



**POPLAR BLUFF R-I  
SCHOOL DISTRICT  
2023-2024  
TRANSPORTATION  
RULES & REGULATIONS**

**REVISED & BOARD APPROVED JUNE 2023**

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**2023-2024**  
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# TRANSPORTATION 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.



## **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.

### **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 **2023-2024** is 6.2% and applies to the first \$106,800 of taxable wages in the calendar year. Deduction for employee contribution to Medicare for **2023-2024** 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 2022-2023 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.psr-peers.org/](http://www.psr-peers.org/).

## **Bus Driver Pay Rate Established by the Poplar Bluff R-1 Board of Education**

The Board of Education has determined that bus drivers are a critical need for the district and has established the following incentives to recruit and retain more quality drivers. The board reserves the right to change bonuses and incentives before the start of each year pending a review of the effectiveness of the program.

### **Rate of Pay**

All bus drivers will be paid a flat hourly rate of \$16.13 per hour. Drivers earning a higher wage, as of July 1, 2016, will be paid at a rate according to where they fall on the classified salary schedule based on the driver's step and the base + .50 column.

### **New Bus Driver Employment Incentive**

New drivers will receive \$500.00 as a first-time employment incentive, no matter the employment date. The new employment incentive will be paid during the June payroll at the end of the fiscal year if the driver completes the entire school term. Drivers that leave the district and return anytime during the school year are not eligible for the new driver employment incentive.

### **Drivers Returning to the District**

All bus drivers *resuming employment from the previous year AND RETURNING on the first day of the new school year*, will receive an *incentive* in the amount of \$500.00 to be paid the last payroll in June upon completion of the entire school term.

### **Attendance Incentive**

An attendance incentive for bus drivers, is earned at a rate of \$8.00 per day for each day school is in session. The incentive is accrued weekly and paid at the end of June. To qualify for the incentive a bus driver must NOT miss any days during the week in which students are in attendance. If a driver misses a student attendance day for any reason, the incentive for that week is forfeited. ***No exceptions*** will be made to the perfect attendance incentive guidelines, except for driving a district sponsored activity trip. *Absences such as, vacation, personal leave, sick leave, funeral leave, a crisis of any kind, or working another job within or outside the district, eliminates the attendance incentive for the week. Drivers cannot accrue the incentive if school is not in session.* For fiscal year 2023-2024, drivers can accrue up to 166 days of attendance incentive but again are not allowed to miss any hours per week. Attendance incentives will not be provided during the summer school term.

Retirement or a written resignation, effective prior to the end of the school year, eliminates the opportunity to receive the perfect attendance incentive. The purpose of the incentive is to encourage perfect attendance that will assure a safer and more efficient transportation system with a driver that knows the students and the routes.

### **Drivers that Assume Additional Work Duties Within the District**

If additional duties beyond driving a bus are assigned by the administration, the driver will be paid their hourly bus driver rate of \$16.13 per hour. If at any time the driver no longer drives a bus for the district but continues to work in the position assigned, the pay rate will be adjusted based on the board approved rate for their current position assigned. **A driver assuming other duties during the summer months will maintain the hourly bus driver rate if they plan to remain a driver the next school year and they are willing to drive a summer school route.**

All eight (8) hour positions will be granted based on seniority and performance of the driver. Every effort will be made to increase hours to drivers working less than eight (8) hours per day before another driver is allowed to exceed eight (8) hours per day.

## SCHOOL SPONSORED TRIPS

### REIMBURSEMENT FOR DRIVER'S MEALS

Meals will be reimbursement for out of town trips. **Snacks will not be reimbursed.**

- Meals for a full day should not exceed \$35.00. A single meal should not exceed \$15.00. Alcoholic drinks are non-reimbursable expenses. Meals will not be reimbursed whenever meals are provided by the restaurant or the trip sponsor. Employees will pay for meals and submit itemized receipts for reimbursements.
- Before reimbursement can be made, all itemized receipts must be attached to a completed travel voucher and purchase order. Credit card receipts that are not itemized will not be accepted.

### LEAVING SCHOOL SPONSORED TRIP DESTINATION

- Drivers are not allowed to leave the destination of a school sponsored trip without consent from the sponsor. Drivers are required to have the sponsor's phone number and the sponsor is required to have the driver's phone number.
- Drivers leaving the destination are not allowed to be more than five miles from the destination of the school sponsored trip

### SHUTTLES

- Drivers can use shuttles on out of town school sponsored trips with a \$10.00 daily maximum.

### OVERNIGHT SCHOOL SPONSORED TRIPS

- Drivers will be paid (30) thirty minutes once the bus is parked in the bus garage. (refueling, cleaning of the bus, and to insure the bus is ready for the next trip) If the bus is not refueled, cleaned, and ready for the next trip the driver will not be paid for the (30) thirty minutes. The bus will be inspected after school sponsored trips.
- If the bus is idle for twenty-four hours on a school sponsored trip the driver will be paid for (8) eight hours.

# POPLAR BLUFF R-1

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      |

## 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<br>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, and bus drivers work. |

|  |  |
|--|--|
| 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, and bus drivers work.          |
| November 20, 21, 22<br>23, 24            | No School (Thanksgiving break) - only 12-month classified employee's work  |
| November 24                              | Thanksgiving Day - paid holiday for 184-day instructors.   |
| November 23, 24                          | Thanksgiving and the day after - paid holidays for computer lab instructors, 183-day instructors, school term secretaries, library aides, companion aides, paraprofessionals, health aides, bus drivers and 12 month classified employees except for those working less than 30 hours per week.  |
| December 21, 22, 25<br>26, 27,<br>28, 29 | Christmas/New Year's Vacation - only 12-month classified employees work  |
| December 22 & 25                         | Christmas Eve/Christmas -paid holidays for computer lab instructors, 183-day instructors, school term secretaries, library aides, companion aides, paraprofessionals, health aides, bus drivers, and 12 month classified employees except for those working less than 30 hours per week.         |
| December 25                              | Christmas - paid holiday for 184-day instructors.  |
| December 29, Jan 1                       | New Year's Eve / New Year's Day - paid holiday for computer lab instructors, 183-day instructors, school term secretaries, library aides, companion aides, paraprofessionals, health aides, bus drivers, and 12 month classified employees except for those working less than 30 hours per week. |
| January 1                                | New Year's Day - paid holiday for all classified employees, except those working less than 30 hours per week.  |
| January 4                                | All school term classified 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 Days - 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, and bus drivers work.  |
| 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, and bus drivers work.              |
| March 11, 12, 13<br>14, 15 | Spring Break - only 12 month classified employees work  |
| March 29                   | Good Friday -- paid holiday for computer lab instructors, 183-day instructors, school term secretaries, library aides, companion aides, paraprofessionals, health aides, bus drivers, and 12 month classified employees except for those working less than 30 hours per week.                       |
| April 1                    | Easter Monday, No school  |
| April 2                    | 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, and bus drivers work.              |
| April 08                   | No School - Solar Eclipse   |
| 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 22                     | School term secretaries last day (or 3 days after the last day of school)   |
| 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)                                       |
| June 19                    | Juneteenth paid holiday for all 12 month classified employees   |



School nurses and social workers will follow the same school calendar as teachers.  
184-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. Twelve-month employees may earn 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. School term employees may earn eight (8) days of sick leave and two (2) days of personal leave each 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 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 |
|-------------------|--|--|---|--|---|---|
| <b>0-10</b>       | 100  | 95   | 90  | 80   | 60                                      | 40                                      |
| <b>11 +</b>       | 100  | 95   | 95  | 90   | 85                                      | 75                                      |

The district does not have a cap on the number of the days that employees are allowed to accumulate during their time of employment.

