



EXCELSIOR SPRINGS
S C H O O L D I S T R I C T
— *Together, Achieving Excellence* —

EMPLOYEE HANDBOOK



The mission of the Excelsior Springs School District, in partnership with students, parents and community, is to assure a focused and challenging curriculum that will monitor progress and provide a comprehensive system of support to prepare all students for their next level of learning

Welcome to the Excelsior Springs School District.

In this guide, you will find some various policies, regulations, and other informational items. This guide is intended for informational purposes only and will not answer every question or anticipate every situation. A complete set of policies and procedures is available for your review at <http://www.essd40.com/>.

You are a valued employee of this school district. We appreciate your continued support of the goals and mission of the Excelsior Springs School District.

Excelsior Springs School District Mission Statement

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GENERAL WELCOME

As a member of the staff you fill a vital role in the education of our children. You perform tasks necessary to the operation of our school district. In addition to the individual jobs you do, you are representatives of the school to the community. Because you perform your jobs in the “public eye,” you have a greater responsibility in the performance of your duties and personal conduct. You have been offered employment with the district with the confidence that you can do your job well and also serve as representatives of the district.

AIM AND PURPOSE OF THE HANDBOOK

The aim and purpose of this handbook is to provide information to all employees. District policies and regulations have been developed to assure the educational goals of the district are pursued through uniform practices and consistent performance of duties. As you read the following pages, please be aware that the purpose of this book is to help you be successful by providing you necessary and pertinent information. While this manual covers a wide array of information, it cannot possibly address all issues and situations. Please refer to board policy and procedures for any items not covered in this handbook. Board policy supersedes all district guides.

BOARD POLICY

Excelsior Springs board policies are located online at www.essd40.com. The direct link can be found at https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=107&Sch=107
Please contact your principal to review the district board policies in their entirety.

NONDISCRIMINATION AND ANTI-HARASSMENT

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

NOTICE OF NON-DISCRIMINATION

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

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

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

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

Compliance Coordinator for Laws Listed in this Notice:

Dr. Jaret Tomlinson, Deputy Superintendent
300 W. Broadway, Excelsior Springs, MO 64024
(816) 630-9200

SAFE WORKPLACE

It is the goal of the district to provide a safe workplace for employees and students. Unfair treatment or unkind remarks that refer to a person's race, religion, gender, ethnic background or national origin will not be tolerated in the workplace and should be reported immediately.

All employees have responsibility to make the workplace safe. One area that has become an important issue in recent years is sexual harassment. It is important that you understand what it is and how to deal with it. Sexual harassment is not tolerated at Excelsior Springs Public Schools. In the school setting, harassment may involve two adults, an adult and a student, or two students.

If you become aware of possible harassment from observation or from someone reporting to you, always treat this as a serious matter, never make a comment that may diminish what is reported. Be sure to follow through by reporting any such incident to your immediate supervisor. You should also make a record of your actions.

Sexual harassment may include comments, language or actions that may not be directed at any particular person but is found objectionable or offensive by one or more people.

EQUAL OPPORTUNITY

The Excelsior Springs School District is an equal opportunity employer. It is the policy of this district to afford equal opportunities to qualified individuals regardless of their race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disability or memberships in legally constituted organizations, to the extent required by law. This policy applies to all aspects of the employment relationship, including recruitment, selection, placement, training, assignment, promotion, transfer, compensation, benefits and termination.

SCHOOL CALENDAR

The school calendar shall provide for a minimum of 1044 attendance hours. Days for meetings, holidays and other days may be scheduled as part of the employees designated work calendar. Days the district's schools are closed for inclement weather and/or other reasons will be made up in accordance with state law, as approved by the board.

CERTIFIED CONTRACTS

On or before April 15 of each school year, the Board of Education shall notify in writing a probationary teacher who will not be retained by the school district of the nonrenewal of his or her contract. If the teacher were nonrenewed due to a decrease in student enrollment, school district reorganization or the financial condition of the school district, the written notice will include the reason for nonrenewal. Otherwise, upon request, the district will provide a concise written statement of the reason or reasons the contract was not renewed.

The district encourages employees to notify the superintendent as soon as they decide not to return or not to accept another contract with the district. Resignations become effective at the end of the school year in which they are submitted unless the district is notified otherwise.

A tenured teacher has a binding contract with the district for the next school year if the district does not receive notification of the resignation in writing by June 1. Tenured teacher resignations postmarked or dated on or before June 1 shall not be effective if received after such date. Resignations submitted by tenured teachers after the statutory deadline or submitted by probationary teachers or other professional employees after they sign and deliver their contracts

must comply with this policy in order to be considered by the Board. A probationary teacher has a binding contract with the district once the teacher and the Board have executed a contract.

