

# **Independence School District Employee Handbook**

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## I. Cover



## Employee Handbook

Board of Education Building  
201 North Forest Avenue  
Independence, Missouri 64050  
(816) 521-5300

[www.isdschools.org](http://www.isdschools.org)

## **II. About the Handbook**

This handbook is a reference for your use in understanding District policies and procedures. This handbook is not an employment contract nor does it create contractual obligations. It is your responsibility to read and understand this handbook. The District has the right to add to, discontinue or modify any provision, procedure, or employment benefit. No such change shall be effective unless made in writing and signed by the superintendent or his/her designee. If you have a written employment contract with the District, your employment is governed by the terms of said contract.

If you do not have a written employment contract with the District, your employment is at-will. This means that your employment and the terms and conditions of employment may be changed with or without cause and with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. Your status as an at-will employee cannot be changed except through a written agreement signed by the superintendent or his/her designee.

## **III. Introduction**

# **1. District Mission**

## **District Vision Statement**

A community united to improve the quality of life through education.

## **District Mission Statement**

The Independence School District will ensure that each learner will achieve the skills and self-confidence to be successful in an ever-changing world.

## 2. Goals 2019-2024

### Fiscal Responsibility

- Maintain sufficient fund balances to withstand financial difficulties
- Maintain and support long-range facilities plan
- Continue transparent fiscal reporting
- Maintain procedures to ensure fiscal accountability
- Seek innovative approaches for good financial stewardship

### Communication and Collaboration

- Ensure everyone is treated with courtesy and professionalism
- Use a variety of outlets to reach our stakeholders
- Proactively seek out and involve community partners
- Expand opportunities for parental engagement
- Make the District a destination of choice for families
- Ensure a culture of social and emotional literacy



### Academic Achievement

- Focus on the Four Pillars of Success
- Aggressively attract and retain exemplary staff
- Provide quality professional development to encourage project-based learning
- Successfully implement District anchor programs (Leader in Me, AVID, ISD Academies)

### Legislative Advocacy

- Educate and inform federal, local and state officials
- Develop an annual legislative platform
- Inform patrons and employees of legislative issues



### 3. Board of Education

President	Mrs. Denise Fears
Vice President	Mr. Eric Knipp
Treasurer	Dr. Matt Mallinson
Director	Mrs. Jill Esry
Director	Mr. Blake Roberson
Director	Mr. Greg Finke
Director	Mrs. Carrie Dixon

## 4. Central Office Administration

Superintendent of Schools	Dr. Dale Herl
Deputy Superintendent: Instruction, Early Education, Student Services	Dr. Cindy Grant
Deputy Superintendent of Operations	Dr. Lance Stout
Director of Human Resources	Dr. Pamela Boatright
Director of Human Resources	Mr. Dean Katt
Assistant Superintendent: High Schools, NGL Academies	Dr. Randy Maglinger
Assistant Superintendent: Middle Schools, Curriculum, Instruction/Assessment	Dr. Prissy LeMay
Assistant Superintendent: Elementary Education	Mrs. Leslie Hochsprung
Director of Technology	Mr. Todd Theen
Director of Special Services	Ms. Sherry Potter
Director of Community Relations	Mrs. Amy Knipp
Director of Public Relations	Mrs. Megan Murphy
Chief Financial Officer	Mrs. Molly Johnson

Director of Business and Benefits	Mrs. Mardie Gardner
Director of Youth Development and Education	Ms. Jennifer Walker
Director of Neighborhood Family Services	Ms. Merideth Parrish
Director of Facilities Services	Mr. Salum Stutzer
Director of Nutrition Services	Mr. Brad Kramer
Director of Transportation Services	Mr. Daryl Huddleston
Director of Health Services	Mrs. Lori Halsey
Director of Public Safety	Mr. Dennis Green
Director of Head Start	Dr. Patti White

## 5. Letter From Superintendent

Dear Employee:

On behalf of the Board of Education and the Independence School District, we welcome you to the 2021-2022 school year.

Your role is very important to the Independence School District and we appreciate your decision to join our staff. Included in this handbook is information that will answer many of your questions regarding the practices and services of the School District. If you have other questions, please contact Dr. Pam Boatright or Mr. Dean Katt.

We hope that you enjoy working with the teachers, students, parents, and administrators. We appreciate you sharing part of your life with our School District and look forward to working with you during the 2021-2022 school year.

Best Wishes,

Dale Herl

Superintendent of Schools

## 6. Drug Free Workplace

Congress enacted the Drug-Free Workplace Act of 1988 which requires any individual, agency, or institution receiving Federal funds to certify that they will maintain a drug-free workplace. The regulation clearly defines the steps to be taken by the School District to achieve compliance. In accordance with those regulations, the District is required to assure that the following information is given to each District Employee.

Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in or on any property or equipment owned, rented, or leased by the School District of Independence, Missouri. Violation of this prohibition could result in immediate suspension from duties pending resolution of the violation.

The employee shall notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Within 30 days of receiving notice with respect to any employee who is so convicted the District will take appropriate action up to and including termination, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency. Any action by the School District will be in compliance with the appropriate provisions of the Missouri Teacher Tenure Act.

The District will provide employees with information about –

1. The danger of drug abuse in the workplace
2. Any available drug counseling, rehabilitation, and employee assistance program

The School District agrees to make a good faith effort to continue to maintain a drug-free workplace by implementing the conditions described in the preceding statement.

## 7. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under and applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as students name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information,

you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may use the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

HR 07/30/2012 Last Modified: 04/08/2011

## **8. No Smoking Policy - Policy 5250**

### **Support Services**

### **Safety, Security and Communications**

#### **Use of Tobacco Products**

The Board of Education recognizes that the use of tobacco products represents a health and safety hazard. Similarly, the use of substances appearing to be tobacco products, including but not limited to e-cigarettes, creates an environment where tobacco products are endorsed. Therefore, the use of tobacco products and substances appearing to be tobacco products shall be prohibited in all District buildings, grounds, and vehicles. This policy applies to all employees, students, and patrons attending school-sponsored activities and meetings.

Rev 09/2014



## **IV. Employee Information**

## 9. Illness Guidelines

### Exclusion for Illness Guidelines (This could change based on current CDC guidance)

1. Students and staff will be excluded from school if they test positive for COVID-19 or exhibit symptoms of COVID-19 based on CDC guidance that is not otherwise explained.
2. Symptoms of COVID-19 that would require exclusion
  - a. If they present with a fever of 100 or greater
  - b. Or have two of the following symptoms
    - i. Cough
    - ii. Shortness of breath or difficulty breathing
    - iii. Chills
    - iv. Muscle pain
    - v. Sore throat
    - vi. Loss of taste or smell
3. The school nurse is encouraged to use nursing judgement and to evaluate the entire clinical picture when making assessments. For example, a temperature of 100.0 with body aches likely indicates an acute illness and should be treated as such. Conversely, a student with a history of asthma and a temporary cough after PE that resolves with student's inhaler use would not necessarily be assessed as having "severe cough or shortness of breath."

### Return to School from Illness Guidelines

1. Non test-based reentry plan, all must apply
  - a. 10 days have passed since the first symptom appeared
  - b. No fever for 24 hours without the use of fever reducing medication
  - c. Other symptoms have improved
2. Test-based reentry plan, all must apply (if they have symptoms, however never tested a positive COVID-19 test)
  - a. 1 negative test spaced 24 hours apart
  - b. Fever free without fever reducing medication for 24 hours
  - c. Other symptoms have improved
3. Student or staff has doctor confirmed explanation of symptoms
  - a. Other symptoms have improved
  - b. Fever free without fever reducing medication for 24 hours
4. Tested Positive and Symptomatic
  - a. 10 days have passed since the first symptom appeared
  - b. No fever for 24 hours without the use of fever reducing medication
  - c. Other symptoms have improved

5. Tested Positive and Asymptomatic
  - a. 10 days have passed since the positive test was performed
  - b. No symptoms developed
  - c. If during isolation they develop symptoms
    - i. They should isolate for 10 days from symptom onset
    - ii. No fever for 24 hours without the use of fever reducing medication
    - iii. Other symptoms have improved

Individuals who are hospitalized for COVID-19 and/or are severely immunocompromised may warrant isolation for 20 days after their first symptoms appeared.