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.

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

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

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

### **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. School closing day - 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 by 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**

School term personnel are not entitled to any vacation time or vacation pay.

### **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**

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 personal illness 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 (1) per occurrence.) 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, in-service 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 20 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<br>(Personal Leaves Not Approved) |   |                     |
|--|---|---------------------|
| Day preceding event                                      | Event   | Day following event |
|  | August 14- Convocation Meeting  |                     |
|  | 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<br>Thanksgiving Day (November 23)  | November 27         |
| December 20  | December 21, 22, 25, 26, 27, 28, 29, - Christmas Break<br>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)                             |                     |

## 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 1<sup>st</sup> floor 225 Physician Park Drive, 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. 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.

### **Transportation Personnel**

Supervision, job assignments and duty assignments will be the responsibility of the director of transportation. Drivers will operate their vehicles in accordance with State and Federal laws and regulations governing transportation of school children. When school is not in session, hours worked by full-time employees will be established by the director of transportation.

The hours of part-time employees will vary depending on the need. The director of transportation may alter the hours worked as is deemed necessary.

## 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](http://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.

# TRANSPORTATION DEPARTMENTAL INFORMATION

## CHAIN OF COMMAND

The Chain of Command is as follows:

1. Transportation Support Staff: Dispatcher, Secretary, Mechanics
2. Director of Transportation
3. Superintendent of Personnel, Superintendent of Finance, Superintendent of Curriculum
4. Superintendent

Transportation support staff can assist on a regular basis with routing and operational matters.

Examples are:

- Bus routes
- Assign a bus
- School sponsored trips
- Transportation issues that may arise

If an issue arises with a Poplar Bluff R-I School District employee, schedule a meeting with the Transportation Director. The meeting will remain confidential. If the issue is not resolved or the employee is not satisfied with the Director's solution, the Director of Transportation will assist you in following the proper channels.

## Bus Driver Examination and Training

The driver of a school bus is responsible for the safety of students riding the bus; consequently, the students are under the authority and supervision of the bus driver while on the bus. Therefore, each bus driver shall observe all state laws and regulations pertaining to the safe use of school buses.

The following qualifications for bus drivers have been established by law or by regulations of the Missouri Department of Elementary and Secondary Education and/or by policies of the Poplar Bluff School District R-I Board of Education. The qualifications for a substitute bus driver shall be the same as for a regularly employed driver.

1. A bus driver shall hold at least a Class B CDL license with school bus and passenger endorsement in accordance with section 302.272 RSM0, and shall submit all driver's license numbers to the office of the superintendent prior to the first day of school.
2. A driver shall be at least 21 years old at the time he/she applies for a school bus license.
3. A driver shall be in good physical and mental health, free from communicable disease, and have normal use of both arms, hands, legs and feet. Vision shall be at least 20/40 in each eye, with correction if necessary. A driver shall be able to distinguish the colors of red, green and yellow. Hearing shall be adequate to be able to hear ordinary conversation. A driver shall undergo a physical examination annually by a licensed physician, and shall present a signed physical examination certificate to the office of the superintendent prior to the first day of school. For those drivers aged 70 and over, the school bus permit shall be renewed annually. The driver shall pass the required examinations prior to receiving the renewed permit.
4. A driver shall be neat and clean; abstain from the use of tobacco in the bus; refrain from driving under the influence of intoxicants, narcotics or drugs; and display appropriate conduct.
5. A driver must pass a drug test upon initial employment.
6. All drivers shall participate in random drug testing.
7. The district will conduct a criminal background check on all bus drivers the district employs. The district may allow bus drivers to operate district transportation pending the results of the criminal background check.

## **FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA) DRUG & ALCOHOL**

Prior to employment with the Poplar Bluff School District, all bus drivers and personnel will adhere to the FMCSA (Federal Motor Carrier Safety Administration) Drug & Alcohol Clearinghouse. Every employee must sign a consent for the school district to request to view the Clearinghouse record or view the driver record.

### **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.

## ROLE OF THE DIRECTOR OF TRANSPORTATION

The following items are areas of responsibility for the Director of Transportation. This is not an all-inclusive list. The Director of Transportation reports to the Superintendent of Personnel.

- Oversees the daily operations of the transportation department as a whole, enabling the drivers, maintenance, personnel, and support staff to perform the duties necessary to provide safe, efficient transportation to the students of the district
- Represents the department in reports to the Superintendent, Board of Education, general public, and the media as required
- Responsible for assisting in the formulation of and ensuring fiscal adherence to district operations budgets through effective cost control measures
- Oversees the maintenance and operations of the routing and scheduling functions of the district buses, performing periodic reviews to ensure vehicles are utilized to their maximum efficiency
- Oversees all departmental purchasing including parts, materials, fuel, and other supplies
- Responsible for recommending the purchase/disposal of district fleet buses, writing and reviewing vehicle specifications to ensure that all state and federal specifications are met
- Oversees and approves all departmental personnel timesheets, time-off requests, and other personnel matters including hiring, training, reviews, disciplinary issues, complaints, and other employee issues
- Review and approve additional retraining for drivers who are experiencing difficulty with any aspect related to bus driving within the guidelines of the district's policies
- Assist drivers who are experiencing difficulty with student discipline, bus conduct, or other safety-related issues, dealing with student disciplinary write-ups, and working with the schools on student issues
- Update transportation employees concerning new or changed laws and regulations with meetings and postings on an accessible bulletin board
- Oversee of the drug and alcohol testing program
- Represent the district with local support of MAPT (Missouri Association of Public Transportation) and other local, state, or national trade associations or groups
- Perform on-the-road observations, check rides, and driver safety and performance evaluations
- Oversee the investigation of accidents, determining causation, and following up on appropriate re-training and/or disciplinary actions as necessary
- Oversee and direct the efforts and quality of training provided by full-time and part-time driver trainers
- Other duties as directed by the Superintendent of Finance of the district



## ROLE OF DISPATCHER

The Dispatcher/Routing Supervisor reports to Director of Transportation. Performance responsibilities include to adhere to all local, state and federal regulations, will adhere to all policies and regulations set forth by the Poplar Bluff R -1 Board of Education, exhibit professional conduct, exhibit positive communication skills with the public, maintains confidentiality at all times.