Release from Contract

Once under contract, only the Board has the authority to release an employee from a contract. Employees seeking release from their contracts shall submit a letter to the superintendent requesting such release, stating the specific grounds for the request and the date of release requested, together with a separate written proposal for release from the contract. Approval for release of contract may require compensation for damages incurred by the district. If the Board votes to approve the release from contract, the release shall be effective as stated therein at such time as any compensation stated in the agreement is paid to the district, unless otherwise provided by the Board.

The Board considers serious illness or disability that renders an employee unable to perform a contract, transfer of a spouse and military service legitimate reasons for resignation of professional staff, but the Board will consider each resignation on an individual basis. An employee will not be released from a contract unless a suitable replacement is found.

The Board reserves the right to pursue all available legal remedies when an employee breaks a contract with the district including, but not limited to, filing charges to have a teaching certificate or professional license revoked or seeking a monetary judgment.

Resignations requested by the Board or administration shall not be subject to this policy.

NEW EMPLOYEE PAYROLL PAPERWORK

New employees to the Excelsior Springs School District must complete the following paperwork as well as all the items listed under returning employees.

- Federal and State W-4's
- I-9 (requires necessary items for identification)
- Mandatory direct deposit of payroll for all employees (requires voided check)
- A college transcript if they have 60 credit hours or more
- Must obtain an on-line substitute certificate if you have 60 college credit hours
- Medical, dental and life insurance applications
- Fingerprint results (needs to be done **immediately** after employed)
- Codes will be issued at the beginning of the school year for copier use. (These are confidential personal codes.)

RETURNING AND NEW EMPLOYEES

Returning and new employees will need to annually complete the following items. You will be notified in a timely fashion as to when these need to be completed.

403(b) and Flex 125 Enrollments

All staff must complete these forms during the annual enrollment period. The forms must be on file for every staff member whether they participate or decline to participate. Both plans can be changed annually during the enrollment period.

- 403(b) enrollment is an opportunity to contribute money in a 403(b) retirement savings plan (tax sheltered annuity or TSA). Your contributions must be made through payroll deduction and through an approved vendor.

- Flex 125 enrollment allows the employee to pay premiums (tax-free) on other allowable insurance coverage for the employee and/or dependents. The employee may also set aside dollars to pay for out-of-pocket medical expenses and/or child care providers. Under this portion of the plan, the employee is responsible for the submission of their receipts to the company. The employee will be locked into this plan for the school year. This is a use or lose plan. Any contributions not reimbursed by the deadline will be lost.
- District Insurance Training must annually be reviewed and documented by all employees. They must view the assigned videos, links, information, and presentations which are required by the district's insurance company. Maintenance and Custodians will also need to view the "Asbestos" video annually. All staff will need to participate in safety drills including intruder training.

Training Loss Prevention Training

All employees will be assigned mandatory training in accordance with board policy, Missouri Statute, and insurance guidelines.

Employees are responsible for ensuring that they successfully complete all assigned trainings as directed by the district in the timeframe provided. Failure to successfully complete assigned trainings may result in disciplinary action up to and including dismissal.

60 College Credit Hour Employees

All employees with 60 college credit hours must go on-line to the Department of Elementary and Secondary Education to be issued a four year substitute teaching certificate. Employees without a valid substitute teaching certificate ***CANNOT*** be in a classroom with students without a teacher present. A substitute teaching certificate will allow you to substitute teach in the district should the need arise. However, some positions **WILL NOT BE ALLOWED** to substitute teach due to the impact it has on the state and federal funding for those positions.

Paraprofessionals without 60 college credit hours working in the elementary buildings will be required to provide a passing score on the Paraprofessional Assessment.

SUBSTITUTES

Substitutes are needed during the school year in all areas (teacher, secretaries, nurses, aides, bus driver, and custodial). Substitutes are used on an as-needed-basis only. Once they have completed an application and received a criminal background check clearance, administrators will be notified of their availability. The district has the intent of continuing to use these substitutes from year to year unless notified by the substitute that they wish to no longer be used.

Any classified employee with a minimum of 60 college credit hours will need to keep a **valid** teaching certificate or go on-line to obtain a four year substitute teacher certificate. The certificates must be renewed prior to expiration dates. Anyone with certification will need to provide the district with a copy of a college transcript indicating at least 60 hours of credit. An official transcript and fingerprint results must be on file with DESE.

MEDICAL, DENTAL, AND LIFE INSURANCE

The Board of Education will provide medical, dental, vision, long-term disability and life insurance options to all employees who work Thirty (30) hours per week or more. These are separate insurances. The employee may participate in or waive the coverage. In the event that a benefit is waived, no alternate benefit will be paid in lieu of health and/or dental insurance.

RETIREMENT PLAN

All non-certificated employees that work at least (20) hours per week are enrolled in the Public Education Employee Retirement System (PEERS). A portion of your wages will automatically be taken out of your paycheck pre-taxed. These contributions cannot be withdrawn until you retire or terminate employment with the district. You can review the retirement website at <https://www.psr-peers.org/>.