### **Return to School from COVID-19 Exposure Guidelines**

The CDC recommends that students and staff that have been deemed exposed to COVID-19 be tested for the virus. ISD does not require testing.

If Negative:

- Complete 14 day quarantine
- If symptoms develop, isolate for 10 days from symptom onset, have no fever for 24 hours without the use of fever reducing medication and symptoms have improved.

If Positive:

- Complete 10 day Isolation, have no fever for 24 hours without the use of fever reducing medication and symptoms have improved.
- If asymptomatic and during isolation they develop symptoms they should isolate for 10 days from symptom onset and have no fever for 24 hours without the use of fever reducing medication and symptoms have improved.

### **Risk Evaluation and Expectations of COVID-19 Exposure (This could change based on current CDC guidance)**

1. Close contact is defined as being within 6 feet of someone not wearing a mask for fifteen cumulative minutes or more, who tested positive for COVID-19.
2. If a student or staff was in close contact with a person that tested positive for COVID-19, they will self-quarantine for 14 days from the last date of exposure to the person. If the person cannot avoid continued close contact with the COVID-19 positive person you will add an additional 14 days once the COVID-19 positive person meets criteria to end home isolation. (Example. Date COVID-19 person ends hom isolation + 14 days = end of quarantine). They will self-monitor for symptoms, if symptoms develop follow CDC guidelines.
3. If a student or staff lives with someone that has symptoms of COVID-19, they will self-quarantine for 14 days. They will self-monitor for symptoms, if symptoms develop follow CDC guidelines. If a student or staff lives with someone being tested for COVID-19, they will quarantine while awaiting test results.

4. If a student or staff was in the same room/building as someone who tested positive for COVID-19, but not in close contact (as identified above), the risk of catching the virus from that person is low. Follow the general precautions, including social distancing, washing their hands and monitoring for illness.
5. If a student or staff was around someone else who was exposed to a person that tested positive to COVID-19. As long as the person they were around is not currently sick and the staff or student was not around the person with COVID-19, they are not considered exposed to COVID-19. Follow the general precautions, including social distancing, washing their hands and monitoring for illness.

#### **Quarantine Guideline for Fully Vaccinated Students and Staff**

Per CDC: people are considered fully vaccinated for COVID-19 #2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or #2 weeks after they have received a single-dose vaccine (Johnson and Johnson/Janssen).

1. A staff member or student exposed to a person suspected or confirmed positive for COVID-19 does not have to quarantine if they are fully vaccinated and asymptomatic
  - a. If the staff/student develops symptoms consistent with COVID-19 within 14 days of exposure, they should isolate and contact PCP for further guidance and testing if indicated.
2. Although the risk is low, if a fully vaccinated staff member or student develops symptoms consistent with COVID-19, they should isolate, be clinically evaluated, and tested if indicated.
3. A fully vaccinated staff member or student is not required to miss work/school (unless symptomatic) for the following:
  - a. Household member has symptoms consistent with COVID-19
  - b. Household member is being tested for COVID-19 or is awaiting results of a COVID-19 Test
  - c. Household member is positive for COVID-19
  - d. Recently traveled out of the country or on a cruise ship

Staff member or student must be able to show proof of full vaccination to supervisor or school nurse.

## 10. Child Abuse Reporting

Any staff member having reasonable cause to suspect that a child has been abused or neglected should follow the guidelines set forth by Policy 2710 and Regulation 2710 of the Board Policies of the Independence School Board. A copy of the policy and regulation are included in the "Policies" section of this handbook.

A copy of the *Missouri Child Abuse and Neglect Statutes* (selected sections) is also included in the "Policies" section of this handbook.

## **11. Disciplinary Actions**

Policy 4730: Nonrenewal/Termination Probationary Teacher; Policy 4731: Termination of Contract: Permanent Teacher; Policy 4720: Suspension or Termination: Non-Certificated Staff may be accessed on the district website.

## 12. Third Party Representation

District employees shall have the right to third party representation when asked to meet with a building level administrator and/or an immediate supervisor when/if a professional improvement plan or job threatening written reprimand is to be discussed. This provision shall not apply if the meeting is the first meeting on a particular issue called by the administrator or supervisor and the only persons in attendance are the employee and the administrator or supervisor. Any subsequent meetings on the same topic, or in which multiple administrators or supervisors are present, or a job threatening professional improvement plan (certificated) or job threatening written reprimand (support staff) is issued shall allow for employee third party representation, if requested by the employee. This representative must either be a district employee or an employee group representative. Meetings which would allow for a third party representative must be scheduled a minimum of 72 hours in advance, unless this provision is waived by the employee. The representative may confer with the employee but shall not be a spokesperson for the employee. All parties involved in such meetings shall conduct themselves in a professional manner. The addition of the opportunity for third party representation at the building level does not change an employee's right under current policy to have a third party representation at meetings regarding employment issues with district level administration. This does not include actions that must be taken immediately.

## **13. Exit Procedures**

In the event an employee exits from the district, the employee will need to submit a resignation letter to Human Resources. The employee will then need to schedule a time to meet with their supervisor to complete Stage 1 of an Exit Form and then call Human Resources to schedule a time to complete Stages 2 and 3. Stage 2 will be completed in Human Resources and Stage 3 will be completed in the Benefits Office.



## 14. Emergency Preparedness

Employees should make themselves aware of the location of evacuation plans should an emergency arise. Evacuation plans are posted near the door in each classroom and other common areas. These plans will include both fire and tornado routes. Some classrooms will have a red duffel bag containing first aid items. These bags should be taken with you in the case of a drill or real evacuation. In case of an emergency, employees should also note the location of the closest fire alarm activation switch. Each office has a complete Emergency Preparedness Plan notebook that each employee should take time to review.

## 15. Door Entry

The Independence School District has a School Safety regulation that requires all school doors to be locked during the school day. The goal is to ensure the safety of students and staff, while keeping unidentified strangers from gaining access to our schools. For parents, patrons, and other guests who have legitimate business in the schools, we want to be sure this process remains consistent. Staff will make visitors feel as welcome as possible by following the steps below:

- When a parent or patron approaches the door and pushes the buzzer, welcome them to the building and say, "May I help you?"
- If they are a parent, ask them for their student's name and ask to see their photo identification.
- If they are a vendor or other visitor, ask the nature of their visit, who they are there to visit, and ask to see their identification.
- If they do not have identification with them, apologize and inform them that for safety reasons, this new district policy requires that they show state or federal photo identification to enter the building.
- Our goal is to keep out unidentified strangers. If the visitor is someone with whom you are familiar, and they have no identification in their vehicle or with them in any way you are allowed the flexibility to buzz them in. **Please go the front door and escort them to the main office in order for them to receive a visitor's pass.** Remind them that they will need to bring their identification the next time they come to school.
- If you are not familiar with the visitor and he or she is unable to produce identification, he or she will not be allowed in the building.
- Once a visitor has reported to the office, please follow the building sign in/sign out procedures:
  - (Parent) Verify parent is on the student check-out list if they wish to check their student out of school.
  - (Parent) Present parent with a visitor pass labeled with their name, and direct them to the appropriate destination.
  - (Volunteer) Present volunteer with an appropriate pass and direct them to appropriate location.
  - (Vendor) Present vendor with a visitor pass and contact the person with whom they are wishing to speak.
  - (Other) Present visitor with an appropriate pass and direct them to the location that they are seeking.