### **Job Duties and Responsibilities:**

- Maintains routing software and assists district administration and parents with transportation routes and other needs
- Greets visitors in a polite manner
- Exhibits positive and professional phone etiquette
- Answers incoming calls and handles situations accordingly that do not require the personal attention of the Director of Transportation
- Maintains accurate files of all business matters pertaining to the transportation office
- Must possess proficient computer skills
- Maintains copies of correspondence and all other materials within the transportation department
- Keep current employee records regarding licenses, permits, physical exams, etc. and keep drivers and supervisor advised of due dates and expirations
- Assist Director of Transportation with planning and implementation of evacuation drills, emergency planning, accident response, and other safety issues
- Assist with the drug and alcohol testing program as directed by the Director of Transportation
- Informs supervisors of all important issues and phone messages
- Assists supervisors in gathering information for reports and meetings
- Assists others within the transportation department
- Maintains appointment calendar
- Keeps supervisor aware of scheduled meetings/trips
- Prepares letters, memos, and any information assigned by supervisor
- Creates and types purchase orders
- Maintains files containing confidential material
- Prepares reports when requested
- Prepares state and federal reports
- Gathers data and prepares statistical materials when requested
- Assists at workshops with registration, distributing materials and other tasks needed
- Provides information for routine questions
- Maintains and enter all departmental driver's timesheets
- Assist with the investigation of accidents, determining causation, and recommend appropriate retraining to the Director of Transportation

### **Essential Functions of the Dispatcher/Routing Supervisor**

- Must have dexterous use of both hands so as to be able to operate computers and other related office equipment
- Must be able to communicate clearly with teachers, students, parents, administrators and other staff members including the general public
- Must be able to read and understand written orders and instructions
- Must be able to understand and follow-up on oral and telephone delivered messages and instructions
- Must have a valid state driver's license
- Must be able to lift, carry, and load supplies equipment that weights up to 40 lbs.
- Must be proficient in preparation of various reports generated from the student information system
- Any other duties assigned by the administration

## ROLE OF TRANSPORTATION SECRETARY

The transportation secretary will report to the Director of Transportation. The performance responsibilities will be to adhere to all local, state, and federal regulations, to adhere to all regulations set forth by the Poplar Bluff Board of Education, exhibit professionalism, work under supervision of the immediate supervisors, to operate office equipment.

### Job Duties and Responsibilities:

- Serves as receptionist for the transportation department
- Greets visitors in a polite manner
- Practices good telephone manners
- Must possess computer skills
- Maintains copies of correspondence and all other materials pertaining to that office
- Keeps supervisors aware of all telephone messages
- Assists supervisors in gathering information for reports and meetings
- Maintains appointment calendar
- Keeps supervisors aware of scheduled meetings
- Types letters, memos, and any information assigned by supervisors
- Types purchase orders when necessary
- Maintains files containing confidential material
- Helps to prepare various kinds of lists and reports
- Class A or B Bus Drivers license (preferred)
- Prepares state and federal reports when necessary
- Prepares personnel reports when necessary
- Is responsible for assisting with budgeting controls and helping to prepare the budget for various departments
- Gathers data and prepares statistical materials
- Assist at workshops with registration and distributing materials
- Provides information for routine questions
- All other duties as assigned by the supervisors

### Essential Functions of the Transportation Secretary

- Must have dexterous use of both hands so as to be able to operate computers and other related office equipment
- Must have good corrected vision and hearing
- Must be able to lift, carry, and load equipment and supplies that will weigh as much as 30-60 Lbs.
- Must be able to communicate clearly with teachers, students, parents, administrator, and other staff members and the general public
- Must be able to read and understand written orders and instructions
- Must be able to understand and follow-up oral and telephone delivered orders or instructions
- Must have a valid state driver's license. A bus driver's permit with CDL is suggested
- Any other duties assigned by the administration

## **ROLE OF TRANSPORTATION MECHANICS**

The role of the district mechanics is to provide and support a safe and efficient school transportation fleet by maintaining all district buses and support vehicles to an exemplary level, meeting or exceeding all state and local inspection standards.

The following items are areas of responsibility for the Poplar Bluff R-1 School District school bus mechanics. This is not an all-inclusive list. The Director of Transportation may add other duties as deemed necessary.

- Maintenance of district school buses and fleet support vehicles by performing preventative maintenance and repair of all vehicle components, including tires, power plants, brakes, electrical components, and other safety-related and/or aesthetic standards
- Meet or exceed Missouri State Patrol and Department of Elementary and Secondary Education Inspection standards for vehicle maintenance and safety
- Make recommendations to the Director of Transportation regarding vehicle specifications, recurrent maintenance issues or problems, and identification of route or driver abuse of buses to address potential retraining issues
- Maintain a clean, efficient, and safety-oriented workplace, including the use of all shop and personal safety equipment while operating shop equipment
- Work cooperatively with other district department personnel on vehicle-related repairs and issues
- Other duties as directed by the Director of Transportation

## **ROLE OF TRANSPORTATION SOFTWARE TECHNICIAN**

The role of the Transportation Software Technician is to maintain routing software and assist administration and parents with transportation routes and other needs. Maintain accurate files of all business matters as well as inform supervisors of all important issues.

- Will adhere to all local, state, and federal regulations.
- Will adhere to all policies and regulations set forth by the Poplar Bluff R-1 Board of Education.
- Exhibit professional conduct.
- Exhibit positive communication skills with the public.
- Maintain confidentiality at all times.
- Technical Experience and Responsibilities:
  - Must be experienced with Microsoft Windows operating systems.
  - Must be experienced with Microsoft Office applications including Word and Excel.
  - Must be familiar with basic computer concepts including identification and comparison of different file formats, familiarity with video storage systems, knowledge of file sharing capabilities, and shared storage concepts.
  - Must be able to maintain and appropriately store documents, records, and video recordings and be able to share records with appropriate personnel when requested.
  - Must be able to diagnose and troubleshoot basic hardware and software issues and make necessary repairs or corrections where necessary.
  - Must be able to communicate technical concepts and information to a non-technical audience.

## DRIVER QUALIFICATIONS

The Board of Education shall employ school bus drivers with a clean driving record, who can successfully pass a pre-employment drug test, have a clear criminal background check, and can pass the training required by the Poplar Bluff R-I School District, the State of Missouri, and the type of equipment operated, by the driver. Bus Drivers are trained and competent drivers.

As required by the Missouri Department of Elementary and Secondary Education, all school bus drivers employed by the Poplar Bluff R-I School District or through a transportation contractor are required to submit a physical completed by a physician for each current school term. Poplar Bluff R-I School District contracted with an outside source to do the school physicals.

The law requires fingerprinting of all school employees. Employment is contingent upon a return of a clear criminal history.

Drivers are required to pass drug testing before driving a school bus.

Prior to being eligible to transport students new drivers must complete at least (25) twenty-five hours of instruction which is provided by the transportation driver trainer. The trainee, trainer, and Director of Transportation sign the training records before drivers operate a district bus with students on-board.

Veteran drivers must complete (8) eight hours of documented safety-related training per year to be subject to testing for license renewal.

All school bus drivers shall be duly licensed in accordance with Missouri Statues, with a Class B (or better) Commercial Driver's License (26,001+ lbs. GVW) or a Class C Commercial Driver's License (26,000 lbs. or less GVW). In addition, drivers must hold a School Bus Operator Endorsement and a Passenger Endorsement on the CDL. Drivers are responsible for keeping their licenses current of name changes, address changes, and they are not expired.