JOB DESCRIPTION

A job description has been developed for each job classification of the staff. Although general in nature, the job descriptions should provide valuable information to each employee. Employees should note that while the job description describes basic components of the job, it is not inclusive of all tasks that may be assigned. The district reserves the right to assign employees where needed. Job descriptions will be available from your supervisor or the District Office.

JOB RESPONSIBILITIES

As an employee of the Excelsior Springs School District you hold a position of trust within the community. To maintain this trust you should strive to exhibit the character traits the community has come to expect. Namely, you are expected to serve as a role model for the students you serve. As a role model you should dress appropriately, use respectful language and always conduct yourself in a proper manner. In your position you may have access to confidential information. Remember, confidential information should remain confidential. Sharing such information could result in disciplinary action, including dismissal.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Excelsior Springs Schools expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the school district. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. The employee's time sheet should reflect the tardiness including a brief explanation. Punctuality and dedication are two additional character traits you should strive to exhibit as you do your job.

WORK DAY

As employees, the hours of your work day may vary. Your supervisor will indicate the exact time to begin and end the day. Since most of our jobs relate to the students, your day will in most cases coincide with their day.

Early dismissals will occur from time to time during the school year. Sometimes this may be planned and other times it may be due to the weather or some other factor. When the normal school day is shortened you should enter the hours worked as of dismissal time on your time sheet unless you are requested to remain on duty by the building principal.

Employees cannot work more than their set position allows without prior approval from your supervisor. No employee will receive comp time for a week containing a paid sick day or holiday unless their total hours for the week exceed their regular hourly total excluding the sick day or holiday.

Falsifying an employee time sheet may result in disciplinary action including dismissal.

PAID HOLIDAYS

Each full time employee is entitled to a number of paid holidays during the school year. Each employee is compensated for eligible holidays at the same rate and number of hours as he or she receives for a regular day provided they have worked their scheduled work days prior to and after the holiday.

OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity for overtime work assignments. Employees cannot work more than their set position allows without prior approval from their administrative supervisor.

Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Overtime compensation is paid out in comp time to all nonexempt employees in accordance with federal and state wage and hour restrictions. As required by law, overtime is based on actual hours worked. Time off on sick leave, holiday, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

TIME SHEETS

All classified staff must submit completed time sheets for each pay period in order to be paid. It is important that all time sheets be complete to avoid confusion in calculating your pay. An explanation of all time off or extra time worked should be documented online.

Upon employment, staff will be instructed on how to properly submit a time sheet by their immediate supervisor. You should time in and out daily.

PAY DAY

Pay day is typically the 15th and 27th of each month. If either day falls on a non-scheduled day, payroll may be distributed on the last working day prior.

District employees will be required to participate in the Direct Deposit program.

ASSIGNMENTS AND TRANSFERS

The district recognizes that assigning qualified staff members to positions throughout the district is essential to providing an excellent educational program for all students. Every effort will be made to assign district staff to areas of the greatest need for the benefit of the students. While the district will accept request for transfers within the school district, movement of personnel will be based on what is best for our students.

The board directs the superintendent to assess the staffing needs of the district annually and to assign staff as necessary to meet those needs. Although the superintendent will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs. The superintendent may reassign support staff members to different positions or buildings at any time, including in the middle of the school year.

Staff may request a transfer to a different position or building by submitting a request in writing to the superintendent or designee. Transfer requests for the following school year must be submitted in writing on or before March 1.

Transfers in the middle of the year are discouraged and will be considered only in extraordinary circumstances. Staff requesting a transfer in the middle of the year must submit the request in writing and discuss the request with both the employee's immediate supervisor and the superintendent or designee. Although the superintendent will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs.

WORKING REMOTELY

Telework is defined as a flexible work arrangement where employees perform some or all of the essential functions of their position from home or another approved worksite at the discretion of the District. Employees who are approved to telework are considered present for attendance purposes. In general, the Excelsior Springs School District requires employees to perform their duties at their assigned district location or office, to build relationships with students, families, ensure appropriate supervision and enable collaboration with coworkers. In person attendance is also required in order for the District and individual buildings to run efficiently and effectively. However, as part of the district emergency operations plan, the superintendent or designee may determine that the school district, a school building, or individual class must close due to inclement weather, an epidemic, or other emergency or disruption in district operations, an employee may be required to work remotely. While these situations are not common, working remotely is an essential function of an employee's position if the district determines that such work is necessary to maintain district operations.