Early Education and Kids' Safari programs:

- Parents of students enrolled in Early Education and Kids' Safari programs can drop off and pick up their student at designated doors beginning at 6:30am until the start of the school day and then again when school is dismissed until 6:00pm. At the time school begins parents will be required to use the main school doors.
- Staff in Early Education and Kids' Safari programs will be responsible for checking state or federal photo identification and buzzing parents in during the designated times above.

Keep in mind that some visitors will not be aware of these new procedures. Please be professional if visitors voice a concern, take the time to listen to their concern and remind them that we are taking these precautions to provide added security for our students. If you have any questions regarding these procedures, please contact Dennis Green at ext. 10035 or 816-286-3995.

## **16. A.L.I.C.E Intruder/Active Shooter Response**

In the spring of 2014, the Independence School District adopted the A.L.I.C.E. model to an intruder/ Active Shooter event. From August of 2014 to the present time, all staff in the Independence School District received training from certified instructors from the Independence Police Department. The intent of the A.L.I.C.E. model and training is to increase the survivability of staff and students should an event occur. All staff receives annual training in A.L.I.C.E. in compliance with Senate Bill 75. This training is in the form of either a two-hour classroom/scenario training or an electronic refresher course. Staff are encouraged to recall the training and apply it to their specific building so they will be prepared should an event occur. Staff is also encouraged to discuss the A.L.I.C.E. principles with their students and other staff members to maintain the edge and situational awareness. Staff is also encouraged to reach out to any of the law enforcement instructors (SROs, Truancy and DARE Officers in the district) should they need assistance in setting up their classroom, encounter an unsafe condition, to practice this model or if they should have any questions regarding an intruder/ active shooter event.

# 17. Employee Information Change



## EMPLOYEE INFORMATION CHANGE

Please complete all areas checking changes that apply and **return to the Benefits Office**  
*OE submit changes electronically on My Benefits website*

**Employee's Building:** \_\_\_\_\_

**Employee's Position:** \_\_\_\_\_ **Effective date of change:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**NAME:** \_\_\_\_\_  
 Last Name First Name Middle Name

Previous Name (if changed): \_\_\_\_\_

***For a name change a copy of the new Social Security card reflecting name change is required.***

**ADDRESS:** \_\_\_\_\_  
 Street Address Apt. No.

\_\_\_\_\_ City State Zip +4

**TELEPHONE:** \_\_\_\_\_  **UNLISTED TELEPHONE**  
 ( )  
 Area Code

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If your name change is a result of:

- Marriage
- Divorce
- Adoption

Please contact the Business Office as the following may be affected

Payroll:

1. Direct Deposit
2. Tax Forms – Federal W-4, State, Local (KC earnings tax for KC Mo residents)

Benefits: (Any changes in benefits as a result of a change in family status must be made online within 30 days of occurrence). Please contact the Benefits Department directly for help with this.

1. Health
2. Dental
3. Vision Insurance
4. Board paid and voluntary Life insurance
5. Section 125 flexible spending plan

Others: (contact directly for changes)

1. Credit Union (816) 521-2736
2. PSRS/PEERS (name, address, beneficiaries) (800) 392-6848

## 18. Protected Health Information

Dear Independence School District Employee:

We would like to assure you that the privacy and protection of your health information is extremely important to us. Information for employees enrolled in a Blue Cross Blue Shield health plan, a dental plan, 125 Medical Reimbursement, or for those taking a Family Medical Leave is protected health information (PHI).

The Notices of Privacy Practices you are receiving will explain the various ways we use and protect your PHI. Highlights of the document include:

- We use and disclose members' PHI in administering benefits, or when a doctor, dentist, hospital or other entity requests it for treatment or payment purposes. Other situations in which PHI may be used are listed in the second section of the enclosed notice.
- In situations that are not names in the "Notice of Privacy Practices," we will always ask for written authorization to share PHI. Members can revoke their authorization at any time. Authorization forms will be available at each District site.
- Members have rights to limit how we share their PHI and to request copies of their information and where it has been shared.

The "Notice of Privacy Practices" is enclosed with this letter. If you have any questions about this communication, please call the Privacy Office at (816) 521-5300 during normal business hours, or e-mail us at [tiffany\\_purinton@idschools.org](mailto:tiffany_purinton@idschools.org).

Sincerely,

Tiffany Purinton

Privacy Officer, Independence School District

## 19. Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN ACCESS THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The privacy of your Protected Health Information is important. This requires no action on your part unless you have a request or complaint.

### **Protecting all Independence School District Member's Protected Health Information**

The Independence School District understands the importance of keeping your Protected Health Information private. Personal health information includes both medical/dental information and individually identifiable information, such as your name, address, telephone number, or social security number. We are required by applicable federal and state laws to maintain the privacy of your Protected Health Information.

Both under law and our policy, the Independence School District has a responsibility to protect the privacy of your Protected Health Information (PHI), WE:

- protect your privacy by limiting who may see your PHI;
- limit how we may use or disclose your PHI;
- inform you of our legal duties with respect to your PHI;
- explain our privacy policies; and
- strictly adhere to the policies currently in effect.

You have received this notice because you are covered by, or considering coverage with, a product offered, insured, or administered, by a company or managed care organization operating as, or an affiliate, or contracted by the Independence School District. A current list of such companies and organizations appears at the end of this notice.

This is a notice of the Independence School District privacy practices, our legal duties, and your rights concerning your Protected Health Information. We will follow the privacy practices that are described in this notice while it is in effect. This notice takes effect April 14, 2003 and will remain in effect until we replace it and provide you notice of such changes.

We reserve the right to change our privacy practices and the terms of this notice at any time, as allowed by applicable law, rules, and regulations. We reserve the right to make the changes in our privacy practices and the new terms of this notice at any time, as allowed by applicable law, rules, and regulations. We reserve the right to make the changes in our privacy practices and the new terms of our notice effective for all Protected Health Information that we maintain, including information we created or received before we made the changes. When we make a significant change in our privacy practices, we will change this notice and send the notice to our health plan subscribers. For more information about our privacy practices, or for additional copies of this notice,

please contact us at the number listed at the end of this notice. **Independence School District Uses and Disclosures of Member's Protected Health Information**

As an Independence School District member in a benefit plan or using Family Medical Leave, the District may use and disclose your Protected Health Information, without your consent/authorization, in the following ways:

**Treatment:** We may disclose your Protected Health Information to a doctor/dentist, a hospital, or other entity, which asks for it in order for you to receive medical/dental treatment.

**Payment:** We may use and disclose your Protected Health Information to pay claims for covered services provided to you by doctors, hospitals, or other entities.

**Process and Proceedings:** We may disclose your Protected Health Information in response to a court or administrative order, subpoena, discovery request, or other lawful process.

**Law Enforcement:** We may disclose limited information to law enforcement officials concerning the Protected Health Information of a suspect, fugitive, material witness, crime victim, or missing person. We may disclose the Protected Health Information of an inmate or other person in a lawful custody to a law enforcement official or correctional institution.

**Military and National Security:** We may disclose to military authorities the Protected Health Information of Armed Forces personnel under certain circumstances. We may disclose to authorized federal officials, Protected Health Information required for lawful intelligence, counterintelligence, and other national security activities.

**Authorizing Use and Disclosure of Independence School District Member's Protected Health Information**

The Independence School District will request written authorization from you to use your personal information or to disclose it to anyone for any purpose or situation not included in this document. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. We will not use or disclose your Protected Health Information for any reason except those described in this notice without your written authorization. If you authorize release of your PHI, your authorization must include the following items:

1. a description of information used or disclosed
2. identification of the parties releasing, and the parties requesting the information
3. an expiration date of the authorization
4. your signature
5. information about how to revoke the authorization

**Individual Rights for all Independence School District Members**



As an Independence School District member, the following are your rights concerning your Protected Health Information:

**Access:** You have the right to review or obtain copies of your Protected Health Information, with certain exceptions. You may request that we provide copies in a format other than photocopies. You may submit this request in writing by obtaining a form from us using the contact information listed at the end of this notice. If you request copies, you may be charged a fee for each page, and per hour for staff to locate and copy your Protected Health Information, and postage.