A driver shall be neat and clean. Abstain from the use of tobacco on the bus, anywhere on campus, or while "on the clock" for the District. If on a school district trip, the use of tobacco must be away from the bus, out of the sight of children and parents, and in accordance with the rules of the visited location/campus. Drivers shall refrain from driving under the influence of intoxicants, narcotics, or drugs. Drivers shall conduct himself/herself in a manner that will positively influence the students and reflect positively upon the Poplar Bluff R-I School District.

Planning for safety requires input from the School Board, Superintendent, Assistant Superintendents, Principals, bus drivers, students, and patrons. Each month drivers will attend meetings on specific safety topics.

Motor Vehicle Record (MVR) Checks Are Yearly.

## SUBSTITUTE DRIVERS

When called by the Transportation Director the substitute drivers will be required to perform the same duties, held to the same regulations, and standards, as a regular route driver.

Substitute drivers are required to follow the same bus procedures as a regular route driver. If a problem arises on the bus, the substitute driver will complete a student's conduct report as soon as possible (either the same or the next day).

- The substitute driver will submit the report to the Transportation Director.
- The substitute driver or Transportation Director will notify the regular driver.
- If necessary, the substitute driver may possibly be ask to contact parents and/or the school principal(s).

Substitute drivers will have a copy of the route. They must check the current route book for updates/changes, which includes any updates/changes to the schedule, before driving that route.

When a regular route driver has taken an extended period off, the Director of Transportation, if possible, will keep the same substitute on that route, until the regular driver returns to work. This also includes the middle of the day routes.

New hire substitute driver will not be eligible for the \$500 sign on bonus or the \$8.00/day attendance incentive.

## ROUTES

The Director of Transportation is responsible for planning the student transportation routes. The Director of Transportation shall seek the advice of Administrators as needed. The safety and convenience of students determine the routes. The cost of transportation will also be a determining factor of the routes. Routes will follow the legal requirements of the state and local policies.

Private roads are not allowable for the purpose of loading or unloading students. The Director of Transportation may find it necessary for safety reasons to use a private road, which will require prior approval by the Board of Education. In cases of an emergency prior approval is not required.

## REGULAR SCHOOL YEAR BUS ROUTE BIDDING/ASSIGNMENT

In the event that a new route opens or a current route becomes available, it will open for bids. All drivers, both permanent and substitute, are allowed to bid on available routes. The bidding period is **three (3)** working days and a *deadline clearly posted*. A senior driver making a bid for a route will receive that route. The priority for route assignments are on a seniority basis; ***the Transportation Director must approve the final decision***. During the bidding period, and prior to the closing for bidding and bid award, the driver may withdraw his/her bid. The route vacated by the winning driver is subject to the same process until filled. If drivers do not bid on a route, the senior substitute driver receives the route. During the **three (3) day** bid period, the senior bus driver may request one "drive along" in order to determine whether they are interested in bidding. The driver who wins the bid has **(5) five** working days to withdraw from the route and return to their previous route. If the driver winning the bid withdraws the bid will be awarded to the next senior bidder.

A driver can bid and transfer to an open bus route once in an annual school term. **If a driver bids and transfers to another route during a school term, the bus assigned to that route stays on the route and does not transfer with the driver.**

*In certain situations, the Director of Transportation can remove a driver from one route and place them on another route without using the bidding system.*

- *If the replacement of the driver resolves a conflict.*
- *Is in the best interest of the District and the students assigned to that route.*

## SUMMER SCHOOL BUS ROUTE BIDDING / ASSIGNMENT

All summer school routes will be up for bidding. The drivers will bid by seniority. Summer routes are unlike the regular school routes. In order to bid on summer school routes, drivers must attend the summer school routing meeting. Drivers will lose the *summer school route if they miss more than (2) two days without a doctor's note or written documentation.*

## BUS (VEHICLE) ASSIGNMENTS

Bus assignments are important and also a challenging job. Many factors go into the bus assignments such as the number of miles a bus travels each day and the type of roads traveled. Keeping these factors in mind, the following are the guidelines:

- Due to the large number of daytime and nighttime activities, at least **(2) two** new buses will be held for service on activity trips.
- Evaluation of bus assignments ensure efficiency and bus mileages are balanced. To ensure mileage equalization of the fleet, buses may be reassigned to different routes as necessary
- Other considerations are the type of road traveled, number of children on the route, and miles traveled per year.
- The Director of Transportation will make the final decision on bus assignment.

## SCHOOL BUS DRIVER RULES

- Fill out a bus pre-trip inspection each time the bus leaves on a route and turn-in at the end of each day.
- When using a spare bus, it must be swept and the trash emptied by the driver. It is required that spare bus mileage sheets and pre-trip forms be turned in on a daily basis.
- If you are late for work, do not try to make up time on your route, **RUN LATE**. Do not speed in order to make up lost-time on the route.
- Each driver is responsible for leaving and running on schedule. Each driver should closely watch the clock in order to arrive at each stop on time. Being on schedule allows each bus to arrive at school to drop off students at the scheduled times. If students are not dropped at school at the scheduled times it will cause congestion at the schools. Drivers must arrive at the garage at least **(15) fifteen minutes early**, so they have time to complete the required daily pre-trip inspection on the bus. The bus driver needs at least **(15) fifteen minutes** for proper inspection of his/her bus.
- **Do not clock in until (15) fifteen minutes prior to your route**
- No eating on the bus while driving or with students on board bus.
- No use of personal cell phones or electronic devices while operating the bus. If it becomes necessary to use your cell phone, find a safe location to pull over, turn on 4-way flashers, and engage the parking brake.
- The use of cell phones is not allowed on a ride along while learning a route.
- For each scheduled run, the driver is responsible for keeping a roster of the students. Updated rosters are submitted to the transportation office monthly or as needed.
- Do not allow carry-on items that block or protrude into the aisle or the back emergency door. Nothing can be in the exit or driver areas (band instruments, book bags, etc.)
- Keep the interior and exterior of the bus clean and free of debris. There are periodic checks of the buses. If the bus does not pass the check, the Director of Transportation will verbally address repetitive infractions with the driver and place written documentation in the driver's file.
- The interior of the buses are hosed-down in extreme cases of spillage or filth. There is a possibility of damage to the wooden sub-floors and switches when hosed-down; drivers are required to have prior approval from the transportation office. Day-to-day cleaning of the buses require sweeping and mopping.
- Report any abnormal condition, such as noises, lights out, or broken items on the bus, by filling out a bus repair form.

