employees and other persons required to submit to a criminal background check pursuant to this policy must notify the district if they are charged, convicted, plead guilty to or are otherwise found guilty of any misdemeanor or felony, regardless of the imposition of sentence. This notification must be made as soon as possible, but no later than five business days after the event, and is in addition to any reporting requirement established by law.

The superintendent or designee shall immediately provide written notice to the State Board of Education and the attorney general upon learning that a certificated employee has pled guilty to or was found guilty of any offense that would authorize the State Board to seek discipline of or revoke a teaching certificate.

Whenever the District receives a finding of substantiated sexual or physical abuse from the Children's Division against an employee, the employee will be immediately suspended with pay.

Staff/Student Relations

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

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

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

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

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

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC and/or ACA) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

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

Supervision of Students

Students are to be under supervision of the professional staff at all times during school hours and at school sponsored activities.

It is the responsibility of principals to arrange for adequate supervision. It is the duty of teachers to perform assigned supervision. Students are not to be left unsupervised during the school day whether in instructional areas or on the playground.

Reasonable Accommodations for Disabled

Districts should develop procedures to respond to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 and/or the ADA.

Staff Conflict of Interest

All employees of the Poplar Bluff R-I School District shall adhere to the laws regarding conflict of interest and avoid situations where their decisions or actions in their employment capacities violate the provisions of Board policy or conflict with the mission of the district. If an employee is in doubt concerning whether certain acts violate this policy, the employee is encouraged to seek an opinion from the superintendent. In accordance with Board policy, employees shall adhere to the following:

1. Employees may not act or refrain from acting by reason of any payment, offer to pay, promise to pay or receipt of anything of actual pecuniary value paid or payable, or received or receivable, to themselves or any third person. This includes a gift or contribution made or received in relationship to or as a condition of the performance of an official act.
2. Employees shall not favorably act on any matter that is specifically designed to provide a special monetary benefit to them, their spouse or any dependent children in their custody.
3. Employees will not use their decision-making authority for the purpose of obtaining a financial gain that materially enriches them, their spouse or any dependent children in their custody by acting or refraining from acting for the purpose of coercing or extorting anything of actual pecuniary value.
4. Employees shall not offer, promote or advocate for a political appointment in exchange for anything of value to any political subdivision.
5. An employee will not attempt to directly or indirectly influence any district decision when the employee knows the result of the decision may be the district's acceptance of a service or the sale, rental or lease of any property to the district and the employee, his or her spouse, dependent children in his or her custody or any business with which the employee is associated will benefit financially.
6. An employee will not use his or her position with the district to influence purchases made by students or parents/guardians that result in the financial gain of the employee, the employee's spouse, the employee's dependent children or businesses with which they are associated, unless authorized by the Board of Education.
7. An employee will not trademark, patent, copyright or claim ownership interest in any inventions, publications, ideas, processes, compositions, programs, images or other intellectual property created by the employee in his or her capacity as an employee of the district, unless authorized by the Board of Education. The district will not pay royalties, licensing fees or other fees to employees or businesses with which they are associated for the use of intellectual property created by employees in their employment capacities, unless authorized by the Board of Education.
8. An employee will not receive compensation, other than the compensation received from the district, for tutoring students currently enrolled in a class the employee teaches unless authorized by the

Board of Education. Any private tutoring of students for a fee on district property is subject to facility usage policies and procedures.

9. Employees will not accept gifts from an individual student, parent/guardian, vendor, vendor's representative or any person who does or is attempting to do business with the district unless authorized by the Board or the employee's immediate supervisor. Gifts include, but are not limited to, money, personal property, free meals, tickets to events, travel expenditures and games of golf valued in excess of the amount set by the Board. Door prizes and other randomly awarded prizes, such as those awarded from raffles or other fundraising events, are not considered a gift or gratuity.

Performance Evaluation

The development of a competent support staff is a major objective of the performance evaluation. All supervisors and/or principals will complete an annual written evaluation on all support staff under their supervision.

The following areas will be evaluated:

1. Job knowledge
2. Quality of work
3. Quantity of work
4. Dependability
5. Cooperation
6. Attendance
7. Punctuality
8. Other areas as appropriate for the specific job

This evaluation will be used to improve job proficiency and to determine eligibility for reemployment.

Resignation

Support staff, who wish to resign, should address a letter of resignation to the superintendent with copies to the personnel administrator and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

Fourteen (14) days written notice is the minimum amount of time for resignation by a support staff member.

SALARY INFORMATION

Federal wage and hour laws will be followed. Salaries for all classified employees are evaluated on an annual basis. Hourly rate of pay and fringe benefits of classified personnel will be determined as of July 1 of each year. For an employee to receive a salary adjustment on July 1, an employee must have been employed by the school district by December 31 of the preceding year. This as of July 1, 1988, and does not pertain to employees hired prior to July 1, 1988.

Upon initial employment with the Poplar Bluff Schools, classified employees will be allowed up to a maximum of six (6) years of work experience based on previous employment or up to a maximum of six (6) steps on the salary schedule based on college credit from an accredited college. The district allows one (1) step for every 15 college credit hours. However, upon employment the district will grant steps based on experience or education, not both. If an employee has previously worked for the Poplar Bluff School District, said employee will be given credit for each year worked if re-employed by the district. Time considered must be in full year increments only.

An employee may gain one (1) step for every fifteen (15) college credit hours received following employment, up to a maximum of six (6) steps on the classified salary schedule. For example, if upon employment the employee was granted three (3) years previous work experience, they could only gain an additional three (3) steps of college credit to move up on the salary schedule. Transcripts for additional education credit for pay purposes must be submitted to the personnel office no later than September 30. Transcripts received after September 30 will not be eligible for credit until the next contract year.

Classified employees will be paid every two (2) weeks. Checks may not be picked up before the pay date, unless authorized by the assistant superintendent- personnel.

All employees must check annually to assure accuracy in their pay rate. Failure to correct the discrepancies with the payroll department prior to July each year will forfeit your rights to do so in the future.

Compensatory Time/Overtime Pay

Compensatory time will be granted to hourly scheduled employees only. No salaried employee will be granted compensatory time. Compensatory time or overtime pay is not authorized unless approved in advance (except for emergency situations) by the superintendent/designee upon recommendation of the employee's immediate supervisor. Overtime is any hours worked beyond 40 hours per week. Leave time (personal leave, vacation leave or holiday leave) will not be included in computing time above forty (40) hours a week. Overtime will only be paid on actual hours worked.

Federal Insurance Contribution Act (Social Security)

1. Deduction for employee contributions to Social Security for **2022-2023** is 6.2% and applies to the first \$106,800 of taxable wages in the calendar year. Deduction for employee contribution to Medicare for **2022-2023** is 1.45% of all taxable wages earned.
2. Tax is deductible regardless of age.
3. Deductions are made on a percentage basis of the employee's income. This percentage is determined by the Secretary of Health and Welfare, and is computed on the basis of Automatic Adjustment in Tax Base.
4. The employee and the Poplar Bluff School District will make equal contributions.

Payroll Deductions

Voluntary payroll deductions (those not required by law) will not be added, changed, or cancelled without written authorization by the employee. Contact the payroll department at the administration building any time changes are to be made to complete needed forms.

Retirement

1. Section 169.620-169.670. Revised Statutes, State of Missouri mandates classified employees working twenty (20) hours per week must be included in the Retirement System for Classified School Employees (PEERS–Public Education Employee Retirement System).
2. Contributions will be made in equal amounts by the employee and the school district.
3. Contribution rates will be a stated percent by the Non-Teacher School Employee Retirement System of Missouri Board of Trustees. The contribution rate for 2021-2022 is 6.86%.
4. Certified paraprofessionals will pay into the Teacher Retirement System of Missouri.
5. An employee who plans to retire from the Poplar Bluff Schools should notify the personnel office as soon as possible with a letter stating the anticipated date of retirement.
6. The employee must then notify the retirement board at least 3 to 4 months before the retirement date. This allows the retirement system time to complete all paperwork before the employee's retirement date.
7. The district is required to electronically notify the retirement system of the date of the employee's anticipated retirement before they will release funds to the retiree.
8. The Public School Retirement System's telephone number is 1-800-392-6848 or the website is www.psrp-peers.org/.