**Disclosure Accounting:** You have the right to receive a list of instances in which we, or our subcontractors, disclosed your Protected Health Information for purposes other than treatment, payment, health care operations and certain other activities. Effective April 14, 2003, the Independence School District will begin maintaining these types of disclosures for up to six (6) years. If you request this list more than once in a 12-month period, we may charge you a reasonable, cost-based fee for responding to these additional requests. You may submit this request using the contact information listed at the end of this notice.

**Restriction Requests:** You have the right to request that we place additional restrictions on our use or disclosure of your Protected Health Information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in a need for your emergency treatment). You also have the right to agree to or terminate a previously submitted restriction. You may submit this request using the contact information listed at the end of this notice.

It has always been the Independence School District's goal to ensure the protection and integrity of our member's Protected Health Information. Therefore, we will notify you of any potential situations where your information would be used for reasons other than payment and health/dental/section 125 plan operations.

This notice became effective on April 14, 2003.

Independence School District

Insurance Brokers Insurance and Benefit Providers

Employee Health Clinic

To contact us:

Privacy Office at 816.521.5300

Tiffany Purinton

201 North Forest Avenue

Independence, MO 64050

tiffany\_purinton@isdschools.org

## 20. Foundation Payroll Deduction

The School District of Independence established a 501(c)(3) Foundation in 1992 which administers over 150 separate funds serving a variety of district, student and staff needs. All donations are tax deductible as allowed by law. The Foundation has its own Board of Directors and is an incorporated entity through the State of Missouri.

You can make contributions to the Foundation through payroll deduction to the Foundation General Fund, which benefits programs including scholarships, Project Shine, Holiday Helpers, Inspire Volunteers, Student Dual Credit assistance, ISD Academies, Classroom Grants, New Teacher Grants and more.

You will need to complete a new payroll deduction form each year. To start your payroll deduction, please print and complete the form found at [http://www.ourisdf.org/?page\\_id=124](http://www.ourisdf.org/?page_id=124) and return to the Foundation office via email or inter-office mail.

For more information about the Foundation, contact Amy Knipp at [amy\\_knipp@idschools.org](mailto:amy_knipp@idschools.org) or to visit the Foundation website, [click here](#).

## 21. Technology

### **Philosophy**

The World of the 21st Century is a technological world and the Independence School District must prepare students to be successful users of technology. To accomplish this, all district staff must be provided with appropriate technology, training, and support to instruct, record and assess student learning, track student activities, analyze data, and communicate student information to parents, members of the community, and the Missouri Department of Elementary and Secondary Education. Staff and students must exercise care in the use of district provided technologies and must share in the responsibility of using technology appropriately. Acceptable use policies have been developed for staff and students to explain how technologies are to be used and the consequences of misuse.

### **Technology Acceptable Use Guidelines for Staff**

Staff members of the Independence School District will be provided access to technologies necessary to successfully perform assigned duties. Training will be provided to ensure that all staff members know how to use available technologies, and support will be provided to ensure that all technologies function properly. The computers will be configured for maximum efficiency and ease of support. Any changes to the computer settings will be performed by Technology Staff members, and will be based upon need.

### **Access**

All staff members will be provided a username and password to be used to gain access to computer applications, email, and the internet. Computer and Internet use will be logged according to the username and password. The system will prompt each user to change his/her password occasionally to provide security to each account. It is extremely important that users keep usernames and passwords confidential. Staff members are provided elevated access to update files and download information and well as to view content from the Internet. As a result, staff members are expected to follow strict guidelines and notify the Technology Department before downloading or installing software/updates from the Internet.

### **Equipment Use**

Members of the Technology Staff will maintain all district equipment and users are expected to exercise care in the use of this equipment. Misuse of equipment will result in staff members being denied access to equipment and possible remuneration to the District for abuse.

### **Internet Use**

Internet access is provided for educational purposes. Staff members accessing or attempting to access unacceptable websites will be denied internet access and may face additional consequences. In addition, staff are expected to use professional judgment and follow ISD curriculum guidelines before showing students content from the Internet (i.e. YouTube videos, etc.).

**Security**

In addition to regularly changing passwords and keeping usernames and passwords confidential, additional security measures should be taken. Once logged in, a user should not leave the computer unattended without locking the computer. PC's can be locked by pressing Ctrl-Alt-Delete and then clicking "Lock Computer". Once locked, only the person currently logged in can unlock the computer by pressing Ctrl-Alt-Delete and then entering his/her password. This will then return the user to the application he/she had been using prior to locking the computer. For security of data, teacher and staff computers are "automatically locked" after 15 consecutive minutes of non-use; the staff member will be required to enter his/her password to reactivate the computer.

**File Sharing**

Copyright laws protect various forms of software, music, and video files. Staff and students should not be downloading such files unless appropriate fees have been paid and the files are for educational use. Students will not be allowed to download any files without teacher supervision. Files not protected by copyright laws may be shared provided it is for educational purposes and does not contain inappropriate material. The district will be compliant with the Digital Millennium Copyright Act and will address any possible copyright infringement.

**Software Licensing**

It is illegal to install software without licenses; therefore all software installed on district computers must have appropriate licenses. In order to standardize software across the district, all software purchases must go through the technology department. As new software is purchased, a record of all software licenses will be kept in the technology department and should be kept at the building level as well.

**Supervision**

Teachers must provide good supervision of students while they are using computers and other forms of technology. That begins by reviewing the rules for Network Etiquette and Privacy with each student. With proper supervision, students are less likely to misuse the equipment or attempt to access something that is prohibited. When students are engaged in using technology as part of a class activity, teachers should move around the room and observe each student frequently. If students are allowed to go to the Library Media Center or computer lab individually to use any form of technology, the building Principal or Library Media Specialist may impose certain requirements on those students in order to provide appropriate supervision.

**Printing**

Use of technology will result in the need for students and staff to print files and documents. Each building will need to establish procedures for managing the printing process and addressing any printing abuses or problems that may occur.

**Technology Support**

Each building will have one designated building technology coordinator to serve as the first point of contact for helpdesk support. If this person is unable to address the problem or resolve the issue, he or she will submit a technology work order at which point a technician will be assigned and dispatched.

## **V. Benefits**

## 22. Employee Benefits

### Employee Benefits

<b>BENEFIT</b>	<b>NOTES</b>	<b>EMPLOYEES AFFECTED</b>
<b>Public School Retirement System (PSRS)</b>	<ul style="list-style-type: none"> <li>• State mandated deduction (2021-2022) 14.50% without Social Security or 9.67% with Social Security</li> <li>• Matched by the District</li> <li>• Vested after 5 years</li> <li>• Questions - Contact 800-392-6848 or email <a href="mailto:member_services@psrsmo.org">member_services@psrsmo.org</a></li> </ul>	All certificated staff who work 17 hours per week or 600 hours per year
<b>Public Education Employee Retirement System (PEERS)</b>  <b>Formerly Non-Teacher Retirement System (NTR)</b>	<ul style="list-style-type: none"> <li>• State mandated deduction (2021-2022) 6.86%</li> <li>• Matched by the District</li> <li>• Vested after 5 years</li> <li>• Questions - Contact 800-392-6848 or email <a href="mailto:member_services@peersmo.org">member_services@peersmo.org</a></li> </ul>	All classified staff who work 20 hours per week or 600 hours per year
<b>403B and 457B</b>	<ul style="list-style-type: none"> <li>• Voluntary retirement savings accounts</li> <li>• Contact The Retirement Manager at 1-888-569-7055 or set up a personal meeting with your building advisor</li> <li>• <a href="https://csdrt.valic.com">https://csdrt.valic.com</a></li> </ul>	All staff
<b>MOST</b>	<ul style="list-style-type: none"> <li>• Payroll deduction for Children's Higher Education</li> </ul>	All staff
<b>Public Service Forgiveness Program</b>	<ul style="list-style-type: none"> <li>• Forgiveness of Direct student loans for those qualifying after 120 payments and not in default <a href="http://dhe.mo.gov/resources/Publicserviceemployees.php">http://dhe.mo.gov/resources/Publicserviceemployees.php</a></li> </ul>	Full-time staff