Working remotely is not an entitlement and is reserved for district emergency situations causing a disruption in operations. It is not meant as an alternative option to district granted leave or FMLA protected leave for general purposes. It will only be approved when the District can operate appropriately from the arrangements and employees can effectively perform their essential duties remotely. Remote working employees will be held to the same performance expectations as other employees and are expected to follow all district policies, procedures and supervisor directives. The superintendent or designee may revise or withdraw permission to work remotely at any time.

While operating during the Covid-19 Pandemic, the District may determine an employee who is directly exposed and otherwise able to perform their essential duties on site may be required to perform their duties while quarantined off site on a short term basis. For

quarantined employees exposed to the novel coronavirus who are experiencing symptoms and/or unable to work while recovering from the virus or who have children directly exposed, the Families First Corona Virus Response Act may apply, or the employee may use their leave balances as appropriate.

This new procedure may be terminated at the sole discretion of the Superintendent or designee without advance prior notice.

EVALUATIONS

All employees of the district are evaluated periodically. The purpose of the evaluation process is to improve performance. Your evaluation will be based upon the performance of the responsibilities shown in your job description. The person completing your evaluation should review the completed evaluation with you, provide you an opportunity to reply if you wish and give you a copy for your evaluation. You will be asked to reflect and provide input annually as part of the evaluation process.

MEALS

Classified staff meal breaks are unpaid and should not exceed thirty (30) minutes. Meals may be eaten at school or at a place of choice. Meal time should be determined by your schedule and in cooperation with the building principal. Designated employees with overlapping duties may be paid during their lunch.

VACATIONS

Full-time support staff personnel employed on a 12-month basis receive one week of vacation with pay after they have worked one year, two weeks after two years and three weeks after five years. Twelve-month employees who have served six months or more prior to July 1 and who are employed for the ensuing year shall be granted a prorated share of the vacation. Those who resign prior to the completion of their period of employment are not eligible for a vacation. An employee must submit a written request for vacation to his or her supervisor and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the supervisor has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

Vacation Leave Reimbursement – All 12-month employees are allowed to carry over a maximum of 15 days of vacation each year with a total accumulation limit of 30 vacation days. When employees leave the school district, they will be reimbursed at their current rate of pay for each accumulated vacation day up to the maximum of 30 days.

ACTIVITY PASS FOR EXCELSIOR SPRINGS SPORTING EVENTS

Staff may present their district identification badge for the current year at home activities. This badge will allow you to attend Excelsior Springs sporting events at no charge.

RESIGNATIONS OF CLASSIFIED STAFF MEMBERS

Any classified staff member who desires to resign must submit a written letter of resignation to his or her immediate supervisor. The letter should specify when the resignation is to be effective and should be submitted at least two (2) weeks prior to the effective date. A resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted.

RETIREMENT OF STAFF MEMBERS

Classified staff members are participants in the Public Education Employee Retirement System (PEERS) of the State of Missouri as allowed by law. All classified staff employed to work twenty (20) hours per week or more will participate in PEERS as required by law.

Certified staff members are participants in the Public Service Retirement System (PSRS) of the State of Missouri as allowed by law. All certified staff will participate in PSRS as required by law.

A retired employee, as well as his or her dependents, surviving spouse and children, will be allowed to remain or become members in the health benefit programs by qualifying for the coverage in the manner prescribed by law under the provisions of such plan and paying the premiums of said plan.

CRIMINAL BACKGROUND CHECKS

The Excelsior Springs School District is committed to providing a safe environment for students to learn. As part of this effort, the district will require criminal background checks on all employees. All employees will have the criminal background check charges paid by the district. Substitutes in the district will be charged for the criminal background checks.

A search will be made of the Federal Bureau of Investigation's criminal history files, the Missouri Highway Patrol's criminal database and sexual offender registry, the central registry of child abuse and neglect of the Children's Division of the Department of Social Services, or other databases designated by law or by the district.

The district reserves the right to require any employee to submit to additional criminal background checks at the district's expense or to rerun background checks at any time. Any employee refusing to submit to a background check may be disciplined or terminated.

Information received by the district pursuant to a criminal background check is confidential. The district will only use this information for the district's internal purposes in determining the suitability of an individual for employment.

EMPLOYMENT TESTING

Prior to beginning duty, new **custodial, maintenance, paraprofessional, and teacher assistant employees** will be requested to complete an essential functions test to determine if the assigned job functions of lifting, twisting, bending and other physical requirements of the job can be met on a daily basis. Employment is conditional upon successfully passing an essential functions test. The district reserves the right to request additional essential functions tests or functional capacity assessments as needed within its discretion.

The offer of employment set forth herein is specifically and explicitly conditioned upon the receipt of satisfactory report(s) resulting from (1) all criminal background checks for employment, and (2) all physical capacity tests to determine fitness for duty. The determination of the satisfactory nature of all said reports rests in the sole discretion of the Excelsior Springs School District.