**Poplar Bluff R-I School District
Classified Salary Schedule
2023-2024**

	BASE	Base+0.10	Base+0.26	Base+0.52	Base +0.77	Base+1.03	Base+1.29	Base+1.55	Base+1.81	Base+2.07	Base+2.58	Base+4.13	Base+4.65	Base+5.17	Base+3.87	Base +5.50	Base +6.00	Base +7.00
1	12.78	12.88	13.04	13.30	13.55	13.81	14.07	14.33	14.59	14.85	15.36	16.91	17.43	17.95	16.65	18.28	18.78	19.78
2	12.78	12.88	13.04	13.30	13.55	13.81	14.07	14.33	14.59	14.85	15.36	16.91	17.43	17.95	16.65	18.28	18.78	19.78
3	12.88	12.99	13.14	13.40	13.66	13.92	14.17	14.43	14.69	14.95	15.47	17.02	17.53	18.05	16.76	18.38	18.88	19.88
4	12.99	13.09	13.24	13.50	13.76	14.02	14.28	14.54	14.79	15.05	15.57	17.12	17.64	18.15	16.86	18.49	18.99	19.99
5	13.09	13.19	13.35	13.61	13.86	14.12	14.38	14.64	14.90	15.16	15.67	17.22	17.74	18.26	16.96	18.59	19.09	20.09
6	13.19	13.30	13.45	13.71	13.97	14.23	14.48	14.74	15.00	15.26	15.78	17.33	17.84	18.36	17.07	18.69	19.19	20.19
7	13.35	13.45	13.61	13.86	14.12	14.38	14.64	14.90	15.16	15.41	15.93	17.48	18.00	18.51	17.22	18.85	19.35	20.35
8	13.50	13.61	13.76	14.02	14.28	14.54	14.79	15.05	15.31	15.57	16.09	17.64	18.15	18.67	17.38	19.00	19.50	20.50
9	13.66	13.76	13.92	14.17	14.43	14.69	14.95	15.21	15.47	15.72	16.24	17.79	18.31	18.82	17.53	19.16	19.66	20.66
10	13.81	13.92	14.07	14.33	14.59	14.85	15.10	15.36	15.62	15.88	16.40	17.95	18.46	18.98	17.69	19.31	19.81	20.81
11	13.97	14.07	14.23	14.48	14.74	15.00	15.26	15.52	15.78	16.03	16.55	18.10	18.62	19.13	17.84	19.47	19.97	20.97
12	14.12	14.23	14.38	14.64	14.90	15.16	15.41	15.67	15.93	16.19	16.71	18.26	18.77	19.29	18.00	19.62	20.12	21.12
13	14.28	14.38	14.54	14.79	15.05	15.31	15.57	15.83	16.09	16.34	16.86	18.41	18.93	19.44	18.15	19.78	20.28	21.28
14	14.43	14.54	14.69	14.95	15.21	15.47	15.72	15.98	16.24	16.50	17.02	18.57	19.08	19.60	18.31	19.93	20.43	21.43
15	14.59	14.69	14.85	15.10	15.36	15.62	15.88	16.14	16.40	16.65	17.17	18.72	19.24	19.75	18.46	20.09	20.59	21.59
16	14.74	14.85	15.00	15.26	15.52	15.78	16.03	16.29	16.55	16.81	17.33	18.88	19.39	19.91	18.62	20.24	20.74	21.74
17	14.90	15.00	15.16	15.41	15.67	15.93	16.19	16.45	16.71	16.96	17.48	19.03	19.55	20.06	18.77	20.40	20.90	21.90
18	15.05	15.16	15.31	15.57	15.83	16.09	16.34	16.60	16.86	17.12	17.64	19.19	19.70	20.22	18.93	20.55	21.05	22.05
19	15.21	15.31	15.47	15.72	15.98	16.24	16.50	16.76	17.02	17.27	17.79	19.34	19.86	20.37	19.08	20.71	21.21	22.21
20	15.36	15.47	15.62	15.88	16.14	16.40	16.65	16.91	17.17	17.43	17.95	19.50	20.01	20.53	19.24	20.86	21.36	22.36
21	15.52	15.62	15.78	16.03	16.29	16.55	16.81	17.07	17.33	17.58	18.10	19.65	20.17	20.68	19.39	21.02	21.52	22.52
22	15.72	15.83	15.98	16.24	16.50	16.76	17.02	17.27	17.53	17.79	18.31	19.86	20.37	20.89	19.60	21.22	21.72	22.72
23	15.93	16.03	16.19	16.45	16.71	16.96	17.22	17.48	17.74	18.00	18.51	20.06	20.58	21.10	19.81	21.43	21.93	22.93
24	16.14	16.24	16.40	16.65	16.91	17.17	17.43	17.69	17.95	18.20	18.72	20.27	20.79	21.30	20.01	21.64	22.14	23.14
25	16.34	16.45	16.60	16.86	17.12	17.38	17.64	17.89	18.15	18.41	18.93	20.48	20.99	21.51	20.22	21.84	22.34	23.34
26	16.55	16.65	16.81	17.07	17.33	17.58	17.84	18.10	18.36	18.62	19.13	20.68	21.20	21.72	20.43	22.05	22.55	23.55
27	16.76	16.86	17.02	17.27	17.53	17.79	18.05	18.31	18.57	18.82	19.34	20.89	21.41	21.92	20.63	22.26	22.76	23.76
28	16.96	17.07	17.22	17.48	17.74	18.00	18.26	18.51	18.77	19.03	19.55	21.10	21.61	22.13	20.84	22.46	22.96	23.96
29	17.17	17.27	17.43	17.69	17.95	18.20	18.46	18.72	18.98	19.24	19.75	21.30	21.82	22.34	21.05	22.67	23.17	24.17
30	17.38	17.48	17.64	17.89	18.15	18.41	18.67	18.93	19.19	19.44	19.96	21.51	22.03	22.54	21.25	22.88	23.38	24.38
31	17.58	17.69	17.84	18.10	18.36	18.62	18.88	19.13	19.39	19.65	20.17	21.72	22.23	22.75	21.46	23.08	23.58	24.58
32	17.79	17.89	18.05	18.31	18.57	18.82	19.08	19.34	19.60	19.86	20.37	21.92	22.44	22.96	21.67	23.29	23.79	24.79
33	18.00	18.10	18.26	18.51	18.77	19.03	19.29	19.55	19.81	20.06	20.58	22.13	22.65	23.16	21.87	23.50	24.00	25.00
34	18.20	18.31	18.46	18.72	18.98	19.24	19.50	19.75	20.01	20.27	20.79	22.34	22.85	23.37	22.08	23.70	24.20	25.20
35	18.20	18.31	18.46	18.72	18.98	19.24	19.50	19.75	20.01	20.27	20.79	22.34	22.85	23.37	22.08	23.70	24.20	25.20

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**2023-2024
BIWEEKLY TIME SHEET SCHEDULE**

ANY TIME SHEET/CARD NOT RECEIVED AT CENTRAL OFFICE BY 10:00 A.M. ON MONDAY FOLLOWING THE PAY PERIOD ENDING DATE SHOWN BELOW WILL BE PAID ON THE NEXT SCHEDULED PAY DATE.

PAY PERIOD FROM	PAY PERIOD TO	CHECKS ISSUED
06/19/23	07/02/23	07/07/23
07/03/23	07/16/23	07/21/23
07/17/23	07/30/23	08/04/23
07/31/23	08/13/23	08/18/23
08/14/23	08/27/23	09/01/23
08/28/23	09/10/23	09/15/23
09/11/23	09/24/23	09/29/23
09/25/23	10/08/23	10/13/23
10/09/23	10/22/23	10/27/23
10/23/23	11/05/23	11/10/23
11/06/23	11/19/23	11/22/23
11/20/23	12/03/23	12/08/23
12/04/23	12/17/23	12/22/23
12/18/23	12/31/23	01/05/24
01/01/24	01/14/24	01/19/24
01/15/24	01/28/24	02/02/24
01/29/24	02/11/24	02/16/24
02/12/24	02/25/24	03/01/24
02/26/24	03/10/24	03/15/24
03/11/24	03/24/24	03/28/24
03/25/24	04/07/24	04/12/24
04/08/24	04/21/24	04/26/24
04/22/24	05/05/24	05/10/24
05/06/24	05/19/24	05/24/24
05/20/24	06/02/24	06/07/24
06/03/24	06/16/24	06/21/24
06/17/24	06/30/24	07/05/24

CHECKS

When school is in session, staff receiving live checks will obtain those at each individual building unless prior arrangements are made. When school is dismissed (including collaboration days), live payroll checks will be available until 1:00 p.m. at the Central Office-Payroll/Business Office. After that time, any remaining checks will be mailed unless a staff member calls ahead (785-7751, opt. 1) to arrange for their check to be held. Questions concerning payroll checks can be directed to the payroll department at Central Office.

POPLAR BLUFF SCHOOL DISTRICT CLASSIFIED EMPLOYEE CALENDAR 2023-2024

* Paraprofessionals (special services, regular ed., and companion aides), 183 day instructors, full-time library aides, school term secretaries, 184 day instructors will work all collaboration days. Bus drivers will work 7 collaboration days.

Parent/Teacher Conferences (on whatever date they may fall) -Twelve month secretaries and school term secretaries may work during parent/teacher conferences. (This will accumulate hours to fulfill October 30).

July 1	New year starts for 12-month classified personnel Computer Lab Instructors start work July 28
July 4	Independence Day paid holiday for 12 month classified personnel.
August 7	School term secretaries start work.
August 8	Health Aides (full-time) start work - Will work all collaboration days and 1 Convocation meeting on August 14. Will not work on Parent Teacher Conference(s).
August 09	Library aides (who work 30 hours or more per week) start work.
August 10	Health Aides (part-time) start work - August 16, 16, 17 & 18 are not considered collaboration days. These days are considered regular work days / pre-planning days. Will work all collaboration day's starting in September.
August 14	Teachers, Instructors, paraprofessionals (special services, regular ed., and companion aides), and nurses start work.
August 14	Bus drivers start work - August 15 & 16 are not considered collaboration days. These days are considered regular work days / pre-planning days.
August 14	Convocation meeting - All employees attend.
August 21	First day of classes - all other school term employees not listed above start work.
September 4	Labor Day - paid holiday for all employees, except those working less than 30 hours per week.
September 5	Collaboration Day - 12 month classified employees, nurses, health aides and 184 day instructors, school term secretaries, paraprofessionals (special services, regular ed., and companion aides), computer lab, 183 day instructors, full time library aides wok. Bus drivers work at the discretion of the building administrator.

October 30	No School - 12 month classified employees, school term secretaries and 184 day instructors are scheduled to work (Accumulated parent/teacher conference hours may be used if preapproved by building administrator). - All other classified employees will NOT work.
October 31	Collaboration Day - 12 month classified employees, nurses, health aides, and 184 day instructors * School term secretaries, paraprofessionals (special services, regular ed., and companion aides), computer lab and 183 day instructors, full time library aides work. Bus drivers work at the discretion of the building administrator.
November 20, 21, 22, 23	No School (Thanksgiving break) - only 12-month classified employees work.
November 23	Thanksgiving Day - paid holiday for 184day instructors.
November 23, 24	Thanksgiving Day and the day after - paid holidays for computer lab instructors, 183 day instructors, school term secretaries, library aides, companion aides, paraprofessionals, health aides, and bus drivers, except for those working less than 30 hours per week.
December 21, 22, 27, 28	Christmas/New Year's Vacation - only 12-month classified employees work.
December 25 & 26	Christmas Day - paid holidays for all classified staff except for those working less than 30 hours per week.
December 29, Jan 1	New Year's Eve / New Year's Day - paid holidays (<i>New Year's Eve falls on a Sunday</i>) for all classified staff except for those working less than 30 hours per week.
January 4	All employees return to work.
January 15	Martin Luther King's Birthday - paid holiday for all employees, except those working less than 30 hours per week.
January 16 & 17	Collaboration Day - 12 month classified employees, nurses, health aides, and 184 day instructors * School term secretaries, paraprofessionals (special services, regular ed, and companion aides), computer lab and 183 day instructors, full time library aides work. Bus drivers work at the discretion of the building administrator.
February 19	Presidents' Day - paid holiday for all employees, except those working less than 30 hours per week.
February 20	Collaboration Day - 12 month classified employees, nurses, health aides, and 184 day instructors * School term secretaries, paraprofessionals (special services, regular ed, and companion aides), computer lab and 183 day instructors, full time library aides work. Bus drivers work at the discretion of the building administrator.