<b>General Payroll Deductions</b>	<ul style="list-style-type: none"> <li>Professional organization dues, Independence Foundation, United Way, etc.</li> </ul>	All staff
<b>Direct Deposit</b>	<ul style="list-style-type: none"> <li>Available for multiple accounts</li> </ul>	Required for all staff
<b>Direct Check Card</b>	<ul style="list-style-type: none"> <li>Available for multiple accounts</li> </ul>	Employees who don't have a bank account
<b>Credit Union</b>	Located at 201 N. Forest Avenue	All staff who work 25 hours
<b>"Benefits Banking"</b>	<p>Additional free, discounted, and premium rate services for customers of Commerce Bank. Services include:</p> <ul style="list-style-type: none"> <li>Free online banking and bill pay</li> <li>Free Commerce ATM and debit card</li> <li>Discount on loans</li> </ul> <p>Contact 816-234-8810 or 816-234-1984</p>	All staff and retirees
<b>Professional Liability Insurance</b>	<ul style="list-style-type: none"> <li>Protects employees against damage and injury claims while they are acting within the course and scope of their assigned duties as established by the District.</li> </ul>	All staff
<b>Workers' Compensation</b>	<ul style="list-style-type: none"> <li>State mandated employee injury insurance</li> <li>Covers all employees injury claims while they are acting within the course and scope of their assigned duties as established by the District</li> <li>Covers medical care and prescriptions</li> </ul>	All staff injured within the course and scope of assigned duties



	<ul style="list-style-type: none"> <li>• Provides 2/3 of average weekly wage if injured employee cannot work, effective 3 days after employee cannot work</li> <li>• Day of injury paid by District</li> <li>• Care provided by District Employee Health Clinic at 1516 W. Maple Ave.</li> <li>• Questions - Contact Employee Workers' Compensation Office 816-521-5424</li> </ul>	
<b>Health Insurance</b>	<ul style="list-style-type: none"> <li>• Board of Education paid for employees @ \$690.00 monthly, October 1, 2021-September 30, 2022</li> <li>• Optional coverage available at employee expense for spouse and dependent children</li> <li>• Retirees may retain membership by paying premiums</li> <li>• Plan choices include 6 plans:             <ul style="list-style-type: none"> <li>– Blue Select Plus Core - QHDHP and PPO</li> <li>– PPO BuyUP 1 - QHDHP and PPO</li> <li>– PPO BuyUP 2 and HMO BuyUP 2</li> </ul> </li> </ul>	<p>All staff who work 25 hours per week</p> <p>Retirees who elected coverage within one year of their retirement</p>
<b>Dental Insurance</b>	<ul style="list-style-type: none"> <li>• Board of Education paid for employees @ \$30.12 monthly October 1, 2021 - September 30, 2022</li> </ul>	<p>All staff who work 25 hours per week</p>

	<ul style="list-style-type: none"> <li>• Optional coverage available at employee expense \$68.45 monthly for family</li> <li>• Annual maximum coverage of \$1000.00 on DPPO Advantage plan with \$250 annual increments when annual cleanings are done</li> </ul>	Retirees may extend through COBRA for 18 months minimum
<b>Voluntary Insurance Vision</b>	<ul style="list-style-type: none"> <li>• At employee expense</li> <li>• Monthly cost of \$12.59 for employee or \$35.56 for family</li> </ul>	All staff who work 25 hours per week
<b>Long Term Disability Insurance</b>	<ul style="list-style-type: none"> <li>• Board of Education paid benefit</li> <li>• 60% of employee salary</li> <li>• Effective after 90 day elimination period or expiration of sick leave</li> </ul>	All staff who work 25 hours per week
<b>Life Insurance Board Paid</b>	<ul style="list-style-type: none"> <li>• Board of Education paid benefit</li> <li>• 1.5 times salary for qualifying employees</li> <li>• Includes AD&amp;D</li> <li>• Must have a primary beneficiary to enroll</li> </ul>	All staff who work 25 hours per week
<b>Section 125 - Flex Plan Unreimbursed Medical Dependent Care</b>	<ul style="list-style-type: none"> <li>• Pretax savings account for medical or dependent care</li> <li>• Fee \$4.33 per month for 9 months</li> </ul>	All staff who work 25 hours per week who have a health care premium, a family dental premium, or voluntary vision premium
<b>Section 125 - Employee Childcare Benefit</b>	<ul style="list-style-type: none"> <li>• Monthly reimbursement 75% of paid weekly childcare fees in an ISD childcare program.</li> <li>• Begins October 1, 2021</li> </ul>	All staff who work 25 hours per week, own their home in ISD, and have a legal guardianship child in ISD in person school and attending ISD childcare (Kids Safari or Early Education)
<b>Section 125 - Health Savings Account</b>	<ul style="list-style-type: none"> <li>• Employee owned pretax savings account for medical expenses</li> </ul>	All staff who are enrolled in the high deductible health care plan and meet other IRS requirements for the account

	<ul style="list-style-type: none"> <li>• District contributes \$1000/year</li> <li>• Fee \$2.00 per month</li> </ul>	
<p><b>Employee Assistance Program</b></p> <p><b>New Directions</b> (Until October 1, 2021)</p>	<ul style="list-style-type: none"> <li>• Cost-free Employee Assistance Program</li> <li>• Confidential Services, Referrals</li> <li>• Counseling and Resources</li> <li>• Financial and legal planning</li> <li>• Confidential website access <a href="http://www.ndbh.com">www.ndbh.com</a> (login code Independence SD)</li> <li>• Available 24/7 at 800-624-5544</li> <li>• Call 816-237-2352 to arrange a confidential appointment</li> </ul>	<p>All staff who work 25 hours per week and their household family members</p>
<p><b>Employee Health Clinic</b></p>	<ul style="list-style-type: none"> <li>• Medical clinic for well exams, disease management, illness care, routine lab tests</li> <li>• Cost-free for those on district health insurance and preventive</li> <li>• \$25 per visit fee for those on the HSA eligible Blue Select Plus Core QHDHP and PPO BuyUP 1 QHDHP</li> <li>• Call 866-959-9355 or 816-521-5316 or go online to <a href="http://patientportal.yourhealthstat.com">patientportal.yourhealthstat.com</a> to make an appointment</li> </ul>	<p>All staff, retirees, and dependents (age 2+) enrolled on district health insurance</p>
<p><b>Employee Wellness Center</b></p>	<ul style="list-style-type: none"> <li>• Free gym with exercise equipment and classes</li> <li>• Enroll - call 816-521-5315</li> </ul>	<p>All employees working 25+ hours a week, retirees, and their spouses and dependents age 18 and older until they turn 26</p>