IMMEDIATE FAMILY

The board defines "immediate family" to include the employee or spouse's parents, children, brothers, sisters, grandparents, grandchildren. Immediate family would also include others

regardless of relationship if they have been a permanent resident in the home immediately prior to death.

SICK LEAVE

Any support staff employees whose assignment calls for 12 months of full-time employment will be entitled to 12 days of sick leave plus one additional day per year – two of which can be used as personal days. Support staff employees whose assignment calls for full-time employment only during the regular school term will be entitled to eight (8) days of sick leave plus one additional day per year – two of which can be used as personal days. Unused personal days for full-time staff will automatically be rolled into accumulated sick leave at the end of each year. Sick leave deductions will be calculated based on the individual's hours employed.

The district may require an employee to provide the district a doctor's note or other verification of illness, injury or incapacity before the district applies the applicable paid leave to the absence. The district may require an employee to present a certificate of fitness to return to work.

Employee leave may not be used during the period the employee receives Worker's Compensation for time lost to a work-related incident.

DESIGNATED LEAVE

Employees may be granted designated leave to attend conferences, meet with mentors or participate in other approved professional growth activities. Designated leave must be approved by the superintendent or designee, arranged well in advance and is not considered annual leave.

BEREAVEMENT LEAVE

A maximum of three days of leave will be granted if a death occurs in the immediate family of the employee or employee's spouse. If death occurs to a friend or extended family member, one day of bereavement leave will be granted. The superintendent or an assistant superintendent may approve further bereavement leave, which would be taken from the employee's sick leave.

JURY DUTY LEAVE

The employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of a response to a jury summons. Upon receipt of the jury duty pay voucher, the employee is responsible for reimbursing the pay voucher total to the school district.

LEAVE FOR COURT SUBPOENA

If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from annual leave.

ELECTION LEAVE

Any employee appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven (7) days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.

LEAVE TO VOTE

Employees who do not have three (3) successive hours free from work while the polls are open will be granted a leave period of up to three (3) successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to Election Day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.

MILITARY LEAVE

The board shall grant military leave as required by law. The hourly pay of an employee on military leave who returns within three (3) years will be carried forward.

FIREFIGHTER LEAVE

Employees will be allowed to use annual leave, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter.

See Board Policy: GDBDA. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to any emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.

CRIME VICTIM LEAVE

Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation or annual leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding, or participate in the preparation of the criminal proceeding.

FAMILY MEDICAL LEAVE

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 (6) weeks of accrued paid leave to such absences.

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

The district reserves the right to require certification of any FMLA qualifying event or condition of the employee or employee's spouse, child, parent or next of kin. 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.

Employees of the district are entitled to family/medical leave without pay for a period not to exceed sixty (60) days per year. However, this section does not act to limit the number of leave days allowed by other applicable policies of the board. If the leave requested would otherwise fall within the provisions of the district's leave policies, the employee must use this leave before taking any unpaid leave. Any leave taken which would qualify as family/medical leave will be deducted from the 60 work day entitlement. The amount of time allowed each

employee for unpaid family/medical leave under this section shall be determined by subtracting his or her applicable paid leave days available from the 60-day total. Employees who have more than 60 days of applicable paid leave available shall use their paid leave. The 60 days of leave will be granted and available for use based on the district's fiscal year. The employee will be expected to provide a written statement verifying the purpose of the leave.

All eligible employees are entitled to service member family leave for a period not to exceed 26 workweeks of leave per leave year for the care of a spouse, child, parent, or next of kin who is a covered service member. This leave is only available during a single leave year. When a husband and wife entitled to FMLA leave are both employed by the district and both wish to use FMLA leave for the same qualifying event, both employees will be limited to an aggregate total of 12 workweeks during a 12 month period in cases where the leave is taken for the birth or first-year care of the employees' child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition.

Likewise, when a husband and wife are both employed by the district and both wish to use service member family leave or a combination of service member family leave and leave for the birth or first-year care of their child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition, both employees will be limited to an aggregate total of 26 workweeks of leave.

Employees who take leave without pay under the provisions of the section shall be entitled to continued participation in the district group health plan. However, an employee who fails to return to work after the period of leave for which he or she is entitled has expired will be expected to reimburse the district for those paid benefits, as allowed by law.

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

1. Been employed in the district for the previous 12 months, and
2. Worked at least 1,250 hours in that 12-month period, and
3. Used all of his or her applicable leave with pay, and
4. Given at least a 30-day notice for foreseeable circumstances.

Family/Medical leave without pay may be taken for 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.

OTHER LEAVE POLICIES AND PROCEDURES

- Blackout Dates
 - First and last 5 days of school
 - Day before and after Labor Day
 - All PD days
 - Parent conference days
 - Before and after Thanksgiving
 - Before and after Winter Break
 - Before and after Martin Luther King, Jr. Day
 - Before and after President's Day
 - Before and after Spring Break
 - Before and after additional Friday/Monday break in the spring, if provided

*Absences on blackout days will be unpaid unless a doctor's excuse is provided or Administrative approval is granted ahead of time.