March 11, 12, 13 14, 15	Spring Break - only 12 month classified employees work.
March 29	Good Friday - paid holiday for all employees, except those working less than 30 hours per week.
April 1	No School - All 12 month classified staff will work
April 2	Collaboration Day - 12 month classified employees, nurses, health aides work and 184 day instructors * School term secretaries, paraprofessionals (special services, regular ed, companion aides), computer lab and 183 day instructors, full time library aides work. Bus drivers work at the discretion of the building administrator.
April 08	No School - All 12 month classified staff will work
May 17	Last Day of School - Early Dismissal (Teacher In-service) - Last day of work for the following school term classified employees (paraprofessionals, instructors, library aides, nurses, health aides and bus drivers) (Unless there are snow days, etc.) - classified employees work regular hours.
May 27	Memorial Day - paid holiday for all 12 month classified personnel (if school is in session, paid holiday for school term classified employees, school term secretaries depending on the last day of school, except those working less than 30 hours per week).
May 30	School term secretaries last day (or 5 days after the last day of school).
June 19	Juneteenth - paid holiday for all 12 month classified personnel except those working less than 30 hours per week.

School nurses and social workers will follow the same school calendar as teachers.
186 day instructors will follow the same school calendar as teachers.

Any exception to the scheduled days must be made with permission from the superintendent's office and reported to the payroll clerk.

In the event of school cancellation (snow days, etc.), school term employees will not work. If school is cancelled after 4 hours of duration, school term employees will be paid for a full day; otherwise school term employees will be paid for hours actually worked.

LEAVES

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

The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons or in certain circumstances associated with service members' service in the Armed Forces. The District has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by District regulations, eligible employees are entitled to use up to twelve (12) workweeks of unpaid leave for family and medical reasons (up to 26 workweeks for covered events related to those serving in the Armed Forces). The Board of Education has designated a District administrator (listed at the beginning of the Rules & Regulations) to act as FMLA Compliance Officer. As part of its compliance program, the District will notify each employee of the name, address and telephone number of the District's FMLA Compliance Officer and will provide a statement of commitment to adhere to FMLA regulations. The FMLA Compliance Officer will regularly evaluate the District's FMLA compliance to ensure fair and equitable opportunities for all eligible employees.

The Poplar Bluff School District leave policies will be in full compliance with the Family and Medical Leave Act of 1993. Information regarding the provisions of this act can be obtained at the Personnel Office. Employees who take leave without pay under the provisions of FMLA shall be entitled to continued participation in the district's health plan. However, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

Employees, who have exhausted all their leave time, must be on the job to accrue any further type of leave (i.e., sick, personal, vacation). Employees will not be paid holiday pay during a FMLA leave.

To be eligible for unpaid family/medical leave, the employee must have:

1. Been employed in the district for at least 12 months (but not necessarily consecutively), and
2. Been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave (full time teachers are deemed to meet this requirement), and
3. Given at least 30-day notice for foreseeable circumstances.

FMLA-qualified leave includes the following reasons:

1. Birth and first-year care of the employee's child;
2. Adoption or foster placement of a child with the employee;
3. Serious health condition of the employee or the employee's spouse, child or parent.

The district reserves the right to require certification of the serious health condition of the employee or employee's family member. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work. FMLA leave may be taken intermittently as required for the health of the employee or family member, or as reduced-schedule leave in hourly increments.

Notice

Information concerning the employee's right under this act will be posted in accordance with law and will be provided in any employee handbooks that are distributed.

For any employee who is not eligible for the FMLA leave, including any employee who has exhausted available FMLA time, requests for leave and the use of benefits time shall proceed according to the district's established policies, and the procedural requirements of the FMLA shall not apply where they are not mandated by law.

LEAVE REQUESTS ARE TO BE SUBMITTED BY THE EMPLOYEE through Frontline as soon as they know they need to be absent. The employee must complete a request for leave EVERY TIME they are out of the building for any reason.

All employees must check annually to assure accuracy in accumulated sick, personal and vacation days. Failure to correct the discrepancies with the payroll department prior to July each year will forfeit your rights to do so in the future.

Sick and Personal Leave

1. Sick Leave will be allowed and paid as full salary by the district to all full time classified employees. **Sick leave and personal days are based on the employee's hire date.** Twelve-month employees may earn a **maximum of nine (9) days of sick leave and three (3) days of personal leave** each year. Personal leave will be added one (1) day in September, one (1) day in December and one (1) day in January. **Based on the school term employees' hire date,** school term employees may earn eight (8) days of sick leave and two (2) days of personal leave each **school year.** Personal leave will be added one (1) day in September and one (1) day in December. In order to accrue sick and personal leave, classified staff must be a full time employee. Classified staff working 30 hours or more per week will be considered full time. No sick leave days may be used in advance of service rendered to the school district. If all sick leave days have been used, sick leave will be taken from personal days. Sick leave and personal leave days will be allowed to accumulate indefinitely. Sick leave cannot be used in lieu of personal leave.
2. After an employee is absent due to illness that person may be required to provide the district with a doctor's statement, which states the reason for the absence. The superintendent or his designee may exercise this option if it is deemed necessary.
3. Sick leave may be used for attending a funeral service of a person whose relationship to the employee warrants such attendance.
4. Sick leave may be used for illness in the immediate family, if necessary.
5. All Poplar Bluff R-I School District employees (certified and classified) will be compensated for all unused sick, personal, and vacation days during the course of time that they are employed. The district does not have a cap on the number of days that employees are allowed to accumulate during their time of employment. ****Written notice must be provided to the Board of Education.** Rate of reimbursement will be calculated by the date of Board Action and using the following table:

Years in District	November Board Meeting or 6 months notice	December Board Meeting or 5 months notice	January Board Meeting or 4 months notice	February Board Meeting or 3 months notice	March Board Meeting or 2 months notice	April Board Meeting or 1 months notice
0-10	100	95	90	80	60	40
11 +	100	95	95	90	85	75

6. Personal Leave cannot be taken on the following blackout days:
 - a. pre-planning days
 - b. in-service days
 - c. collaboration days
 - d. parent/teacher conference day(s)
 - e. post-planning days
 - f. the day preceding or following a holiday/scheduled break including days in the calendar preceding or following a holiday/scheduled break when school is not in session
 - g. the first or last week of the school year.

An employee may only be permitted to use personal leave during the blackout days identified above if there exists a bona fide emergency. A bona fide emergency is defined as an unexpected set of circumstances that require an employee to be absent from work on that specific day. A bona fide emergency does not include any leave that is discretionary, meaning the employee had the opportunity to choose another date or that the employee's absence from work is not required but rather preferred. An employee seeking to use personal leave during the identified blackout days for a bona fide emergency must obtain prior approval from the superintendent or designee. Such requests for approval should be made within 48 hours of the employee receiving notice of the bona fide emergency and the need to use personal leave on one of the blackout days. At their discretion, the superintendent or designee may require verification of the bona fide emergency. If the superintendent or designee determines the leave does not meet the definition of a bona fide emergency, the employee will be required to submit unpaid leave for the absence(s).

7. All personal leave must be approved in advance by the building principal or designee and then by the designee at the Central Office.

Retirement Credit of Unpaid Personal Leave

Please note members of PSRS/PEERS cannot buy retirement for unpaid personal leave. This may result in a shortage of days to earn a full year credit toward retirement. For any questions please contact PSRS/PEERS at 1 (800) 392-6848

Pregnancy, Childbirth and Adoption Leave

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

1. Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. The district shall only apply up to six weeks of accrued paid leave to such absences.
2. Employees who are ineligible for FMLA leave may take up to six weeks of leave for the birth, first year care, adoption or foster care of a child and may use any combination of accrued sick leave, personal leave, vacation or unpaid leave.
3. Pregnant employees who need more than six weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave.

Military Duty Leave of Absence

The Poplar Bluff R-I Schools comply with the Missouri State Statutes concerning leaves of absence to perform military duties. Any employees of the Poplar Bluff Schools who are or may become members of the national guard or of any reserve component of the armed forces of the United States, shall be entitled to leave of absences from their respective duties, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits, to which they are otherwise entitled. This covers for all periods of military services during which they are engaged in the performance of duty or training in the service of this state at the call of the governor and as ordered by the adjutant general without regard to length of time, and fall periods of military services during which they are engaged in the performance of duty in the service of the United States under competent orders for a period not to exceed a total of one hundred twenty (120) hours in any federal fiscal year.

(Further reference can be made to RSMo 105.270.)

Leave of Absence With Pay Not Chargeable to Employee's Allowance

1. Leave of absence with pay that is not chargeable against the employee's allowance shall be granted for the following reasons:
 - a. Classified employees may attend a funeral locally, without loss of pay, for anyone not listed as family. The leave cannot extend over a half day and cannot be combined with any other type of leave unless there is a bona fide emergency in which the employee provides verification of the emergency to the superintendent. The preceding statement will be

granted provided a qualified substitute is present and available to fill in during the time absent and arrangements have been made with the supervisor.

- b. Family Bereavement - All personnel will be granted two (2) days bereavement time not chargeable as leave for immediate family defined as:

1) The employee's spouse.

2) The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee

3) Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver

The superintendent of schools or his designee must approve bereavement leave for other family members not listed above. Three additional days may be requested for extenuating circumstances for approval by the assistant superintendent-personnel. If the additional leave is not approved, the employee may use up to three (3) sick leave days.

- c. Time required for jury duty. Employees on jury duty will receive their regular pay for that day and will be allowed to accept for themselves the stipend paid by the court.
- d. Time spent in court as a witness connected with employment in which the school district is directly involved. If a subpoena is served to an employee to appear in court related to any legal proceedings connected to the School District the employee must provide proof of the subpoena. Pay will not be granted if a subpoena is not related to any legal proceedings connected to the School District.
- e. Employees may be granted educational leave to attend workshops and conferences or participate in other approved professional growth activities. Educational leaves must be approved by the superintendent or designee, arranged well in advance and is not considered personal leave.
- f. All classified staff that are not 12-month employees may be awarded "School Closing Days". Non 12-month employees can use these days as paid leave when the district closes due to inclement weather or other school closings approved the superintendent. These days can not be combined with any other type of leave. School Closing Days will not be included when computing time above forty hours a week, or beyond the employee's normal working hours.