<p><b>Aquatics Center</b></p>	<ul style="list-style-type: none"> <li>• Free open and lap swimming</li> <li>• 25% off swimming lessons, party rentals and private rentals</li> <li>• Free aerobics classes</li> <li>• Questions - call 816-521-5377</li> </ul>	<p>All staff and retirees</p>
<p><b>Voluntary Insurance</b> <b>Legal Assistance</b></p>	<ul style="list-style-type: none"> <li>• Optional at employee expense</li> <li>• Legal advice, forms, will, document review, traffic issues, IRS, defense, discounts</li> <li>• 24/7 emergency access</li> </ul>	<p>All staff who qualify for PSRS or PEERS</p> <p>Retiree insurance and COBRA participants</p>
<p><b>Voluntary Insurance</b> <b>Life Insurance</b></p>	<ul style="list-style-type: none"> <li>• Optional at employee expense</li> <li>• Optional coverage available for employee, spouse and dependents</li> </ul>	<p>All staff who work 25 hours per week</p>
<p><b>Voluntary Insurance</b> <b>Identity Theft</b></p>	<ul style="list-style-type: none"> <li>• Optional at employee expense</li> <li>• Insurance policy \$1,000,000</li> <li>• Monitoring includes: credit, internet, digital, social, bank</li> <li>• Privacy advocate remediation</li> </ul>	<p>All staff who qualify for PSRS or PEERS</p> <p>Retiree insurance and COBRA participants</p>
<p><b>Voluntary Insurance</b> <b>Accident</b></p>	<ul style="list-style-type: none"> <li>• Optional at employee expense: employee, spouse, dependents</li> <li>• Includes Wellness Benefit</li> <li>• Includes Accidental Death or Dismemberment</li> </ul>	<p>All staff who qualify for PSRS or PEERS</p>
<p><b>Voluntary Insurance</b> <b>Critical Illness</b></p>	<ul style="list-style-type: none"> <li>• Optional at employee expense: employee, spouse, dependents</li> <li>• Includes heart attack, stroke, cancer, renal failure, organ transplant, coma, severe burns, loss</li> </ul>	<p>All staff who qualify for PSRS or PEERS</p>

	<p>sight-hearing-or-speech, and paralysis</p> <ul style="list-style-type: none"> <li>• Monthly cost coverage based and age banded</li> <li>• Includes Wellness Benefit</li> <li>• Monthly cost age banded on selected employee benefit of \$10,000, \$20,000 or \$30,000</li> </ul>	
<p><b>Voluntary Insurance</b></p> <p><b>Cancer</b></p>	<ul style="list-style-type: none"> <li>• Optional at employee expense: Employee, spouse, dependents</li> <li>• Includes Wellness, First Occurrence, and specific cost Benefits</li> </ul>	<p>All staff who qualify for PSRS or PEERS</p>
<p><b>Voluntary Insurance</b></p> <p><b>Hospital Indemnity</b></p>	<ul style="list-style-type: none"> <li>• Optional at employee expense: employee, spouse, dependents</li> <li>• Includes annual admission and daily benefits</li> </ul>	<p>All staff who qualify for PSRS or PEERS</p>
<p><b>Voluntary Insurance</b></p> <p><b>Short Term Disability</b></p>	<ul style="list-style-type: none"> <li>• Optional at employee expense</li> <li>• Elect coverage \$100-\$1500/Week in \$50 increments</li> <li>• 7, 14, or 30 days elimination period,</li> <li>• Monthly cost coverage based and age banded</li> <li>• 60% of weekly earnings</li> <li>• Available sick leave must be used first before eligible for use. Subject to 3/6/9 month look back period for pre-existing conditions</li> </ul>	<p>All staff who qualify for PSRS or PEERS</p>
<p><b>Family Medical Leave</b></p>	<ul style="list-style-type: none"> <li>• Federally mandated by the Family Medical Leave Act</li> <li>• Up to 12 weeks of unpaid leave allowed</li> </ul>	<ul style="list-style-type: none"> <li>• Employees who have worked 12 months previous to the leave and who have worked at least</li> </ul>

	<p>for birth/adoption of a child, serious health condition of employee, or serious health condition of member of immediate family who requires care of employee</p> <ul style="list-style-type: none"> <li>• BOE paid insurance and other benefits continued during leave</li> <li>• Employees required to use any available leave days during leave</li> <li>• No loss of seniority</li> </ul>	<p>1250 hours during the 12 months before the leave</p> <ul style="list-style-type: none"> <li>• Contact Human Resources to see if you qualify for FML</li> <li>• Employees must request FML in writing through the Human Resources Office 521-5300</li> </ul>
<b>Sick Leave</b>	<ul style="list-style-type: none"> <li>• 9 days per school year for illness as outlined in Board of Education Policy/Regulation 4320</li> <li>• Plus one (1) day for each additional full contract month beyond the nine (9) month calendar</li> <li>• Paid at daily rate</li> </ul>	All staff who work 37.5 hours per week
<b>Personal Leave</b>	<ul style="list-style-type: none"> <li>• 3 days annually for personal use as outlined in Policy/Regulation 4320</li> <li>• Deducted from sick leave</li> <li>• Paid at daily rate</li> </ul>	All staff who work 37.5 hours per week
<b>Emergency Leave</b>	<ul style="list-style-type: none"> <li>• Up to 10 days leave for purposes outlined in Policy/Regulation 4320</li> <li>• Deducted from sick leave</li> <li>• Paid at daily rate</li> </ul>	All staff who work 37.5 hours per week
<b>Bereavement Leave</b>	<ul style="list-style-type: none"> <li>• 3 days for death in the immediate family as outline in Policy/Regulation 4320</li> <li>• Paid at daily rate</li> </ul>	All staff
<b>Part-Time Sick Leave</b>	<ul style="list-style-type: none"> <li>• 5 days per school year for illness</li> <li>• Plus one (1) day for each additional full contract</li> </ul>	All staff who work at least 25 hours a week and less than 37.5 hours a week

	<ul style="list-style-type: none"> <li>month beyond the nine (9) month calendar</li> <li>• Paid at daily rate</li> </ul>	
<b>Part-Time Personal Leave</b>	<ul style="list-style-type: none"> <li>• 2 days annually for personal use</li> <li>• Deducted from sick leave</li> <li>• Paid at daily rate</li> </ul>	All staff who work at least 25 hours a week and less than 37.5 hours a week
<b>Jury Duty</b>	<ul style="list-style-type: none"> <li>• Paid at employee's daily rate</li> </ul>	All staff
<b>Vacation</b>	<ul style="list-style-type: none"> <li>• Paid at daily rate</li> </ul>	11 and 12 month full-time employees

## 23. Benefits Banking



Commerce Bank is pleased to offer you a special employee banking benefit that is designed to help you save time and money. Benefits Banking is a preferred banking program available for all **Independence School District** employees that gives you access to the best personal banking services that Commerce Bank offers. Because everyone has different financial needs, Benefits Banking offers you two account options: Select and Premium. You choose the level that's right for you.

**All Benefits Banking checking accounts include:**

- Free first order of single/wallet-style Commerce Globe checks<sup>1</sup>
- Free Commerce Visa® Debit Card
- Free Online Banking and Online Bill Pay<sup>2</sup>
- Free Mobile Banking<sup>3</sup> and Alerts
- Free Commerce ATM transactions
- Overdraft protection options
- Low rate credit card with no annual fee<sup>4</sup>
- Free notary services and stop payment

**You may enjoy (depending on the level you choose):**

- Special deposit rates
- Discounted rate on personal loan and home equity line of credit<sup>4</sup>
- Credit toward home loan closing costs<sup>4,5</sup>
- Free checks
- Rewards on your credit card
- Free safe deposit box
- Free financial planning consultation<sup>6</sup>
- Discounts on brokerage services<sup>6</sup>
- Plus more!

If you are already a Commerce customer, there are additional benefits available to you as an **Independence School District** employee with Benefits Banking. You will not need to change your account numbers or checks; just contact Commerce to "upgrade" your account.