- Employees released from employment will be paid at the rate stated in board policy for any previous year's accumulated sick leave. Payment for remaining sick leave accumulated in the current year will be paid on a prorated basis.
- Employees leaving the district before the end of year who used more leave than their prorated amount will reimburse any payment over the prorated basis to the district.

FLEX DAY – teacher professional development

The district's goal is to design timely professional learning that would meet the needs of all learners including many different types of learning experiences in many different formats. To meet this need, the Professional Development Committee developed a learning environment where teachers could make professional learning decisions based on their needs and have avenues available to showcase their new learning.

What is a Flex Day?

- Minimum of 6 hours learning outside of contract time
- One hour of reflection and making learning visible
- Focus is on the learning outcome, not the seat time
- Learning opportunities directly related to CSIP, Building Improvement Plan and/or PDP

What opportunities are available for flex time?

- Conferences outside contract time
- Virtual conferences
- Ongoing collaborative book study
- Webinars
- District offerings PD outside of contract times
- Summer Academy (without pay)
- Observing in a professional setting/district outside of contract time
- Action research focus group
- Online classes/MOOCs
- Twitter chats
- Reading educational articles and blogs
- Connected Educator Month activities and events
- Other educational learning opportunities – If you are not sure, ask your PDC representative for ideas.
- Check out the “Learn” section of the [PD blog](#)

How do I submit my flex day?

- Submit [this form](#) once you COMPLETE your learning opportunities and reflection.
- Results from the flex day form will be shared district-wide on the blog to give other educators ideas for PD opportunities and ideas for making their learning visible.

How do I make my learning visible?

- Reflect and demonstrate the knowledge gained by creating a digital product to share on the district blog. This digital product can take many different forms based on your strengths and interests, including blog posts, photos essays, digital resources collections, and much more. Submit digital product to your PDC representative in a Google Doc to upload to the blog

What is Admin.'s Responsibility?

- Your administrator will review your flex day form as part of your PDP process.
- If you need to increase the visibility of your learning, your administrator may refer you to your PDC representative.
- Administrators are responsible for approving the work teachers do for their flex days.

CONFLICT OF INTEREST

Employees of the district will not engage in any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the Excelsior Springs School District staff and may be disciplined or terminated for doing so. See the Board policy GBCA – Staff Conflict of Interest.

STAFF CONDUCT

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

1. Become familiar with, enforce and follow all board policies, regulations, and administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor. All employees signed a confidentiality agreement when they began their employment with the District. Teachers will also sign off on this at the first faculty meeting. Employees are required to follow all FERPA guidelines. The Federal Educational Rights and Privacy Act of

1974 (FERPA) emphasizes the confidentiality of student records. Never discuss a student's performance, grades, attendance, etc. with anyone except the student, a guardian of the student or Excelsior Springs School District staff members on a need to know basis. For further information, visit the following: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

9. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.

10. Properly supervise all students. The board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.

11. Obey all safety rules including rules protecting the safety and welfare of students.

12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.

13. Refrain from using profanity.

14. Dress professionally and in a manner that will not interfere with the school environment.

15. Come to work and leave work at the time specified by the employee guide, job description or by the employee's supervisor. Employees, who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline including termination.

16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possess 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. Any employee who strip searches a student in violation of state law will be immediately suspended without pay as required by the law and may be terminated.

17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.

18. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.

19. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

WORKER'S COMPENSATION

Pursuant to state law, an employee of the Excelsior Springs School District #40 who is injured, killed or who is exposed to and contracts any occupational disease arising out of and in the course of employment is eligible for compensation in accordance with this policy and the Missouri Workers' Compensation Law.

Reporting

An employee must report all injuries immediately to his or her immediate supervisor by completing the district's incident report form. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

Upon receiving a report of an injury or illness, the supervisor will immediately forward the report to the superintendent or designee. The superintendent or designee will promptly forward a copy of the report to the district's workers' compensation insurance carrier and will be responsible for keeping the carrier informed of the employee's status.

Use of Leave

The district does not permit the use of paid leave for absences during the period when the employee receives workers' compensation wage benefits. Because by law an employee will not receive workers' compensation wage benefits for the first three (3) days of absence if the total absence is less than 14 days, the district will apply available paid leave for those days. However, the employee will only receive compensation for those days once the district knows that the employee will not receive workers' compensation wage benefits for those days.

Employees who are absent due to an illness or injury compensable under workers' compensation and who are receiving such compensation will not lose seniority or any accumulated paid leave due to the absence. However, the employee will not continue to accumulate paid leave during the absence.