Notification of Absenteeism

1. All classified personnel should contact their supervisor on a day they are ill and cannot report to work. It will be required that the employee or a member of his family notify the supervisor directly if they are unable to report to work. Should you fail to do so, you will not be paid sick leave or personal leave on that day. It is your responsibility to see that your supervisor knows that you will not be reporting to work.
(Example: If you know the evening before, please phone your supervisor or you must notify them at least one (1) hour before you are scheduled to report to work.) Also, a phone call is to be made to your supervisor if you know that you will be late reporting to work. Repeated absences and tardiness will result in an employee's termination with the Poplar Bluff School System. False excuses are also grounds for termination.
2. When notifying your supervisor that you will be absent from work, you are to allow enough time for the school district to find a suitable replacement. You need to contact your supervisor on each day that you are sick, unless you have a doctor's excuse for a period of time.

Vacations

1. Twelve month personnel - vacation time will start accumulating July 1st after employment as follows:
- after one (1) year - 1 week paid vacation
 - after two (2) years - 2 weeks paid vacation
 - after ten (10) years - 3 weeks paid vacation
 - after twenty (20) years - 4 weeks paid vacation
2. All twelve month personnel who are employed after July 1 may accumulate paid vacation days to be credited on June 30 according to the following schedule:

- a. after three (3) months - 1 day paid vacation
- b. after six (6) months - 2 days paid vacation
- c. after nine (9) months - 3 days paid vacation

This method of accumulating leave terminates upon June 30 following the employment date of the individual.

- 3. Vacations for all classified personnel, whose job requires that a substitute be hired, will be approved only during a period when school is not in session. Vacations for all other classified employees may be taken at any time that is mutually agreeable between themselves and their supervisors.
- 4. Vacation time for custodians will not be approved the last week of the school term, the week after the school term ends, or the week before school begins.
- 5. If termination of employment is a date different than end of contractual year, the employee will be paid for all accumulated vacation days earned up to date of termination. Days earned during the current year will be computed on a pro-rated basis.
- 6. School term personnel are not entitled to any vacation time or vacation pay.
- 7. Vacation day pay upon termination and/or retirement is changed to reflect policy #5 under Sick and Personal Leave. Upon termination of employment, vacation days earned will be computed on a pro-rated basis.

Vacation leave for 12 month employees is shown on each employee's check stub.

Non-Teacher Public School Retirement System - Sick Leave

If you are on unpaid leave under your employer's sick leave policy or under workers' compensation, you may elect to receive retirement credit for the leave.

To obtain credit, you must -

- notify your employer of your desire to contribute and receive credit for the leave; and
- remit through your employer *during the leave* the contributions which would have been withheld had you been in active service.

Your contributions, matched by your employer, must be sent to PSRS *within the school year in which the leave occurs*. Credit cannot be acquired for leave in previous years.

If you receive full salary while on sick leave, contributions will automatically be remitted and credit allowed as though you were actively employed.

Holidays

Individuals will be paid only for hours worked during hourly scheduled periods. Exceptions are the following holidays when 12 month employees working 30 hours or more per week will be paid their hourly rate for the hours they are scheduled to work in a normal working day:

Labor Day, Thanksgiving Day, Day following Thanksgiving, Christmas Eve, Christmas Day
New Year's Eve, New Year's Day, Martin Luther King's Birthday, President's Day,
Good Friday, Memorial Day, Juneteenth, Independence Day

Holidays for school term employee working 30 hours or more per week will be as listed below:

Labor Day, Thanksgiving Day, Day following Thanksgiving, Christmas Eve, Christmas Day
New Year's Eve, New Year's Day, Martin Luther King's Birthday, President's Day,
Good Friday, Memorial Day (if school is in session).

Leaves of absence with pay shall not be granted for the day immediately preceding or immediately following a holiday period except for (sick leave) which may require a certificate from the physician or death in the immediate family.

Employees utilizing unpaid leave on the scheduled workday prior to a holiday/scheduled break will not receive holiday pay for the holiday immediately following unpaid leave. (Maximum number of holidays unpaid will be one (1day per holiday). Employees may request an exception through the assistant superintendent of personnel due to extenuating circumstances. The request must be made prior to the employee's unpaid leave.

Personal Leaves Not Approved

The regulation regarding personal leave prohibits usage of certain blackout days. Personal leave cannot be taken on: pre-planning days, collaboration days, parent/teacher conferences, post-planning days, the day preceding or following a holiday/scheduled break including days in the calendar preceding or following a holiday/scheduled break when school is not in session, or the first or last week of the school year. Personal leave for these days will be unpaid unless determined a bona fide emergency by Assistant Superintendent–Personnel or designee. (See page 28 for more information regarding bona fide emergency.) Prohibited personal leave days (preceding, the event and following the event) for **2023-2024** are listed below:

School Term Classified (Personal Leaves Not Approved)		
Day preceding event	Event	Day following event
	August 14- Convocation	
	August 15, 16, 17, & 18 - Preplanning Days	
	August 21, 22, 23, 24, 25 - First Week of School	
	Parent/Teacher Conferences on Whatever Day(s) They Fall For Each School Building	
September 1	September 4 - Labor Day	September 5
	September 5 - Collaboration Day	
October 27	October 30 No school	October 31
	October 31 - Collaboration Day	
November 17	November 20, 21, 22, 23, 24 - Thanksgiving Break Thanksgiving Day (November 23)	November 27
December 20	December 21, 22, 25, 26, 27, 28, 29, - Christmas Break New Year's Day - December 31 (New Year's Day falls on a Sunday)	January 4
January 12	January 15- M.L. King's Birthday	January 16
	January 16 - Collaboration Day	
	January 17- Collaboration Day	
February 16	February 19 – Presidents' Day	February 20
	February 20- Collaboration Day	
March 08	March 11,12,13, 14,15 Spring Break	March 18
March 28	March 29 Good Friday	April 1
	April 1 No School	
	April 2 - Collaboration Day	
	April 08- No School Solar Eclipse	
	May 13, 14, 15, 16, 17- Last week of school (or whatever days may be the last days of school)	

12 Month Classified (Personal Leaves Not Approved)		
Day preceding event	Event	Day following event
	August 14 Convocation	
	August 15, 16, 17, & 18 - Collaboration	
	August 21, 22, 23, 24, 25 - First Week of School	
	Parent/Teacher Conferences on Whatever Day(s) They Fall For Each School Building	
September 1	September 4 - Labor Day	September 5
	September 6 - Collaboration Day	
October 27	October 30 - No School (Will not work If working the Parent Teacher Conference(s))	October 31
	October 31 -Collaboration Day	
November 22	November 23, 24 Thanksgiving	November 27
December 22	December 22, 25 - Christmas Eve and Christmas Day (December 22, 26 since Christmas Eve falls on a Sunday)	December 27
December 28	December 29, January 1 - New Year's Eve and New Year's Day (December 29 January 2 since New Year's Eve falls on a Sunday)	January 2
	January 4- Back to School	
January 12	January 15- M.L. King's Birthday	January 16
	January 16- Collaboration Day	
	January 17 - Collaboration Day	
February 16	February 19- Presidents' Day	February 20
	February 20 - Collaboration Day	
March 08	March 11, 12, 13, 14, 15 - Spring Break (12 month classified scheduled to work)	March 18
March 28	March 29 Good Friday	April 1
	April 1 No School	
	April 02 - Collaboration Day	
	April 08 - No school Solar Eclipse	
	April 11 - Collaboration Day	
	May 13, 14, 15, 16, 17 - Last week of school (or whatever days may be the last week of school)	
June 18	June 19 (Juneteenth falls on a Sunday)	June 20

INSURANCE

The Board of Education shall annually establish the insurance benefits for all permanent employees who work thirty (30) hours or more per week. Bus drivers that perform a daily route are eligible for insurance also. Any other employees who work less than thirty (30) hours per week are not eligible for health insurance. Overtime hours worked by part-time bus drivers are not to be considered a part of their regular work week.

Each year, during the month of May, an insurance 'open enrollment' is held. It is for those employees who previously waived coverage for themselves or their dependents when they were initially eligible or employees who need to make changes in their status. The effective date of coverage, for the open enrollment period, is July 1st following the May signup. Appropriate changes must be made with your insurance clerk, the first week of May, so that premiums may be payroll deducted accordingly.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) signed into law on April 7, 1986, requires that our group plan allow qualified persons to continue group health coverage after it would otherwise end. The term "group health coverage" includes any medical, dental, vision care and prescription drugs coverage's that are included in the group health plan. Persons who qualify for continuation are as follows:

1. A member and any covered dependent(s) whose coverage ends due to: (a) termination of employment for a reason other than gross misconduct, or (b) a reduction in work hours; and
2. A member's former spouse and any children whose coverage ends due to divorce or legal separation; and
3. A member's surviving spouse and/or children, whose coverage ends due to the member's death; and
4. A member's spouse and/or children, whose coverage ends due to the member's election to drop out of the group health plan upon entitlement to Medicare.
5. A member's child whose coverage ends due to ceasing to be a dependent child under the terms of the plan.

Exception: Continuation is not available to any employee or dependent who after the qualifying event becomes covered under another group health plan, which does not contain any exclusion or limitation with respect to a preexisting condition. Persons covered by Medicare are not eligible for COBRA Continuation.

Details for all of the following areas are on file with the payroll and personnel offices of the Poplar Bluff School District: the continuation period, termination of continued coverage, monthly cost, election requirements, plan changes, disabled continue extension, acquired dependents, other group health coverage or Medicare, and individual purchase (conversion).

Worker's Compensation

1. ALL accidents that are work related must immediately be reported to your immediate supervisor and also to the Central Office (Insurance Department) for the Poplar Bluff Schools.

All work-related accidents are to see the doctor on call at St Francis Medical Center, 1st Floor 225 Physician Park Drive, Poplar Bluff, or Poplar Bluff Regional Medical Center, 3100 Oak Grove Road, Poplar Bluff. They have been designated as the clinic that will treat or refer all workers' compensation claims for the Poplar Bluff School District. If the school district's insurance carrier is expected to pay the doctor bill incurred by our employees, the employee is to use the services of **St Francis Medical Center or Poplar Bluff Regional Medical Center.** A mandatory drug screen and/or alcohol screen will be completed at the time of the initial visit.