- Check cameras on your pre-trip inspection daily.
- Check oil, water, and tires on the daily pre-trip inspections including any other required pre-trip requirements. Make sure to fuel when the gauge reads a half of tank.
- After each run check the bus for any damages, lost items, or students that might have fallen asleep on the bus.
- **Enter/leave the school grounds and the bus garage grounds slowly. The speed limit on the parking lot, loading/unloading zones, and on school campuses is 10 MPH!**
- Follow all posted speed limits on and off school campuses.
- Buses should never drive behind another bus while it is backing into a parking space or out of the shop doors. When drivers are backing onto the parking lot, turn on emergency flashers.
- When the bus is not in use, keep all windows, doors, and roof hatches closed.
- The driver should be on the bus while the engine is running, except for the pre-trip warm-up and the post-trip cool-down periods. When children are present **NEVER**, leave the bus unattended.
- Never leave your bus while fueling. Do **NOT** fuel the bus when there are passengers onboard. Immediately report any fuel spills to the Transportation Department.
- Check your time-slots in the morning and evening for messages or special instructions.
- The 2-way radio is for professional use related to school business, and safety issues, no frivolous conversation or social comments.
- On alternating Fridays the time-sheets are to be completed with signatures, once completed give to the transportation office
- Twice yearly, there are scheduled bus evacuation drills, one in the fall and one in the spring. Per State Regulations: both drills will be rear door evacuations
- The Director of Transportation will require drivers to attend safety meetings.
- It will be mandatory for drivers to assign seats to the Kindergarten, Elementary, Middle School, Junior High, and High School students. Each year by October 1, copies of the seating charts are required by the transportation office.
- Student count **MUST** be taken on each route twice yearly, the second Wednesday in October and February. The bus driver is responsible for providing accurate and timely information on these days.
- The driver's area, bulkhead, and windshield area of the buses are to be clear of all non-required items such as pictures, stickers, and other personal items. Drivers may have removable items such as purses and water bottles.
- Buses on school campuses cannot pass another bus unless instructed to do so by a Supervisor or District Security.
- The following is not appropriate profanity, vulgarity, or other inappropriate comments.

### **OVERLOADED BUSES**

If your bus is overloaded, notify your supervisor. Your supervisor will transfer students to a bus driving in the area, which can accommodate extra students. This may cause a delay getting the students home. In this situation, extra drivers may have to return to school to assist the overloaded bus. The transfer of students from buses will be done safely and as quickly as possible.

## BUS MAINTENANCE

Proper maintenance of school buses is important for safety purposes and economical operation. Clean, well-maintained buses, and the efficiency of the transportation service, indicates proper maintenance. An efficient maintenance program provides assistants when there are unavoidable delays. The assistance of the maintenance crew reduces interference with the pick-up and drop-off times of the students. Proper bus maintenance is not achievable without the assistance from the driver.

If the driver believes there is a problem with the bus, he/she will complete a repair order form and submit it in one of the methods listed below:

- **A.M. / P.M. Regular Routes** - If the bus requires maintenance turn-in the repair order form immediately after A.M. route otherwise the mechanics may not have time to complete repairs for the P.M. route. During the A.M., pre-trip inspection if the bus needs any type of fluids and driver does not report the issue the driver maybe required to take a spare bus for the P.M. route.
- **Mid-Day Routes** - If your bus requires maintenance, bring the repair order to the office immediately after your mid-day route.

## FUEL

Buses are required at all times to have at least a half a tank of fuel. On your A.M. pre-trip inspection, check the oil, water, and tires daily. Add fuel when the gauge reads a half a tank.

## SCHOOL CLOSINGS

If road conditions are hazardous, the Transportation Department will attempt to contact the drivers by 5:30 A.M. or as soon as possible to announce school closings.

For early school closings, the Transportation Department will contact drivers ASAP.

If it appears school will be called off early, drivers must make themselves available. The transportation department requires all drivers to have a current phone number on file. The School District uses an automated phone calling system to communicate emergencies and important information to the students' parents. The School District also uses the automated phone calling system for emergencies and snow days for contacting the faculty, staff, and administration. **All drivers MUST have a working phone number at all times.** Notify the Transportation office immediately if your phone number changes.



## ABSENCES AND TARDINESS

The Board of Education expects that each staff member shall put forth every effort to promote a quality program in the School District. Employees must meet certain expectations, which include, but are not limited to, arriving and leaving work at the time specified by the employee's supervisor or employee handbook. Employees, who are late to work, stop working before the scheduled time, or work beyond the scheduled time without permission, may be subject to discipline, including termination. (Board Policies)

Arriving on time and prepared for route assignments are extremely important to the crew and for the crew's safety. If an employee of the Transportation Department will be absent, they must notify the Transportation Director or the transportation office prior to his/her shift. When a driver is absent, the office requires enough time to contact a substitute driver for the route.

A **NO CALL / NO SHOW DAY** is when a driver is absent and does not notify the proper chain of command. The driver loses the day(s) pay for NO CALL / NO SHOW DAY and disciplinary actions may be required. However, the Transportation Department has a right to exercise the option of having the driver complete his/her route; determination of pay begins at the clock in time. This rule will also apply for failure to call and no shows on "*Early Out days*".

- Drivers **MUST CALL** the Transportation Department no later than 5:30 A.M. if arriving late or absent
- Drivers must specify whether their absence will be a half day or a full day
- Drivers **MUST CALL** the Transportation Department before 12:00 P.M. if the absence is for the P.M. route
- On "*Early Out*" days, drivers **MUST CALL** in **ONE HOUR** before the bus leaves the garage to begin the route.

## EMPLOYEES' CHILDREN AT WORK

As a convenience and privilege drivers who have children enrolled in Poplar Bluff R-I School District may ride the bus with their parent, or another driver with appropriate bus passes as dictated by District Policy. Children of the bus drivers enrolled in the Poplar Bluff R-I School District have this privilege and are subject to all of the rules that apply to all other students plus the following issues:

- Children do not have permission to be in the shop area for the reason of safety and insurance requirements.
- Children must remain with parents at all times (unless the parent is required to see the mechanics in the shop)
- Bus drivers' children are required to follow the same rules applied to all Poplar Bluff R-I School District's students.
- Under no circumstances, children do not have permission to be in the lounge without their parent.
- Children cannot sit in the driver's seat, play with the instrument panel, or any other equipment on the bus.
- Children absent from school because of an illness are not allowed to ride the bus with their parents, unless approved by the Transportation Director
- Tax funds purchase busses for the use of the students of the Poplar Bluff R-I School District. It is policy not to transport other persons, including employees of the district, except on school-sponsored trips when approved by the Superintendent or in case of an emergency.

## EVALUATION OF TRANSPORTATION STAFF

Objectives of the Board of Education requires competent staff and high morals among of the employees. The employment of qualified employees, determination of assignments, equitable workloads, establishment of salary schedules, and evaluation of employee achievements are major responsibilities of the Board of Education and Administrative staff. A program of continuous evaluation is necessary in fulfilling these responsibilities. Board Policy directs that a supervisor is to complete a written evaluation on all support staff under her/his supervision. Evaluation of support staff is done at least once during their first year of employment and every year thereafter. A supervisor is to evaluate the performance of employees under her/his supervision in the following areas:

- Job Knowledge
- Quality of Work
- Quantity of Work
- Dependability
- Cooperation
- Attendance
- Other areas as appropriate for the specific job

This evaluation process aides in increased job proficiency, and determines eligibility for re-employment.

All employees receive an explanation of duties and responsibilities. Immediate supervisors guide the employees in performing her/his duties satisfactorily. Supervisors have the responsibility to inform employees in advance of the evaluation the criteria used in the evaluation process. A plan for improvement and work proficiency will address inadequacies with individual staff.