Employees are required to use accumulated paid leave to receive medical treatment, evaluation or to attend physical rehabilitation during work time. If paid leave has been exhausted and the employee must be absent during work time to receive medical treatment, evaluation or to attend physical rehabilitation in conjunction with a work-related injury or illness, the employee may be granted unpaid leave.

Medical Providers

The district may designate medical providers to be used in the administration of workers' compensation claims and treatment. A list of district-designated providers will be available to employees upon request. If a medical provider has been designated by the district and the employee chooses to use his or her own provider, the employee is responsible for all costs associated with the provision of those services.

Loss of Benefits

An injury caused by the failure of employees to use safety devices provided by the district or obey rules adopted by the district for the safety of employees will result in the reduction of benefits payable under this policy and pursuant to law.

Violation of the district's Drug-Free Workplace policy or any other district policy, procedure or rule relating to the use of alcohol or nonprescribed controlled substances will result in a reduction or loss of benefits payable under this policy and pursuant to law if the injury was sustained in conjunction with the use of alcohol or nonprescribed controlled substances.

The Board authorizes post-injury testing for nonprescribed controlled substances or alcohol in accordance with Board policy and law. Refusal to submit to the test will result in the loss of benefits.

An employee is disqualified from receiving temporary total disability workers' compensation benefits during any period of time in which the employee receives unemployment benefits.

Temporary, partial or total disability workers' compensation benefits are not payable if an employee is terminated from employment for misconduct post-injury.

CHAIN OF COMMAND

In any organization, it is important to observe the chain of command and follow the appropriate channels of communication. Observation of this practice can prevent a variety of problems and assist you in solving others. The job description provided to each employee identifies the chain of command.

Employees should always work through the chain of command and progress to the next step when advised to do so or when the issue remains unresolved. If the problem is acute and is not resolved, it will eventually reach the desk of the Deputy Superintendent. District Office will welcome any issue you may bring to our attention if you have followed the chain of command.

Morale

Staff morale is very important to the smooth operation of any organization. High morale results from job satisfaction and produces high standards and levels of performance. Excelsior Springs Schools will do everything possible to maintain high staff morale. High morale develops best in a positive environment therefore, individual attitudes are important. The person most responsible for your morale is you.

Questions, Complaints and Grievances

The best way to deal with questions is to ask the person that is supposed to have the answer. If that person cannot answer the question, follow the chain of command until you get an answer. If all else fails, feel free to give the superintendent or deputy superintendent a call at (816) 630-9200. Complaints and grievances are addressed in District Policy. Copies of District Policy are available at the district office and online at www.essd40.com.

STAFF HEALTH AND SAFETY

The health and safety of all employees is of vital importance to the school district. The board will seek to provide safe working conditions for all staff members and will give prompt considerations to those conditions that may present a threat to the health and safety of staff members. The district will respond to employee requests for reasonable accommodations when an employee has a disability. All employees will receive annual training on universal precautions and the district's communicable disease policy.

Medical Inquiries and Annual Physicals

The district will only make medical inquiries, require physical exams or keep medical information on an employee in accordance with law.

Medical records will be maintained on separate forms in separate medical files and shall be kept confidential.

Return To Work

The district reserves the right to require any employee to receive a return to work clearance from district medical partners after any muscular skeletal injuries sustained either while at work or outside of the working environment. Returning to work is conditional upon successfully passing an essentials functions test. The district reserves the right to request additional essential functions tests or functional capacity assessments as needed within its discretion. The determination of the satisfactory nature of return to work reports rests in the sole discretion of the Excelsior Springs School District.

Communicable Diseases

The board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The board also has a responsibility to protect individual privacy, educate all students regardless of medical conditions and treat students and employees in a nondiscriminatory manner.

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

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

There are certain specific types of conditions that could potentially be associated with transmission of both blood borne and non-blood borne pathogens. Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

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

EMERGENCY PLANS/SAFETY DRILLS

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, earthquake, bomb threat, lockdown, shelter-in-place and evacuation) will be developed. A number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills shall be given early in the school year and drills shall be held regularly throughout the year.

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

Students and staff may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on

communicating with parents and instructions on how parents will locate their students in an emergency. During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

SCHOOL DISTRICT PROPERTY AND EQUIPMENT

Keys

A number of staff members are issued keys during the year. Remember you are responsible for your keys; never lend your keys to **ANYONE**. If building security is jeopardized because of poor key management, you may become responsible for re-keying expenses or any liabilities that occur on school property as a result of your actions.

Loaning of School Property

School property and equipment are purchased with specific purposes in mind. Only the district office or their designee may grant you permission to borrow school property. Never take school property home without permission. For special equipment, a signature may be required to check out the item. This will assure that equipment is always at school when needed and will protect you from being accused of stealing from the district.

Tobacco, Alcohol, and Drug Free School

The district prohibits the use of tobacco, tobacco products, alcohol, and non-prescribed controlled substances in all school facilities.