- This question has been asked by some of our employees: "May I choose my own doctor or hospital for treatment?" The answer is yes, but at your own expense. The employer and insurer are not required to pay for treatment the employee seeks or selects on his own without their knowledge.
2. Any employee who is forced to miss more than three (3) consecutive days of work due to a related injury will be allowed the opportunity select one of the following options:

- a. Continue to receive full pay, however the workmen's compensation payment must be endorsed for payment to the school district. If this option is selected, all missed work days will be counted as sick days.
- b. Receive only the payments provided by workmen's compensation. Under this option only the first three (3) days missed will be counted as sick leave.

If the worker misses fourteen (14) or more days the above options will also apply to the first three days.

Some examples of how this policy would work are:

- (1.) Employee "A" misses five (5) days of work. He/she has the following options:
 - (a.) accept five (5) days of regular pay, be charged for five (5) days of sick leave and sign over to the school district the workmen's compensation check for two (2) days of benefits or
 - (b.) accept three (3) days of regular pay, be charged for three (3) days of sick leave and receive only workmen's compensation benefits for two (2) days
- (2.) Employee "B" misses fifteen (15) days of work. He/she has the following options:
 - (a.) accepts fifteen (15) days of regular pay, be charged for fifteen (15) days of sick leave and sign over to the school district the workmen's compensation check for fifteen (15) days of benefits
 - (b.) accept three (3) days of regular pay, be charged three (3) days of sick leave and receive only workmen's compensation for twelve (12) days or
 - (c.) accept fifteen (15) days of workmen's compensation benefits only and not be charged any sick leave days.
- (3.) Employee "C" misses two (2) days of work. He/she has no options and will be paid two (2) days of regular pay and charged two (2) days of sick leave. An employee who has no earned sick leave credit will obviously be limited to accepting only the options containing workmen's compensation benefits.

Workmen's compensation checks are calculated at two-thirds of your average weekly wage not to exceed a maximum rate set by the legislature. Your average weekly wage is determined according to how your wages are fixed, whether by the week or by the month.

District Employee Liability

Public school employees are granted protection under the sovereign immunity statute RSMo 537.600. Within limits and protections of the statute, employees are offered certain protections while acting within the scope of their duties. Except that, the immunity from liability and suit for compensatory damages for negligent acts or omissions is hereby expressly waived in the statute. The Poplar Bluff School District carries liability insurance that will defend employees within the limits of the policy and unless immunity is waived by state statutes.

In no case will individual Board of Education members be considered personally liable for indemnifying the employee against such demands, claims, suits, actions and legal proceedings.

The district shall not, however, be required to pay any costs of any legal proceedings in the event the district and the employee has adverse interests in such litigation.

SUPERVISION AND DUTY ASSIGNMENT

Supervision, duty and building assignments will be made for each category of classified employees as specified below. Policies and regulations approved by the Board of Education and superintendent will be adhered to. Employees will not be allowed to entertain visitors at the work site during working hours.

EXAMPLE: baby-sitting, visiting with family or friends.

Custodians

The director of buildings and grounds who is charged with overall supervision will make building assignments for all custodians. Direct supervision will be the responsibility of building principals or building directors. Duties will be assigned by the building principals or building directors.

Hours may vary from building to building due to differing daily class schedules. The director of buildings and grounds along with building principal or directors may alter the working hours of the custodial staff as it is deemed necessary.

CUSTODIANS WILL BE HIRED AS TEMPORARY SCHOOL EMPLOYEES FOR A PROBATIONARY PERIOD UP TO 599 WORKED HOURS. They will be paid at the classified base pay rate until their probationary period is over. They will not accrue leave, be paid for holiday pay or acquire school employee benefits until they are classified as a permanent employee. During their probationary period, their job performance will be evaluated by the supervisor and a recommendation will be made for board approval if so warranted.

Maintenance Personnel

Supervision, job and duty assignments will be the responsibility of the director of building and grounds. This department will work from 7:00 a.m. to 4:00 p.m. during the regular school year. When classes are not in session, during the summer, the hours will be 6:00 a.m. to 3:00 p.m. The hours of persons working part-time will vary depending on the need. The director of buildings and grounds may alter the working hours if he deems necessary to do so.

Maintenance, Custodial and Warehouse

These employees should report to work from 7:00 a.m. until 4:00 p.m. on days that school is dismissed for inclement weather. When school resumes following inclement weather days, they will return to their regular schedule. If an employee is unable to work, they should immediately notify their supervisor. The time off will be considered as a personal leave day or vacation day, at the employee's discretion. The employees in the warehouse work from 7:00 a.m. until 4:00 p.m. year round. The assistant superintendent--finance may alter the hours worked by the warehouse personnel as deemed necessary.

Food Service Personnel

Supervision, job and duty assignments will be the responsibility of the director of food service. The hours of part-time employees will vary depending of the need. The director of food service has the option of changing hours worked as is deemed necessary. Physical examinations are required for food service handlers. These examinations will be given at district expense.

Nurses/Health Aides

Supervision, job and duty assignments, and hours will be the responsibility of the assistant superintendent-personnel.

Secretaries/Administrative Assistants

Duties will be determined by the administrator, supervisor or building principal to whom the secretary/administrative assistant is assigned. Building assignments will be determined by location of the supervisor. Hours will be determined by the administrator, supervisor, or building principal to whom the employee is assigned. Hours of this department may vary depending on the building to which they are

assigned. Substitute secretaries cannot be employed without the authorization of the assistant superintendent-personnel.

Paraprofessionals/Instructors

1. Job and duty assignments will be made by the assistant superintendent-personnel.
2. Direct supervision will be the responsibility of the building principal.
3. Duty assignments will be made by the teacher with whom they work.
4. Paraprofessionals (with a substitute teaching certificate) cannot be substitute teachers unless previous approval is given by the assistant superintendent-personnel.
5. Hours worked will be determined by each building principal in conjunction with the assistant superintendent-personnel.
6. Substitutes for paraprofessionals/instructors will not be hired on short-term basis. Long-term substitutes must be approved by the assistant superintendent-personnel.
7. Regular classroom paraprofessionals must have official transcripts verifying 60 hours of college credit on file.

Employee Alcohol and Drug Testing

The Poplar Bluff School District R-I, which employs operators of commercial motor vehicles, is required to implement a drug and alcohol testing program that fulfills federal requirements. This comprehensive program shall include conducting pre-employment, reasonable suspicion, random and post-accident testing for the use of alcohol or drugs by such operators, notifying employees of the requirements and consequences of the program, and maintaining appropriate records.

Definitions

For the purpose of this policy, the following terms are defined:

Driver -- Any person who operates a commercial motor vehicle. This includes full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operated contractors.

Safety-Sensitive Function -- Includes such responsibilities as time on duty waiting to be dispatched, driving time, assisting or supervising loading or unloading, repairing, obtaining assistance or remaining in attendance upon a disabled vehicle. All time spent providing drug and alcohol samples, including travel time to and from the collection or testing site as needed to comply with random, reasonable suspicion, post-accident or follow-up testing will also be considered as safety-sensitive functions.

Alcohol -- Intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.

Drug -- Any controlled substance listed under section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)) as specified by the administrator of the federal department of transportation.

Medical Review Officer -- A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who meets the qualifications as listed in 49 C.F.R. 40.3.

Substance Abuse Professional -- A licensed physician or certified psychologist, social worker, employee assistance professional or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders.

Program Coordinator -- The Board shall designate the superintendent or designee as the program coordinator to implement the alcohol and drug testing program of the district within the guidelines of this policy.

Alcohol and Drug Prohibitions

No driver shall perform, and the District shall not permit a driver to perform, safety-sensitive functions, where the driver is found, through testing conducted in conformity with federal rules, to have an alcohol concentration of 0.04 or greater until the driver has been evaluated by a substance abuse professional, completed any rehabilitation required by the substance abuse professional, and undergoes a return-to-duty test in which the driver tests at least less than 0.02 for the presence of alcohol.

A driver who tests, through testing conducted in conformity with federal rules, at levels of 0.02 to 0.039 for the presence of alcohol shall be prohibited from performing, and shall be removed by the District from performing, safety-sensitive functions until the start of the driver's next regularly scheduled duty, but not less than 24 hours after the test was administered, and until he/she tests below 0.02.

No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol. No driver shall use alcohol while performing safety-sensitive functions. No driver shall perform safety-sensitive functions within four hours after using alcohol. No driver required to take a post-accident test shall use alcohol for eight hours following the accident or until he/she undergoes a post-accident alcohol test (whichever comes first).

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any drug, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely perform the function. The driver will inform the employer of any therapeutic drug use. No driver shall report for duty, remain on duty or perform a safety-sensitive function if the driver tests positive for drugs.

Pre-Employment Tests

An alcohol and drug test shall be conducted in accordance with federal regulations before any bus driver is permitted to perform a safety-sensitive function for the district. Testing for newly hired drivers shall be conducted after the employment offer but before employment commences. Offers of employment are contingent on these test results. Refusal to submit to drug and alcohol testing and/or refusal to release information as required by the district shall remove the applicant from employment consideration. Such testing will also be required of any employee transferring into a covered position.

Exceptions may be made for drivers who have had the alcohol test required by law within the previous six months and participated in the drug testing program required by law within the previous 30 days, provided that the district has been able to make all verifications required by law.

Post-Accident Tests

Alcohol and drug tests shall be conducted on a driver as soon as practicable after being involved in a motor vehicle accident when the driver: was performing safety-sensitive functions with respect to the vehicle and the accident involved loss of human life; or receives a citation under state or local law for a moving traffic violation arising from being involved in an accident.

All post-accident alcohol and drug testing shall be conducted within the required time periods. If a test is not conducted within the appropriate period then the test will not be given, and the program coordinator shall prepare and maintain a file documenting the reasons the test was not promptly administered.

Post-accident testing requirements may be fulfilled by properly administered tests conducted by federal, state, local enforcement officials, and/or pre-determined licensed physicians as long as the results of those tests are provided to the district.

Random Testing

Alcohol and drug testing shall be conducted on a random basis at unannounced times throughout the year in accordance with federal regulations. Tests for alcohol shall be conducted just before, during or just after the performance of safety-sensitive functions. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made. Once notified of selection for testing, the covered employee must proceed immediately (or as soon as possible) to the collection site for testing.

Reasonable Suspicion Tests

Any qualified supervisor or district administrator, who has reasonable suspicion to believe that a bus driver has violated the alcohol or drug prohibitions of the district, shall require the driver to submit to the appropriate testing. A qualified supervisor or administrator must be an employee who has been properly trained, in accordance with federal regulations, to make a determination that reasonable suspicion exists. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of drugs.