## STUDENT CONDUCT ON SCHOOL TRANSPORTATION (JFCC-AP1 Critical)

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents. Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
13. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than ten feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
14. Students shall not throw objects about the vehicle nor out the windows.
15. Students shall keep feet off the seats.
16. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.

Students who have chronic discipline problems or who violate safety rules outlined above can lose the privilege of school transportation

## DRIVER INTERVENTION WITH STUDENT ISSUES

- When apparent danger is present
- Students actions can create a dangerous situation
- Avoid too much excitement or anxiety for the children
- Protect property
- If a student or group of students are ganging up on a child, abusing a child, or using derogatory racial names
- Protect your health, safety and the health and safety of others

## SUGGESTED DISCIPLINE PROCEDURES FOR CONTROLLING BUS

It will be mandatory for all drivers to assign seats to the Kindergarten, Elementary, Middle School, Junior High, and Senior High students. Assigned seating facilitates drivers learning students' names, which will be helpful with discipline and vandalism to the bus. Most often, the older students can choose their seats first. If different seating would be in the best interest for the student and driver please assist in picking a new seat. Seating charts are a big help for substitute drivers. The Transportation Department would like a copy of the seating chart in the office by October 1.

- Each child is an individual and therefore each child is different. **DO NOT** allow special privileges to any student.
- Respect the rights of each child. If a student breaks a rule, deal with him/her fairly, impartially, and in the same manner you treat other students in such incidents. **BE CONSISTENT AND FAIR.** In the eye of a child, an adult's greatest sin is to "play favorites".
- Remember, all eyes are on you while you are driving that bus. Your **WORDS AND ACTIONS** influence the children on your bus. When talking to the students speak quietly, clearly, with confidence and **FIRMNESS**.
- Be liberal in your praise of the children as a group. Do not single out individual students for praise.
- Work on not being too lenient or too harsh, both extremes are equally bad for the morale of the students. Your attitude should be friendly, cheerful, and businesslike to build morale and cooperation in your students. When students discover that improper conduct is not acceptable on the bus they will be less likely to disobey the rules.
- The bus drivers or students are not to use profanity.
- Signal interference: Use nonverbal techniques for expressing disapproval of behavior. Eye contact and gestures (not vulgar), tapping or snapping fingers can be effective.
- Address the student by their name.
- Tension relief through humor. A humorous comment can often break the tension. However, be careful not to be sarcastic.
- Remove any harmful objects. Students will not bring weapons, harmful objects, mammals or reptiles onto the bus
- Define limits. Children need clear and fair rules that they can understand.

Under no circumstance use whistles to get students attention or a threatening objects such as hard objects (baseball bats) to hit anywhere on the bus to gain students attention. Such behavior creates stress and causes them to feel threatened and cause damage to the bus. If you cause damage to the bus by using objects to strike the bus you are responsible for the repairs.

Always control your temper. You are the responsible adult in this position. Avoid shouting, arguing, and threatening the students. A staff member may only use reasonable physical force in self-defense to restrain a student, preservation of order, protection of others, protecting property of the school district. (See Board Policy) Remember that the safety of all student passengers is the driver's responsibility.

Speaking to the student and reminding them of the required rules may help correct discipline issues. Consider having a short conference with the student after you arrive at school.

If the problem is serious and requires immediate attention - stop the bus, stand up and speak to the student in a firm but courteous voice.

If you change the seating for disciplinary misconduct, move the student to the seat nearer to you (the right front seat is usually the best).

Refer serious cases of repeated misconduct to the Transportation Director and Principal. Give all the facts to ensure everyone is aware of all the issues.

You have no legal right to put a student off the bus except at his/her regular bus stop or at his/her school.

However, if an emergency develops which requires drastic action, stop the bus, turn the engine off, and use the two-way radio to contact one of the following school officials: Transportation Director, Principal, or Security. Do not start the bus until one of the School Administrators have responded to you.

In the case of continued misconduct, report the student to the Transportation Director and Principal. You may suggest that the student not be allowed to use the bus for transportation to and from school, however, the final decision belongs to the school Principal. You alone cannot deny the student the right for transportation.

If a Driver continues to allow students to break bus rules the discipline issues will progressively worsen. Driver(s), acting as though she/he did not see or hear, student(s) breaking bus rules will not be following consistent discipline procedures. The most effective approach is to intervene with unwanted behavior and to take positive steps to correct the action.

## OPERATION OF SCHOOL BUS

While operating the bus DO NOT use personal cell phones and/or electrical devices. If an emergency arises and the Transportation Department cannot be reached with the 2-way radio, drivers may use their cell phones. Drivers must find a safe location to pull over, turn on the 4-way flashers and engage the parking brake. When the bus is in gear, the doors are not open, unless the bus needs repairs.

It is essential that drivers remember the following distance behind cars or buses: one bus length for every 10 miles per hour.

Follow the 4 second rule (pick out a permanent object and count 1001, 1002, 1003, 1004, your bus should be reaching the object at that time).

At an intersection, drivers should always yield the right of way to vehicles and pedestrians, which arrived before the bus. The intersection must be clear prior to the bus pulling into the intersection. Never enter an intersection if it causes another driver to slow down or stop.

When entering an intersection that has a red light and you are making a right turn, the bus must come to a complete stop before turning. Remember yellow lights require the bus to slow down to allow time for it to stop.

It is a requirement that bus drivers must follow speed limit signs. The speed limit for the bus garage parking lot is 10 MPH. Drivers will be responsible for paying all fines due to driving infractions.

When backing up a bus, always turn on 4-way flasher. NEVER back up a bus on school grounds without a responsible adult assisting you.

It is a courtesy to slow down to allow another bus to pull onto the road. However, DO NOT stop on a road and block traffic to allow another bus to enter the roadway. Never use the 4-way or 8-way lights to stop traffic to allow another bus to enter highways.

In case of a breakdown on the road, do not leave the bus; try to contact the garage by use of the 2-way radio. If the Transportation Office does not answer the 2-way radio, try to contact another bus in your area. Tell them your problem and have them relay the message to the bus garage. If the driver does not reach the office or another driver contact Transportation via cell phone if no other method is available.

## USING THE 8-WAY SYSTEM

Activate yellow 8-way lights 500 feet before a bus stop. The stop must have visibility of 300 feet in both directions. A driver must use the 8-way lights whenever loading and unloading.

When students are crossing the road in front of the bus, be sure to instruct them to stay on the side of the road until you give them the signal to cross. Leave the stop sign out until students are completely off the roadway.

Before opening the door, the bus cannot be in motion.

Make sure all students are at least 10 feet away from the bus before pulling away. Count the students as they exit the bus, and again when they are a safe distance away from the bus before moving the bus.

Students **MUST** be sitting in their assigned seats before pulling away from the stop.

If you have more stops to make, and there are two or more cars following the bus, find a safe place to pull over so the cars can pass you.

When meeting another bus on the roadway, do not put on your hazard lights or activate the yellow 8-ways. This practice will confuse the public.