You may also receive information about Benefits Banking by visiting any of the Commerce Bank locations in your area, by e-mailing [benefitsbanking.kc@commercebank.com](mailto:benefitsbanking.kc@commercebank.com) or by contacting one of our Commerce bankers assigned to help you:

**Independence Banking Centers**

Zach Curtis	816-234-2857	<a href="mailto:zachery.curtis@commercebank.com">zachery.curtis@commercebank.com</a>	18700 E 39 <sup>th</sup> St
Jennifer Sims	816-234-8856	<a href="mailto:jennifer.sims@commercebank.com">jennifer.sims@commercebank.com</a>	2915 S Noland Rd
Lindsay Haste	816-234-1981	<a href="mailto:lindsay.haste@commercebank.com">lindsay.haste@commercebank.com</a>	17601 E 24 Hwy

You chose a great place to work. Now choose the best place to bank.



<sup>1</sup> Printing, shipping and handling charges may apply to reorders depending upon the account option selected. <sup>2</sup> One Free Online Bill Pay account per household. <sup>3</sup> Your mobile carrier's text messaging and web access charges may apply. <sup>4</sup> Subject to credit approval. <sup>5</sup> Cannot be combined with any other offer. Applicable on new Home Loan Purchase Loans and Refinances with closing dates of 7/31/16 or later. <sup>6</sup> Benefits from Commerce Brokerage Services, Inc., member FINRA/SIPC, a subsidiary of Commerce Bank. **MK1044 7-18**





# Benefits Banking Checking

## What is it?

Benefits Banking is a special employee banking benefit designed to help you save time and money by giving you preferred access to the best value in personal checking that Commerce Bank offers. Because everyone has different financial needs, Benefits Banking offers you two account options: Select or Premium. You choose the level that's right for you!

## What's in it for me?

		Benefits Banking <sup>1</sup>	
		Select	Premium
BANKING	Interest Bearing		YES, at preferred rate
	Checks	FREE, first order single/wallet, style Commerce Globe checks	FREE, single/wallet, style Commerce Globe checks
	Online Banking and Online Bill Pay <sup>2</sup>	FREE	FREE, including via Quicken
	Mobile Banking <sup>3</sup> and Alerts	FREE	FREE
	Cashier's Checks		FREE, 3 per year
	Stop Payments	FREE, 1 per year	FREE, 3 per year
	Account Archive CD-ROM	Available to purchase	FREE, 1 per account
	Debit Card	FREE Visa <sup>®</sup> Debit Card	FREE Platinum Visa <sup>®</sup> Debit Card
	Non-Commerce ATM Transactions <sup>4</sup>		FREE, including other banks' ATM fees up to \$6 per month
	Overdraft Protection through Checking Plus or Overdraft Transfer	YES, available	YES, available
BORROWING <sup>5</sup>	Home Equity Lines of Credit		0.5% rate discount
	Home Loans	\$500 toward closing costs <sup>6</sup>	\$500 toward closing costs <sup>6</sup>
	Personal Loans and Fixed-Rate Home Equity Loans		0.5% rate discount
	Personal Loan Refinance from another lender		Additional 0.25% discount (0.75% total) <sup>5</sup>
	Personal Loan Origination Fees		Waived
SAVINGS	Preferred Money Market Account Deposit Rates <sup>7</sup>		Yes, tiered
	Preferred Rates on Certificates of Deposit (CDs) <sup>8</sup>		YES
	myRewards Savings and myRewards Money Market <sup>9</sup>	YES, available	YES, available
BROKERAGE <sup>+</sup>	Financial Planning Consultation		FREE
	Broker-Assisted Equity Trades <sup>10</sup>		YES, 30% discount
	Professionally Managed Accounts <sup>11</sup>		YES, 15% discount <sup>12</sup>
	Safe Deposit Box Discounts <sup>13</sup>		FREE, small box or annual credit <sup>14</sup>

commercebank.com | 800.453.2265



**What are the details?**

Benefits Banking	Select	Premium
Minimum Deposit to Open	\$100	\$100
Minimum Balance to Avoid Service Charge <sup>15</sup>	Any monthly direct deposit OR \$1,500 in combined checking, savings and money market balances	\$15,000 combined deposit and loan balances OR a Commerce Mortgage OR \$100,000 in a Commerce brokerage account <sup>15, 17, 18</sup>
Monthly Service Charge (if requirements not met) <sup>19</sup>	\$6	\$15
Monthly Paper Statement Fee	\$3 or \$4*	\$0

**What else do I need to know?**

- If you are already a Commerce customer, there may be additional benefits available to you by switching to a Benefits Banking account. You will **not** need to change your account number or order new checks; just contact Commerce to "upgrade" your account.
- Dedicated customer service line: 1.866.692.2653

**How do I open an account?**

- Come by a branch near you and visit with your Personal Banker
- Call 1.800.453.2265 and speak to one of our Customer Care Representatives

At Commerce, we understand that life's little curveballs usually come with financial challenges. We promise to make banking easier, so you can deal with what comes your way and get on with enjoying the good things in life. Commerce Bank. Challenge Accepted™.

1. Benefits Banking is available to employees of participating companies. Commerce reserves the right to restrict or change these offers.  
 2. One free Online Bill Pay account per household.  
 3. Your mobile carrier's text messaging and web access charges may apply.  
 4. Transactions must be from Benefits Banking checking accounts. We will automatically refund the ATM fees of other banks located in the U.S., up to \$6 per calendar month on Benefits Banking Premium accounts only. All Commerce Bank ATM transactions are free.  
 5. Personal loan rate discount assumes automatic payment from your Commerce checking account. Mortgages and dealer loans are not eligible to receive personal loan discounts. Only one additional, 25% discount available per loan, for refinancing of a non-Commerce loan or credit card. Loans and credit cards are subject to credit approval. Insurance must be carried on property securing home equity loans. When choosing Benefits Banking Premium checking account and a corresponding credit card, you automatically receive debit functionality and ATM access with your credit card product.  
 6. Cannot be combined with any other offer. Applicable on new Home Purchase Loans and Refinances with closing dates of 7/31/16 or later.  
 7. On balances greater than \$10,000. Highest preferred rates on balances greater than \$50,000.  
 8. Preferred rate only valid on initial term of CD. You may request preferred rate on renewals.  
 9. Requires Benefits Banking Select or Premium checking account.  
 10. \$1,000 minimum investment required to establish a Commerce Brokerage Services, Inc. account.  
 11. Professionally managed accounts offered through Commerce Brokerage Services, Inc., Registered Investment Adviser.  
 12. 15% discount applies to the Fund Manager Account only. \$50,000 minimum required to open a Fund Manager Account.  
 13. Safe deposit box subject to availability.  
 14. Or equivalent annual credit toward purchase of a larger box.  
 15. The person listed first on the account must maintain the balances shown. Qualifying balances are determined by using the actual daily balance on the day prior to the checking account statement cycle.  
 16. Qualifying deposit balances include personal checking, savings, money market, CDs and retail IRAs. Business accounts do not qualify.  
 17. Qualifying loans include personal loans and home equity loans or lines of credit. Business loans do not qualify.  
 18. Qualifying brokerage balances include cash and securities that appear on the Commerce Brokerage statement. Brokerage services provided or reported through third parties are excluded.  
 19. Monthly service charge waived for first 60 days after new account opening. This 60 day grace period does not apply to existing or converted accounts.

\* Must activate Online Banking & sign up for E-Statements to get free monthly E-Statements, \$1 per month fee for E-Statement with Images, \$3 per month fee for Paper Statements and \$4 per month for Paper Statements with Images. Fee waived for first 60 days after new account opening. This 60 day grace period does not apply to existing or converted accounts.

† Benefits provided by Commerce Brokerage Services, Inc., Member FINRA/SIPC, a wholly-owned subsidiary of Commerce Bank Investment Products: Not FDIC Insured— May Lose Value — No Bank Guarantee

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commercebank.com | 800.453.2265



## 24. New Directions Employee Assistance Program

### New Directions EAP Services

- **Counseling**
  - In Person, Telephone, Text Messaging and In-The-Moment
- **Consultation On**
  - Finances, Legal Needs, Managing Employees and Life
- **Adult and Child Care Resources**
- **Digital Behavioral Health Tools**

Let's be real, life can be tough. When your responsibilities start to feel overwhelming and showing up each day with a smile on your face seems difficult, it's important to reach out for help. You can lean on your free and confidential Employee Assistance Program (EAP) for support.