Alcohol testing is authorized for reasonable suspicion only if the required observations are made just before, during or just after the period of the workday when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the district shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight hours, and the district will state in the record the reasons for not administering the test.

Drug testing shall include documentation by a qualified supervisor or district administrator who makes a finding of reasonable suspicion. He or she shall create and sign a written record of his or her observations leading to a reasonable suspicion drug test within 24 hours of the observed behavior or before the results of the test are released, whichever is earlier.

Return-to-Duty Tests

An alcohol or drug test shall be conducted when a driver who has violated the district's alcohol or drug prohibition returns to performing safety-sensitive duties.

Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the return-to-duty test produces a verified result that meets federal and district standards.

Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function until the return-to-duty test produces a verified negative drug result.

Follow-up Tests

A driver who violates the district's alcohol or drug prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving an alcohol or drug problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be unannounced and at least six (6) tests must be conducted in the first 12 months after the employee returns to duty. Follow-up testing may be extended for a period not to exceed 60 months following return to duty.

Refusal to Submit to Tests

No driver shall refuse to submit to any of the tests. An employee refuses to submit when he or she fails to provide adequate breath or urine for testing when notified of the need to do so, or who engages in conduct that clearly obstructs the testing process. Such refusal is treated as if the district received a positive test, and in accordance with federal regulations, be prohibited from performing safety-sensitive functions until all preconditions are satisfied.

The employer shall follow the federal guidelines and standards of the Department of Health and Human Services regarding testing and laboratory procedures. This shall include selection of sites with appropriately trained personnel for alcohol and drug testing, selection of a laboratory certified by the Department of Health and Human Services to conduct drug specimen analysis, and selection of a Medical Review Officer to verify laboratory drug test results. The drug and alcohol testing program of an employer shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The specimen collection procedures and chain of custody shall ensure that specimen security, proper identification and integrity are not compromised.

Consequences

Employees whose conduct involved alcohol or drugs cannot return to duty in a safety-sensitive function until the return-to-duty test produces the required result. A driver who is tested and found to have an alcohol concentration of 0.02 shall not perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period but not less than 24 hours after the test was administered. Further employment actions up to and including termination may be instigated in accordance with the Drug Free Workplace Act of 1988 (P.L. 101-226) and other state and federal laws.

Rehabilitation

An employer shall provide for the identification and opportunity for treatment of covered employees who are determined to have used, in violation of federal law or regulations, alcohol or drugs. This information shall include the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs.

Employee Records

Employees' alcohol and drug test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to his or her use of alcohol or drugs, including any records pertaining to his or her tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver. Test records shall be maintained with the separate medical files of each employee.

District Records and Reports

The district shall maintain records and reports of its alcohol and drug prevention program as required by federal law in 49 C.F.R. 382.401, .403.

Notification

The district shall provide educational materials that explain the general requirements and district's policies and procedures. The program coordinator shall ensure that all covered employees receive written materials explaining the district's drug and alcohol misuse prevention program requirements including:

1. Identity of the program coordinator, a contact person knowledgeable about the materials, policy, administrative regulations and the Omnibus Act;
2. Categories of employees covered;
3. Information about the safety-sensitive functions and what period of the work day the employee is required to be in compliance;
4. Specific information concerning prohibited conduct;
5. Circumstances under which employees will be tested;
6. Procedures used in the testing process;
7. Requirement that driver submit to alcohol and drug test administered in accordance with federal law;
8. Explanation of what constitutes a refusal to submit to a drug and/or alcohol test;
9. Consequences of violations (i.e., discipline up to and including dismissal, removal from safety-sensitive functions as required by the Omnibus Act, referral to substance abuse professional for evaluation, treatment and follow-up testing as required);
10. Consequences of drivers found to have an alcohol concentration of 0.02 or greater, but less than 0.04;
11. Information on the effects of drug use and alcohol misuse on personal life, health and safety in the workplace.

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

IN-SERVICE/TRAVEL

In-Service Education Reimbursement Procedures

1. Funding sources for in-service activities may include money from the district's budgets, special funds available at the school or department level; special grants from individuals; philanthropic foundations; local, state and federal agencies; and fees charged individual participants.
2. All in-service funds shall be administered in accordance with approved budgeting and accounting procedures of the source entity of the funds.
3. Reimbursement for out-of-district travel for professional meetings and workshops will be governed by the following guidelines:
 - a. All individuals attending professional meetings or workshops must have an approved educational leave on file in the Administration Office one week prior to the meeting/workshop and they must have secured authorization for funds to cover costs.
 - b. Mileage will be reimbursed at the rate of 40 cents (\$.40) per mile.
 - c. Mileage will be based on the district mileage chart. If the destination is not on the chart, contact the funding source administrator. Any additional mileage accrued during the conference must be approved by the funding source administrator. Airfare, bus or other means of transportation must have authorized funding.
 - d. Meals for a full day should not exceed \$35.00. Alcoholic drinks are non-reimbursable expenses. Meals will not be reimbursed to the individual whenever meals are included in the conference registration fees. Employees will pay for meals and submit itemized receipts for reimbursement. Snack/drink purchases are not reimbursable expenses.
 - e. Room Allowance - The district will pay the hotel rate negotiated for the conference by the association when the attendee stays in the hotel associated with the conference. When the participant stays at a hotel not associated with the meeting the maximum per night expenditure is **\$150.00**. Employees are expected to share hotel rooms when possible. Reimbursement may be allowed for room rentals. Phone calls, movie rentals, etc. are not allowable expenses.
 - f. All itemized, original receipts (fuel, meals, hotels) **must be submitted within 30 days of travel** and be attached to a purchase order before reimbursement payment can be made (credit card statements are not an acceptable reimbursement item).
 - g. District Visa cards may be used for hotel, conference registration, parking and fuel costs.

In-District Travel

Personnel who are required to travel in-district in their own vehicles on official business from one job location to another are authorized to be reimbursed at the rate of 40 cents (\$.40) per mile. Use of own vehicle must be pre-approved by the supervisor and mileage claim submitted for actual miles traveled each day.

Out-of-District Travel

All requests for official travel outside the district must be approved in advance. Travel requests must be submitted via your immediate supervisor to be processed through the chain of command. In order to be reimbursed for travel expenses, receipts must be submitted with your completed trip purchase order during the school year in which the expense occurred. Reimbursements will not be made for expenses incurred during previous school years. No expense claims will be paid without a proper expense claim form filed with the business office justifying the expense. Reimbursement will be at the rate of 40 cents (\$.40) per mile.

The district has a van and car that can be used for professional development trips. Employees must check availability of the school vehicles before using personal vehicles. Contact your building principal or professional development representative for request forms. Approval or denial of the requests are made by the Assistant Superintendent-Business.

DISTRICT POLICIES

IN-SERVICE POLICY

Administrators, teachers, paraprofessionals, instructors, and nurses are encouraged to keep up with current trends in their fields. The Poplar Bluff School District is committed to ongoing professional development to enhance student achievement.

Special services paraprofessionals are required to fulfill in-service hours during each school year. Returning special services paraprofessionals must complete ten (10) hours of professional development and new special services paraprofessionals must complete fifteen (15) hours. These in-service hours may be fulfilled during or after school hours. Regular classroom paraprofessionals are NOT required to complete these hours.

SCHOOL FUNDRAISING ACTIVITIES AND ACTIVITY ACCOUNTS

1. Overview

- a. Nothing within these guidelines should be construed as a directive or encouragement for schools to undertake fundraising activities. These guidelines have been developed to ensure that Board policy is adhered to, that the educational process is not interfered with, that students are not pressured into commercial entrepreneurship, and that acceptable accounting and financial procedures are followed.
- b. Principals are to review guidelines in these procedures with parent groups and staff members prior to providing them with a copy of "Fundraising Guidelines for Schools". Any necessary interpretation of these guidelines should be referred to the Assistant Superintendent-Business.
- c. Internal fundraising in schools is conducted by the principal or his/her designee and may involve staff, students, parent groups, and usually some use of school facilities. All such fundraising activities must be in accordance with these administrative guidelines and Board policy. While the numbers of these fundraisers are not limited in the schools, the principal is responsible to carefully monitor and control such activities.

2. Fundraising Guidelines for Schools

a. General Guidelines

- 1) Requests to initiate fundraising activities should be submitted to the principal on the Fundraising Authorization Application Form for approval. The principal's decision must be based on the guidelines found in this section. The request must

be filed in the school office before any fundraising activity is initiated and prior to making any commitment to vendors. Only the school principal shall have authority to approve school fundraising contracts. Once approved, one (1) copy of the form should be maintained on file in the school office and a copy forwarded to the Assistant Superintendent-Business.

- 2) Each fundraising project is limited to a two (2) week selling period or a specific time period approved on the Fundraising Authorization Application.
- 3) If approved by the principal, fundraising activities for voluntary school-related field trips may accrue either as individual or group credits. These credits can be used to pay direct field trip expenses, but may not be dispersed as cash to individual students. Any exception to the rule must have written approval from the Assistant Superintendent-Business.
- 4) Whenever possible, fundraising activities should demonstrate the district's commitment to promoting healthful behaviors and improving personal wellness. Selling nutritious foods reinforces nutrition messages taught in classrooms and lunchrooms.
 - 5) The building principals and sponsors should consider the percent return and are discouraged from approving fundraising projects with low rates of return.

b. Accounting Procedures for School Fundraising Activities

- 1) Staff members and/or advisors of school clubs or school activities involved in fundraising must use the following record-keeping material/financial record forms:
 - a) Fundraising Request and Report Form
 - b) Deposit/Cash Receipt Form
 - c) Purchase Order Request Form
 - d) Receipt book
- 2) Members of the school staff are personally responsible for all products and any money handled during fundraising activities.
 - a) Security arrangements for all products are to be made with an administrator. With permission of the principal, fundraising products may be kept in classrooms overnight if they are locked in a secure place.
 - b) Students should take orders prior to the actual delivery of products whenever possible.
 - c) Students are limited to handling goods valued at no more than \$30.00 before additional products are released for distribution, unless accompanied by a parent or responsible adult.
 - d) Monies collected from students must be turned over to the staff member in charge of finances each day.
 - e) A receipt book must be kept by each fundraising advisor with a record of monies received, including students' names and dates. Receipts shall be given to students each time money is received from them.
 - f) All invoices related to the payment for fundraising merchandise must be submitted to the staff member in charge of purchase orders for payment.
- 3) All monies collected in school fundraising activities must be deposited intact along with the Deposit/Cash Receipt Form in the school's checking account daily. No fundraising expenses or payment of merchandise can be made from these receipts.
 - a) Under no circumstance is money to be kept in classrooms, taken from the building by the fundraising advisor, or deposited in private accounts.
 - b) Staff members or students are prohibited from opening private bank accounts for money generated from school activities or using the school's name for private activities or private fundraising.
- 4) The school Fundraising Request and Report Form is to be finalized with ending financial data, copied, and submitted to the principal within one week of the close of the fundraising activity. Distribution of the approved form is as follows:
 - a) original to advisor/manager
 - b) copy to principal

- c) copy to Assistant Superintendent-Business
- 5) All financial records relating to fundraising activities must be retained for a period of five years for audit purposes.
- 6) All fundraising activities are subject to periodic audits by the district and/or the independent auditing firm.
- 7) Faculty advisors assume personal responsibility for all monies collected up until those monies are deposited with the school office.