## **CHILD CHECK PROCEDURE**

Each school bus has a child check system installed on the bus. The system prevents any child from remaining on the bus. The system activates when the bus engine is off. A buzzing sound is the activation of the child check system. At the end of each route, after the bus has returned to the bus garage, the bus driver will walk and inspect the bus seats, under the seats and behind the seats for any child that accidentally is on the bus. When the driver reaches the back of the bus, he/she will depress the button to turn off child check system. Upon departure of the bus the driver, will double check all seats as before.

## **BUS EMERGENCY AND BREAKDOWN PROCEDURES**

1. Secure the bus, ensure all students are safe and accounted for. If medical attention is necessary, call 911 immediately. In addition, follow the procedures below:
  - A. Take the bus to a safe location, off the highway, to the shoulder of the road, or a parking lot.
  - B. Ensure the bus is in neutral.
  - C. Ensure you set the emergency brake.
  - D. Check the bus internally and externally for any damage or concerns that may require evacuating students from the bus.
  - E. The driver, sponsor and students should remain on the bus or with the bus unless there is danger. If there are concerns for students and staff to remain on or with the bus, evacuate accordingly and move all to a secure location. If safety is not a concern, remain on the bus until help arrives.
  - F. If inclement weather occurs, seek shelter in the closest and safest practical structure/place.
2. Call the Director of Transportation, Jon McKinney at (573)785-5801 or (573)718-9195 and advise him of the problem(s).
3. The driver must ensure prior to leaving or during the trip that he/she has a contact phone number for the sponsor/coach.
4. In the event the Director of Transportation is not available, call the administration. Contact numbers are Michael Owen 573-208-6650 and/or Charles Kinsey 573-785-7751.
5. The sponsor of the students should notify his/her supervisor or the Athletic Director of the situation.
6. If a replacement bus is required, the driver is to ensure students remove all personal and school items.
7. If feasible, the driver should remove any detachable items of value from the bus and place them on the replacement bus.
8. The driver should secure the broken down bus to the best of his/her ability (locking the front and rear doors), if possible.
9. The Director of Transportation will make the decision if the bus requires towing.
10. The driver documents in writing the issue that occurred. Upon returning to the bus garage give a copy of the documentation to the Director of Transportation.



## BUS ACCIDENT PROCEDURES

A school bus transporting students to extracurricular activities, to school or from school and is in an accident or any type of emergency will follow the below procedures.

### **Bus Driver:**

1. Identifies injured individuals.
2. Contacts bus garage by radio or cell phone.
3. Obtains names, addresses, phone numbers and license numbers of persons involved.
4. Obtains names, addresses, and phone numbers of witnesses.
5. Takes attendance.
6. Keeps students at scene of accident/incident until and an Administrator releases them.
7. Completes the School District's Accident/Incident Investigative Report form and Gallagher Bassett Services Accident Auto & Truck form.
8. Remains at scene until instructed to leave by police or the Transportation Director.
9. Transports any students to/from school who does not need first aid.
10. Driver is to obtain a drug and alcohol test immediately.
11. Driver cannot drive until drug and alcohol test results come back.

### **Transportation Director:**

1. Calls 911/emergency personnel.
2. Contacts Central Office (573)785-7751
3. Travels to the scene of the accident.
4. Gathers information from driver, including information about persons involved, nature of injuries, and witnesses.
5. Provides principal with information for parent communication as needed.
6. Refers media calls to Central Office.
7. Completes accident report forms if driver is unable to do so. Also, assist driver if necessary.

### **Principal/Administrator:**

1. Gathers student information.
2. Coordinates information with Central Office.
3. Notifies parents.
4. Refers media calls to Central Office.

## POST-ACCIDENT DRUG TESTING

Drivers are required to submit to post-accident alcohol testing as mandated by the Federal Motor Carrier Safety Administration Part 49 CFT 382.303(a), under the following conditions:

- If the accident resulted in loss of human life, or
- The driver receives a citation within eight (8) hours of the occurrence under State or local law for a moving violation resulting from the accident, but only if:
- There is bodily injury to any person who, as a result of the accident, immediately received medical attention away from the scene, or;
- One or more of the vehicles incurred disabling damage because of the accident requiring towing.

Drivers will be required to submit to post-accident controlled substance testing as mandated by the Federal Motor Carrier Safety Administration Part 49 CFR 382.303(b), under the following conditions:

- If the accident resulted in loss of human life, or
- The driver receives a citation within 32 hours of the occurrence under State or local law for a moving violation resulting from the accident, but only if:
- There is a bodily injury to any person who, as a result of the accident, immediately receives medical attention away from the scene, or;
- One or more of the vehicles incurred damage because of the accident requiring towing.

The driver is under suspension until the test results become available to the Poplar Bluff R-I School District. The suspension will be with pay unless results are positive.

No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever comes first.

Drug and alcohol tests administered pursuant to District policy is mandatory. An employee "refuses to submit" when he/she fails to provide adequate breath or urine for testing when notified of the need to do so, or engages in conduct that clearly obstructs the testing process. Employees who refuse to submit to a test, who test positive for prohibited substances, or who take deliberate actions with the intent to falsify test results will be subject to discipline, including termination, in accordance with Board policy and law.

Per our School District Policy and our Administration, all accidents DOT or Non-DOT are subject to drug and alcohol testing.



## POPLAR BLUFF R-I RULES AND REGULATIONS FOR BUS DRIVERS

By signing this statement, I acknowledge I have been informed of the 2023-2024 Rules and Regulations and Board Policies for the Transportation Department. I understand there is a printed copy available in the Transportation Department office and online <http://www.poplarbluffschoools.net>