Employees will be tested for alcohol and controlled substances if the district has reasonable suspicion that the employee has violated board policy. Employees who operate district transportation must submit to random alcohol and controlled substances testing as required by law. Employees who operate district transportation and are involved in an accident will be tested. Employees who make a Workers' Compensation claim may also be required to submit to a drug test. Any employee who violates the board policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

Purchasing Procedures

Purchase orders/invoices for payment must be received in the district office by the last day of each month to be processed for the next scheduled school board meeting. The board meeting is normally the second Monday of each month. Anything received after the last day of the month will be held over until the following month. It is your responsibility to get your approved purchase order/invoice to district office if it is the last day of the month.

Purchase Orders:

All purchases must have prior approval by the building principal and the deputy superintendent **BEFORE** purchases are made. Purchase orders should be completed for all purchase requests including meeting registration fees and/or hotel expenses.

- Fill out Purchase Order request form
- Get approval from building principal
- Get approval from the Central Office
- Submit your order
- When merchandise arrives, notify the building secretary and present any packing slips and/or invoices found in the package.
- The purchase order will then be submitted for payment.

Reimbursements:

Staff members occasionally need to be reimbursed for travel expenses, and/or meals. Reimbursements will NOT be made without prior authorization. Final day for submitting a reimbursement form for payment is the last day of each month.

Reimbursement forms are available in district offices. Reimbursement forms need to be completed and **ALL** receipts must be attached to the back of the form. A request for reimbursement without a receipt will not be reimbursed. Meal reimbursements will be limited to the guidelines set forth by the US government for public employees.

Check Requests/Field Checks:

During the upcoming month are you sponsoring a dance, need a DJ, need a sport entry fee, going to a conference, need fundraiser funds? These requests should have been submitted on a purchase order prior to the last day of the month as outlined above. In the event of an extreme emergency, a field checks can be made with the approval of the superintendent. Field checks will be issued on a limited basis.

Student Fundraiser Sponsors

All district-sponsored fundraising activities conducted in the district or sponsored in any manner representing the district must be approved by the building principal and/or superintendent. All activities must comply with the requirements set out in district policy and procedures, including the district's wellness program and district funds management rules. All funds collected in a district-sponsored fundraiser will be deposited in district accounts.

Building and Grounds Security

The patrons of the school district have provided the district with facilities for the education of their youth through the support of their tax dollars. It is the responsibility of the board, administrators, professional and classified staff members, and students to see that these facilities are cared for, used properly and treated with respect. Access to school buildings and grounds outside regular school hours will be granted only to authorized personnel. An adequate key control system shall be established that will prevent the potential entrance of unauthorized persons. If building security is jeopardized because of poor key management, you may become responsible for re-keying expenses or any liabilities that occur on school property as a result of your actions.

Firearms and other weapons: No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials.

Any person who possesses a weapon in violation of this policy will be asked to leave. In addition, administrators may report the incident to law enforcement officials, ban the person from school property or school events in accordance with board policy or seek other legal remedies.

Vandalism: The board will seek all legal redress against persons found to have committed incidents of willful or malicious abuse, destruction, defacing and/or theft of the property of the Excelsior Springs School District. Employees are urged to report incidents of vandalism to property belonging to the district, as well as the name(s) of the person or persons believed to be responsible.

Safety Programs

The board recognizes the necessity for a planned safety program to create a safe environment for the students attending and for the employees of the school district. The maintenance of healthy and safe conditions throughout the school district is a responsibility shared by all staff.

Every attempt will be made to meet safety and health standards established by state and federal laws and regulations. The cooperation of school, home and community in providing a safe and healthy environment is encouraged by the board.

Hazardous Materials

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

The district shall comply with all local, state and federal laws and regulations which pertain to the proper management of hazardous materials.

Asbestos: The district shall semi-annually survey and assess the exposure of friable asbestos in all buildings. This report shall be on file for public review in the superintendent's office and each respective buildings administrative office. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the EPA.

Technology Usage

The district technology resources may be used by authorized employees. Use of the district's technology resources is a privilege, not a right.

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

As members of a school district, we are all watched closely by the public and news media. It is important to not communicate inappropriate information to students, parents or staff. For your protection and the protection of our students, be cautious in your verbal, written and computer communications. Be careful of all created or forwarded information on school equipment including e-mails, jokes, and stories which may not be appropriate. What does not offend one person, may offend someone else.

All employees must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving the district's technology. All employees must consent in their User Agreement to interception of or access to all communications accessed, sent, received, or stored using district technology. Because the computers are shared resources, it is not appropriate for an employee to access, view, display, store, print, or disseminate information via district resources, including e-mail or Internet access, which students or other users could not access, view, display, store, print, or disseminate without authorization by the district.

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