3. Guidelines Related to Use of School Funds

a. Expenditure of Funds

- 1) Expenditures from the activity and reimbursable funds are to be of direct or indirect benefit to the student body. The basic purpose of such funds is to promote the general welfare and morale of the students and to benefit them as a whole. Examples of these types of expenditures include:
 - a) field trips for students
 - b) student recognition and incentive awards
 - c) special auditorium programs and speakers
 - d) special equipment for students' use, such as computers, reading materials, special classroom materials, and special athletic equipment for student programs.
 - e) purchase of special items such as copy machines and trophy cases
- 2) There are some expenditures from these funds that have a positive impact upon the school and may be indirectly related to students. Expenditures of this type are to be closely monitored by the principal. These expenditures include:
 - a) in-school luncheons and breakfasts for parents and special visitors to the school
 - b) coffee and doughnuts for staff members at special times such as organization and in-service days
 - c) miscellaneous expenses relative to improving the school surroundings.
- 3) When making purchases, principals must consider these factors:
 - a) The direct benefit to the student body
 - b) Safety of the equipment being purchased
 - c) Adaptability to the curriculum
 - d) Purchase price, including installation and repair cost.
 - e) In accordance with the policy of the Board, all purchases of supplies and equipment are outlined in the business procedures manual and are requested through requisitions and purchase orders.
 - f) Purchases should never be made with direct fundraising receipts.

(Fundraiser Request Forms can be located in each building office, the Business Procedure Manual or online at the district website, poplarbluffschools.net.)

PETTY CASH POLICY

A petty cash fund is a small amount of money that is managed by an administrator in order to purchase small amounts of supplies or cover unanticipated small expenses, such as materials or refreshments for emergency meetings or unexpected guests. The petty cash fund may have been obtained with a requisition to the District Finance Office, raised by a P.T.O., or from a student or community fund-raising event. The designated administrator is accountable for this fund. Funds collected throughout the district must be processed immediately for proper deposit and are not to be held at a school site.

The petty cash fund must be used for school purposes (purchase of emergency supplies) and must be documented with receipts. If an administrator accrues out-of-pocket expenses, a requisition for reimbursement should be submitted on a monthly basis with back-up information and receipts.

Teachers may not make petty cash purchases without the prior approval of an administrator.

Petty cash should not be used as a short cut to obtain supplies except in an emergency or in cases where very small items make it impractical to order through channels.

USE OF DISTRICT PROPERTY POLICY

Employees may be provided access to and use of District property including, but not limited to, desks, file cabinets, closets, storage areas and computers for classroom use. These items remain the property of the District and are subject to inspection by District administrators.

SAFETY, SECURITY AND COMMUNICATIONS POLICY

Safety Standards

The Board of Education directs the Superintendent to ensure that the management of all District operations be in compliance with local laws and regulations pertaining to student and staff safety and state and federal laws and standards regarding occupational safety and health. At various times District supervisors will issue specific safety standards and will provide ongoing directives, oral and written, to maximize employee and student safety. Failure to comply with such safety directives will be considered serious misconduct and will result in disciplinary action up to and including dismissal.

Safety Requirements

In order to promote safety and to reduce the occurrence of injuries to the employee; to the employee's colleagues, students and visitors to our schools, the following requirements are mandated by the the Board. These requirements are not intended to be exclusive, but to be illustrative for measures required to promote safety. Moreover, these requirements are in addition to all relevant requirements of federal and state law as well as Board policy. Employees will be required to review this policy on an annual basis. These requirements are:

1. All accidents are to be reported, in writing, to your supervisor on the date they occur.
2. All unsafe conditions are to be reported to your supervisor immediately.
3. No running or horseplay is permitted.
4. The use of alcohol or non-prescribed drugs during work hours is strictly prohibited. The use of prescribed drugs is permitted subject to the limitations imposed by the prescribing physician.
5. Standing on chairs, desks, boxes, or any object other than a ladder or step stool is prohibited.
6. When using chemicals, all appropriate safety equipment must be used. If the appropriate safety equipment is not available, the absence of same should be reported to your supervisor.
7. If your duties require you to drive, the use of a seatbelt is mandatory. The use of a cell phone for phone calls or texting is prohibited in a moving vehicle.
8. The use of employer provided safety devices is mandatory.

The above requirements are not all inclusive. Additions can be made by the location an employee is working at, by the supervisor the employee is working under, the specific job the employee is working on, and/or Local, State or Federal law. Failure to comply with one or more of these requirements will result in disciplinary action.

EMPLOYEE-STUDENT COMMUNICATION POLICY

Definitions

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

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

Student - Individuals currently enrolled in the Poplar Bluff R-I School District.

General

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

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

Absolute Prohibitions

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

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

Exceptions to This Policy

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

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

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

Failure to Maintain Boundaries

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

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Meeting students in non-work settings without the parent/guardian being present, even if the parent/guardian grants permission.
3. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
4. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
7. Inviting students to the staff member's home.
8. Being present when students are fully or partially nude.

9. Sending students on personal errands.
10. Allowing a student to drive the staff member's vehicle.
11. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
13. Giving gifts to individual students.
14. Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

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

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children,

stepchildren or other persons living within the staff member's home who happen to be students of the district.

Consequences

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

Reporting

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

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC and/or ACA) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

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

Training

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

STAFF USE OF COMMUNICATION DEVICES POLICY

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

Definitions

Communication Device - Any portable device that sends or receives calls or text messages allows the retrieval of e-mail or provides access to the Internet.

Use/Using - Answering the phone or talking on the phone; sending or responding to a text, e-mail or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; continuously checking a communication device; or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students.

General Use

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

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

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

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

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

Use in Vehicles

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use communication devices when:

1. Driving district-provided vehicles.
2. Operating a vehicle in which a student is being transported when the transportation is provided as part of the employee's job.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations.

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

Use of District-Provided Communication Devices

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

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

Personal Use of District-Provided Communication Devices

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

HARASSMENT POLICY

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, or any other characteristic protected by law. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, or any other characteristic protected by law.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, or any other characteristic protected by law as defined by this policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin,

age, ethnicity, disability, or any other characteristic protected by law as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this policy, the term "school personnel" includes Board of Education members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, or any other characteristic protected by law; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment and further prohibits retaliation against persons who participate in related proceedings or investigations.

BULLYING POLICY

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school s grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communications with another by any means including telephone, writing or via electronic communications, with the intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact can include intimidating gestures. (does not require physical touching, although touching may be included)

Students who are found to have violated this policy will be subject to disciplinary action.

First Offense: Principal/Student/Parent conference, corporal punishment, in-school suspension, or 1-10 days out-of-school suspension

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, expulsion, possible notification to law enforcement officials, and documentation in student's discipline record

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy

TOBACCO POLICY

It is the intent of the Poplar Bluff School District R-I Board of Education to eliminate the use of tobacco products in or on all property of the district by employees.

Procedures for Employee Violation of Policy:

First Offense:	Letter of reprimand
Second Offense:	1 day suspension without pay
Third Offense:	1 week suspension without pay
Fourth Offense:	Dismissal/Termination

WEAPONS POLICY

The purpose of establishing this policy is to insure a safe environment for all students and employees of the Poplar Bluff School District R-I.

The Board of Education does determine that possession and/or use of a weapon by any person on school property or at any school-sponsored or sanctioned activity is detrimental to the welfare and safety of the students and employees of the Poplar Bluff School District R-I. The two (2) exceptions to this are:

1. Weapons under the control of on-duty law enforcement personnel in the regular course of their duties. This EXCLUDES Poplar Bluff school personnel with municipal or county law enforcement commission cards who are not performing law enforcement duties.
2. Weapons that are registered and handled in a legal manner for the purpose of education.

Definitions:

The Board of Education defines "dangerous weapon" as an object constructed for and considered to be a weapon by nature of design and use. This also includes any other object which is capable of inflicting bodily harm and/or which can be used to threaten, frighten, or intimidate by the manner in which it is used and/or intended to be used or by its appearance as a dangerous weapon. This includes, but is not limited to: firearms, ammunition, explosive devices, switchblade knives, butterfly knives, hunting knives, razors, karate sticks, nunchakus, clubs, chains, metal knuckles, Kung Fu stars, slingshots, and replicas of such weapons.

The Board of Education defines "weapon" as any object which may not commonly be considered a weapon but which may be used to inflict or to threaten bodily harm and/or to frighten, intimidate, or to harass. This includes, but is not limited to: belts, other articles of clothing, combs, pencils, files, compasses, scissors, and utility or work-related knives (i.e., box cutters).

Violation:

An employee who brings a dangerous weapon, or who is found to be in possession of a dangerous weapon, or who places a person in fear of bodily harm, or who inflicts bodily harm with a weapon or a dangerous weapon on school property before, during, or after school or at any school-sponsored or sanctioned activity is in violation of this policy.

Any employee, who violates this policy shall be suspended from work with pay immediately pending a review of the violation by the superintendent and the Board of Education. In addition, the administration shall immediately confiscate the weapon and call the proper legal authority. Possession of a firearm and possession or use of other dangerous weapons will be handled as follows:

1. First Offense - Four week suspension without pay, conference with superintendent, and letter of reprimand.
2. Second Offense - Termination of employment.