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PRINTED NAME

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SIGNATURE

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DATE

## **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



| JULY 2023      |    |    |    |    |    |    | 4 Independence Day  | 1-3 No School<br>15 M.L. King Jr.'s Birthday – No School<br>16-17 Collaboration Day – No Classes   | JANUARY 2024  |    |    |    |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|---|--|---------------|----|----|----|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  | Capturing Kids Hearts   |  | S             | M  | T  | W  | Th | F  | S  |    |    |    |
|                |    |    |    |    |    | 1  |   |  | 7             | 8  | 9  | 10 | 11 | 12 | 13 |    |    |    |
| 2              | 3  | 4  | 5  | 6  | 7  | 8  |   |  | 14            | 15 | 16 | 17 | 18 | 19 | 20 |    |    |    |
| 9              | 10 | 11 | 12 | 13 | 14 | 15 |   |  | 21            | 22 | 23 | 24 | 25 | 26 | 27 |    |    |    |
| 16             | 17 | 18 | 19 | 20 | 21 | 22 |   |  | 28            | 29 | 30 | 31 |    |    |    |    |    |    |
| 23             | 24 | 25 | 26 | 27 | 28 | 29 |   |  | 17 Days       |    |    |    |    |    |    |    |    |    |
| 30             | 31 |    |    |    |    |    |   |  |               |    |    |    |    |    |    |    |    |    |
| AUGUST 2023    |    |    |    |    |    |    | 8 MSTA Beginning Teacher Workshop<br>9-10 New Teacher Orientation<br>14 Back to School Convocation<br>15-18 Collaboration Days<br>21 School Begins  | 19 Presidents' Day- No School<br>20 Collaboration Day – No Classes<br>23 2 <sup>nd</sup> Trimester Ends (55 Days) Grades K-3   | FEBRUARY 2024 |    |    |    |    |    |    |    |    |    |
| S              | M  | T  | W  | Th | F  | S  |   |  | S             | M  | T  | W  | Th | F  | S  |    |    |    |
|                |    |    | 1  | 2  | 3  | 4  |   |  | 5             | 4  | 5  | 6  | 7  | 8  | 9  | 10 |    |    |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 |   |  | 11            | 12 | 13 | 14 | 15 | 16 | 17 |    |    |    |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |   |  | 18            | 19 | 20 | 21 | 22 | 23 | 24 |    |    |    |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |   |  | 25            | 26 | 27 | 28 | 29 |    |    |    |    |    |
| 27             | 28 | 29 | 30 | 31 |    |    |   |  | 19 Days       |    |    |    |    |    |    |    |    |    |
|                |    |    |    |    |    |    |   |  |               |    |    |    |    |    |    |    |    |    |
| SEPTEMBER 2023 |    |    |    |    |    |    | 4 Labor Day – No School<br>5 Collaboration Day – No Classes   | 8 3 <sup>rd</sup> Quarter Ends- (42 Days) Grades 4-12<br>11-15 Spring Break – No School<br>29 Good Friday – No School  | MARCH 2024    |    |    |    |    |    |    |    |    |    |
| S              | M  | T  | W  | Th | F  | S  |   |  | S             | M  | T  | W  | Th | F  | S  |    |    |    |
|                |    |    |    |    |    | 1  |   |  | 2             | 3  | 4  | 5  | 6  | 7  | 8  | 9  |    |    |
| 3              | 4  | 5  | 6  | 7  | 8  | 9  |   |  | 10            | 11 | 12 | 13 | 14 | 15 | 16 |    |    |    |
| 10             | 11 | 12 | 13 | 14 | 15 | 16 |   |  | 17            | 18 | 19 | 20 | 21 | 22 | 23 |    |    |    |
| 17             | 18 | 19 | 20 | 21 | 22 | 23 |   |  | 24            | 25 | 26 | 27 | 28 | 29 | 30 |    |    |    |
| 24             | 25 | 26 | 27 | 28 | 29 | 30 |   |  | 31            |    |    |    |    |    |    |    |    |    |
|                |    |    |    |    |    |    |   |  | 15 Days       |    |    |    |    |    |    |    |    |    |
| OCTOBER 2023   |    |    |    |    |    |    | 6 Collaboration Day – No Classes<br>17 1 <sup>st</sup> Quarter Ends (39 Days) Grades 4-12<br>30 No School<br>31 Collaboration Day – No Classes  | 1 Easter Monday- No School<br>2 Collaboration Day – No Classes<br>8 Solar Eclipse – No School  | APRIL 2024    |    |    |    |    |    |    |    |    |    |
| S              | M  | T  | W  | Th | F  | S  |   |  | S             | M  | T  | W  | Th | F  | S  |    |    |    |
|                |    |    |    |    |    | 1  |   |  | 2             | 7  | 8  | 9  | 10 | 11 | 12 | 13 |    |    |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  |   |  | 14            | 15 | 16 | 17 | 18 | 19 | 20 |    |    |    |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 |   |  | 21            | 22 | 23 | 24 | 25 | 26 | 27 |    |    |    |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 |   |  | 28            | 29 | 30 |    |    |    |    |    |    |    |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 |   |  |               |    |    |    |    |    |    |    |    |    |
| 29             | 30 | 31 |    |    |    |    |   |  | 19 Days       |    |    |    |    |    |    |    |    |    |
| NOVEMBER 2023  |    |    |    |    |    |    | 10 1 <sup>st</sup> Trimester Ends(55Days) Grades K-3<br>20-24 Thanksgiving Break – No School  | 17 4 <sup>th</sup> Qtr Ends (41 Days)<br>3 <sup>rd</sup> Trimester Ends (51 Days)<br>17 Early Dismissal – Last Day of School<br>27 Memorial Day  | MAY 2024      |    |    |    |    |    |    |    |    |    |
| S              | M  | T  | W  | Th | F  | S  |   |  | S             | M  | T  | W  | Th | F  | S  |    |    |    |
|                |    |    |    |    |    | 1  |   |  | 2             | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 5              | 6  | 7  | 8  | 9  | 10 | 11 |   |  | 12            | 13 | 14 | 15 | 16 | 17 | 18 |    |    |    |
| 12             | 13 | 14 | 15 | 16 | 17 | 18 |   |  | 19            | 20 | 21 | 22 | 23 | 24 | 25 |    |    |    |
| 19             | 20 | 21 | 22 | 23 | 24 | 25 |   |  | 26            | 27 | 28 | 29 | 30 | 31 |    |    |    |    |
| 26             | 27 | 28 | 29 | 30 |    |    |   |  | 13 Days       |    |    |    |    |    |    |    |    |    |
|                |    |    |    |    |    |    |   |  |               |    |    |    |    |    |    |    |    |    |
| DECEMBER 2023  |    |    |    |    |    |    | 20 2 <sup>nd</sup> Quarter Ends (39 Days) Grades 4-12<br>21-22 Christmas Break – No School<br>25-29 Christmas Break - No School   | 1 <sup>st</sup> Qtr. - 39 days 1 <sup>st</sup> Trimester – 55 days<br>2 <sup>nd</sup> Qtr. - 39 days 2 <sup>nd</sup> Trimester – 55 days<br>3 <sup>rd</sup> Qtr. - 42 days 3 <sup>rd</sup> Trimester – 51 days<br>4 <sup>th</sup> Qtr. - 41 days<br>Year Total - 161 Days<br>19 Juneteenth Day | JUNE 2024     |    |    |    |    |    |    |    |    |    |
| S              | M  | T  | W  | Th | F  | S  | <p>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 &amp; 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.</p> <p align="right">*Board Approved 01-19-2023*</p> |  | S             | M  | T  | W  | Th | F  | S  |    |    |    |
|                |    |    |    |    |    | 1  |   |  | 2             |    |    |    |    |    |    | 1  |    |    |
| 3              | 4  | 5  | 6  | 7  | 8  | 9  |   |  | 2             | 3  | 4  | 5  | 6  | 7  | 8  |    |    |    |
| 10             | 11 | 12 | 13 | 14 | 15 | 16 |   |  | 9             | 10 | 11 | 12 | 13 | 14 | 15 |    |    |    |
| 17             | 18 | 19 | 20 | 21 | 22 | 23 |   |  | 16            | 17 | 18 | 19 | 20 | 21 | 22 |    |    |    |
| 24             | 25 | 26 | 27 | 28 | 29 | 30 |   |  | 23            | 24 | 25 | 26 | 27 | 28 | 29 |    |    |    |
| 31             |    |    |    |    |    |    |   |  | 30            |    |    |    |    |    |    |    |    |    |
|                |    |    |    |    |    |    | 14 Days   |  |               |    |    |    |    |    |    |    |    |    |