ALCOHOL AND ILLICIT DRUGS POLICIES

The District prohibits all employees from the possession, distribution, or presence under the influence of alcohol and non-prescribed controlled substances while on school premises. Violation of this policy will result in disciplinary action up to and including termination. In addition, such violation may result in substantially reduced or forfeiture of workers compensation benefits where the use of substances prohibited by this policy was in conjunction with or related to a work place injury.

Post-Accident Drug / Alcohol Testing:

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students, to other employees, and to District property. Where an employee holding a safety sensitive position is involved in an accident producing injury, the District will require the employee to submit to post injury alcohol/drug testing.

Post-accident testing will be utilized after any accident

- involving the loss of life;
- resulting from a violation of Board Policy or Regulations, or municipal, state, or federal law;
- which results in an injury to a person who receives medical treatment;
- resulting in disabling damage to any motor vehicle or piece of District equipment;
- resulting from a violation of a safety regulation or safety directive.

Refusal to submit to post injury testing will result in disciplinary action up to, and including termination, and may result in forfeiture of Workers Compensation benefits for injuries related to the request for testing. Employees holding a non-safety sensitive position will be subject to post accident drug testing where a District administrator has sufficient cause to suspect the employee's use of alcohol or non-prescribed controlled substance producing accident, in conjunction with or related to a work place testing. Such post-accident testing will be utilized in the instance of the occurrence of any of the five instances set forth in this policy.

Safety Sensitive Positions:

The following list of positions are hereby classified as "safety sensitive" due to the serious risk of harm that can result from performing said job duties while impaired by drugs or alcohol; therefore, employees occupying such positions are subject to drug testing in accordance with published Board Policies and Regulations:

- Food service employees.
- Transportation employees.
- Custodial employees.
- Maintenance employees (HVAC, Electrical, Plumbing).
- Any district employee whose job duties involve the performance of supervising children, including, but not limited to teachers, teachers' aides, lunchroom/playground monitors, etc.

DRUG FREE WORK PLACE POLICY

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The District will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the District shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The District shall conduct a periodic review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

This policy shall be distributed in writing to all present and future employees.

REFERENCE REQUEST

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

COMMUNICABLE DISEASES

Employee

The Poplar Bluff School District R-I Board of Education recognizes its responsibility to protect the health of students and employees from the risks posed by infectious diseases. The Board also has 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.

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

Employees will not be required to submit to medical examinations unless the examination is job related and consistent with business necessity or otherwise allowed by law. Medical records must be maintained on separate forms in separated medical files and shall be treated confidentially.

Categories of Potential Risk

Employees with infectious diseases that can be transmittable in school and/or athletic settings (such as, but not limited to, chicken pox, influenza and conjunctivitis) should be managed as specified in: (a) the most current edition of the Missouri Department of Health 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 distributed by the local county or city health department. A medical release may be required of the employee in certain circumstances.

An employee infected with a blood borne pathogen such as hepatitis B virus (HBV), hepatitis C 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 un-coverable, oozing skin lesions), which could potentially be associated with transmission of both blood borne, and non-blood borne pathogens. No employee, regardless of whether he or she is known to be infected with such pathogens, should be allowed to continue work unless these behaviors or 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:

1. 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 un-coverable, oozing skin lesions.
2. The school nurse, and the designated school administrator when appropriate should be promptly informed of any employee with an illness characterized by a rash.
3. The school nurse, and the designated school administrator when appropriate, 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 and/or civil suit.

Training--Employee

All employees will be provided information annually on universal precautions and the communicable disease policy.

Testing--Employee

Medical examinations and inquiries will not be required prior to an offer of employment. However, the district may make pre-employment inquiries into the ability of the applicant to perform job-related functions. At the post-offer, pre-employment state, medical inquiries and tests may be required of all applicants for a particular job category. Once employed, employees may only be subjected to medical inquiries or medical tests if the inquiry or test is job related and consistent with business necessity as provided by law.

Reporting and Disease Outbreak Control

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

TECHNOLOGY

Media Releases

It is the policy of Poplar Bluff School District R-I that all official news releases be cleared through the superintendent of schools or his/her designated official. Staff members must understand the goals, policies, administrative regulations, programs, and educational philosophy so that they will be able to give accurate information to media representatives.

Staff members must take care to clarify personal opinions from official statements issued by the school.

INSTRUCTIONAL SERVICES

Libraries, Media and Technology Services

Internet Usage/Safety

The Poplar Bluff School District R-I recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet

Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

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

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

Internet Safety Training

Each year, in compliance with the Children's Internet Protection Act, all District students will receive Internet safety training which will educate them about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include Internet, cell phones, text messages, chat rooms, email and instant messaging programs. (See also Policy 6116 - State Mandated Curriculum - Human Sexuality.)

Definitions

For the purposes of this policy and related regulations, procedures and forms, the following terms are defined:

User -- any person who is permitted by the District to utilize any portion of the District's technology resources, including but not limited to students, employees, Board of Education members and agents of the School District.

User Identification (ID) -- any identifier which would allow a user access to the District's technology resources, or to any program, including but not limited to, e-mail and Internet access.

Password -- a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Technology Administration

The Board of Education directs the Superintendent/designee to create rules and procedures governing technology usage in the District to support the District's policy, as needed.

The Board of Education directs the Superintendent/Designee to assign trained personnel to maintain the District's technology in a manner that will protect the District from liability and will protect confidential student and employee information retained or accessible through District technology resources.

Trained personnel shall establish a retention schedule for the regular archival or deletion of data stored on District technology resources in accordance with the *Public School District Retention Manual* published by the Missouri Secretary of State. Administrators of computer resources may suspend access to and/or availability of the District's technology resources to diagnose and investigate network problems or potential violations of the law or District policies, regulations and procedures.

User Identification and Network Security

The District technology resources may be used by authorized students, employees, Board of Education members and other persons such as consultants, legal counsel and independent contractors. Use of the District's technology resources is a privilege, not a right. No student, employee, or other potential user will be given an ID, password or other access to District technology if he/she is considered a security risk by the Superintendent/Designee.

To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of

inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

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

User Agreement

Unless authorized by the Superintendent/Designee, all users must have an appropriately signed *User Agreement* on file with the District before they are allowed access to District technology resources. All users must agree to follow the District's policies, regulations and procedures.

In addition, all users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the District's technology. A user ID with e-mail access, if granted, is provided to users of this District's network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received or stored using District technology in his/her *User Agreement*.

Privacy

A user does not have a legal expectation of privacy in the user's electronic mail or other activities involving the District's technology resources.

Content Filtering and Monitoring

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Media Center Director or designated representatives.

Closed Forum

The District's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by the law.

The District's web page will provide information about the School District, but will not be used as an open forum. The District web page may include the District's address, telephone number, and an e-mail address where members of the public may easily communicate concerns to the administration and the Board of Education.

Any expressive activity involving District technology resources that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school, and which are designed to impart particular knowledge or skills to student participants and audiences, are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the School District for legitimate pedagogical reasons.

All other expressive activity involving the District's technology is subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Damages

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

SOCIAL MEDIA BEST PRACTICES FOR DISTRICT PAGES

At Poplar Bluff Schools, we recognize that many of our staff, students, parents and community members are active social media users. As a school district, we incorporate social media as a strategic tool for communication with our patrons. The best practices listed below complement, but do not replace, any existing policies regarding the use of technology, computers, email and the Internet that are in place at the Poplar Bluff R-I School District.

- Comments related to the school district should always meet the highest standards of professional discretion. When commenting on district-approved pages, school personnel should act on the assumption that all postings are in the public domain, including direct messages. Deleted content can still show up in online searches. Or, with the click of a button, other users can take a screen shot, re-post or share your content.

- No photos of student activities to which the general public was not invited or not allowed should be posted on faculty and staff's personal social media accounts. However, these photos should be initially posted on a school or organization, district-approved social media account and then shared from that account if the staff member wishes to share them on his/her personal social media.

Photos of student activities to which the general public was invited may be posted on private accounts first; however, as a best practice, the district recommends that those photos are posted first on a school or organization, district-approved social media account and then shared from that account.

- School personnel should not 'friend' or 'follow' current students or recent graduates on social media. The district recognizes there may be certain limited exceptions to these guidelines, such as a student being a family member or relative, or in those instances when an employee's interaction with a student is a result of certain non-district activities, such as Boy Scouts, Girl Scouts, religious organizations, or other similar relationships

Copyrighted Materials

The superintendent or designee is responsible for the establishment of practices that will ensure compliance with the provisions of the U.S. copyright law as they affect the district and its employees.

General Responsibilities

The building principal or designee will be responsible for disseminating and interpreting copyright regulations at the building level. He or she will provide employee training as needed, distribute and review district policy and administrative procedures with employees, control the approval process and maintain written records regarding permission, responses to requests and license agreements as may be necessary.

1. The building principal or designee will ensure that budget recommendations include appropriate funds for the purchase of the appropriate number of materials or licenses for needed software.
2. The building principal or designee will ensure that appropriate warning notices are posted to educate and warn individuals using district equipment of the applicable provisions of the copyright law such as in the libraries, work rooms and other places where interlibrary loan orders for copies of materials are accepted.
3. The building principal or designee will ensure that building computers and computer labs are used only with proper supervision to help protect against unauthorized copying.
4. The building principal or designee will annually inspect any video collections to ensure all copies are acquired and maintained in accordance with applicable provisions of the copyright law.
5. The district technology coordinator will maintain all computer software license agreements. In the absence of clearly granted rights, employees must contact the copyright holder in writing for permission to manipulate or use these technologies in alternative ways.

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

Copyright and Fair Use Guidelines

For additional and up-to-date information on fair use guidelines and copyright regulations please visit: <http://www.copyright.gov>.



Poplar Bluff R-I School District 2023-2024 Academic Calendar



<p>JULY 2023</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>7 Days</p>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>4 Independence Day</p> <p>Capturing Kids Hearts</p>	<p>1-3 No School 15 M.L. King Jr.'s Birthday – No School 16-17 Collaboration Day – No Classes</p>	<p>JANUARY 2024</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p>17 Days</p>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
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If more hours are missed for weather-related events than have been built into the calendar, the following days will be available as potential make-up days: January 16, 17, February 20 & April 02. Teachers may be required to make up the collaboration day(s) when school is not in session due to weather. This calendar is subject to change by board vote as a result of inclement weather, school activities, or any emergency that may occur.

Board Approved 01-19-2023