Stress, Relationships, Work and Money. These are the most common reasons people reach out to the EAP every year. But no matter what issues you're facing, the EAP is the perfect first step for you or your family members to:

### **Reduce Stress**

Some stress can be a good thing, but too much can be debilitating and unhealthy. Counseling, assessments, coaching, apps, meditation practices, online tools and more can help you improve areas that need work.

### **Handle a Life Curve Ball**

Divorce, adoption, losing a loved one, career changes and moving can all interrupt one's daily life. Counseling, thousands of online tools, coaching and consultations can help you adjust.

### **Cope After Crisis**

Mentally processing and coping after a traumatic event generally takes time and expert care. Counseling, education sheets and communication can help when a crisis occurs.

### **Support and Improve Relationships**

Raising kids, living with others or improving friendships can take guidance and investment. Counseling, videos, tip sheets and advice make this easier. Referrals to credible daycares, assisted living facilities, dog walkers, physicians, etc. can also help.

### **Focus at Work**

We all experience feeling a lack of productivity and engagement at work sometimes. Trainings, advice and custom behavioral strategies can help you become more focused.

### **Navigate the Legal System**

Handling a landlord, large purchase, estate or even an infraction can be easier with the help of a legal expert and thousands of online templates to put into action.

### **Reduce Debt**

Money worries can be minimized with custom action plans developed with a financial expert to save, reduce debt or afford a life desired.

### **Live a Healthy Life**

Changing behaviors to quit smoking, lose weight, manage a disease or exercise more can be more manageable when broken into baby steps. Coaching, videos, counseling and digital tools can help you start living healthy.

**We are here for you, always.** Life happens, regardless of the day or time. That's why we make ourselves available 24/7, even on holidays. So whenever you need to reach out, we are here for you.

**Support Line:** 800-624-5544

**Mobile App:** Search for New Directions EAP

**NDBH.COM:** Select "For Individual and Family Members" and enter the company code:  
**IndependenceSD**

## **25. Employee Benefit Policies**

Policy 4510: Benefits; Policy 4530: Worker's Compensation; Policy 4540: Group Insurance may be accessed on the district website.

## **VI. Worker's Compensation**

## 26. General Safety Guidelines

Principals, Supervisors and Employees have the responsibility to insure that all areas of the facility and grounds are safe for children, visitors and other employees by observing, correcting, or reporting potential safety hazards; by acting responsibly; and by observing all safety guidelines while on the job.

### **APPLICATION:**

**District Wide.**

### **INTERPRETATION OF GUIDELINES:**

1. Safety is the responsibility of every employee.
2. The Principal/Supervisor is the "Risk Manager" of his/her facility and is ultimately responsible for seeing that all employees practice safety and work in as safe an environment as possible.
3. The Principal/Supervisor is responsible for arranging for education concerning safety measures and for correcting and/or reporting unsafe situations.

### **WORK SAFELY!**

Working safely means using common sense in the workplace, monitoring ergonomic trends in the workplace, staying physically fit, and making injury prevention a top priority.

**Remember, your work day is one third of your total day.**

**Plan your tasks carefully to avoid a painful injury.**

**Managing your body is your responsibility.**

## 27. General Employee Safety Responsibility

All employees of the Independence School District should be concerned for their own safety as well as the safety of others.

### **General Guidelines:**

1. Safety is everyone's business. Report unsafe conditions, equipment and practices.
2. Use maximum care and good judgment in preventing accidents and seeking first aid.
3. Abide by all safety regulations. Diligent efforts on everyone's part will prevent occupational injuries and illnesses. Occupational injuries and illnesses are caused by unsafe acts or conditions and can be prevented.
4. Report all injuries, no matter how slight, and secure first aid if needed. If medical treatment is required follow the instructions under Employee Accident/Injury Procedure.
5. Consider yourself a constant member of the Safety Committee. Report any condition you observe that is likely to cause an accident.
6. Walk carefully. Report or clean up slippery spots as soon as possible. Proceed with caution around blind corners. Running on the job may be dangerous and is seldom called for. Don't run on stairways. Use handrails.
7. The use of alcoholic beverages, intoxicants, or narcotics while you are scheduled for work is prohibited. Being under the influence or possession of alcoholic beverages, intoxicants, or narcotics while on duty is forbidden. Anyone found to be under the influence of a controlled substance while on school property is subject to disciplinary action.
8. Inform your supervisor if you are using any prescribed medication when you come to work. Have your doctor determine if you can work safely while on this medication.
9. Know your facility's Emergency Safety Plan.



## 28. Certificated Personnel and Assistants

All certificated personnel and assistants are responsible for making their department as safe an area to work as possible. The following departmental safety rules must be followed by all employees.

### **APPLICATION:**

Certificated Staff and Assistants District Wide.

### **SAFETY GUIDELINES:**

1. Every employee shall be responsible to see that his/her own desk and room be kept orderly and free of clutter. Pick up items such as pencils, paper clips, etc., that are strewn around. Good housekeeping is the key to a safe working environment.
2. Drawers of desks and file cabinets shall be kept closed when not in use.
3. Do not sit on the edge of a chair and do not tilt chairs backwards, unless the chair is constructed to do so.
4. Never use chairs, desks, bookcases or other furniture as a makeshift ladder. Always use a step ladder. Don't overreach and lose your balance. Ladders for your use are available. If you cannot locate them, ask the building custodian.
5. Room floors shall be kept clear of all potential trip hazards (cords, paper, boxes, rugs, books, flower pots, etc.)
6. Any equipment such as projectors, VCR's, DVD's, monitors, overheads, etc., are to be inspected for frayed cords regularly. Cords should not be placed in any traffic lane and when not in use should be stored up and out of the way of children. If cords must be left in any traffic area, they must be secured firmly with tape by the custodian. Equipment on stands or tables should be securely strapped so it will not fall and possibly injure you or a student. Safety stickers should be affixed to all equipment stands or tables.
7. As much as possible, refrain from bringing glass articles into the classroom so as to prevent accidental cuts. If breaks occur, notify the principal so that the custodian can dispose of the broken glass properly.
8. Walk cautiously up and down stairs; the handrails shall be used whenever available. Refrain from: carrying bulky items that obstruct your view; reading while walking down the steps; and doing any other activity which would distract your attention.
9. Do not store thumb tacks, razor blades or other sharp items loose in a desk drawer. All sharp objects should be kept in locked drawers and always stored with the cutting edges or points toward the back of the drawer. Tacks should be stored in containers and not loose in the drawer.
10. Care should be taken in the use of any product that may leave a deposit on the floor which will cause the floor to be slick (such as hair spray and other spray type propellants).
11. Heavy boxes or storage containers should not be stored above the height of the shoulder or below the knee if they weigh over 30 pounds. This causes undue strain on the back and can cause loss of balance resulting in a fall.

12. Universal Precautions shall be observed in the disposal of any body fluids. Be knowledgeable regarding these precautions and take care to prepare for disposal in the proper way.
13. Don't needlessly use your body for activities that you are not physically capable of doing. Many injuries are the result of misuse of muscles which are not strong enough to withstand the activity. Set a good example to your students by observing good common sense.

## 29. Nutrition Services Personnel

All Nutrition Service employees are responsible for making their department as safe an area to work as possible. The following departmental safety guidelines must be followed by all employees.

### **APPLICATION:**

**Nutrition Service - District Wide.**

### **SAFETY GUIDELINES:**

1. All chipped utensils should be reported to the nutrition services supervisor. All chipped or cracked dishes should be reported when found.
2. Never pick up broken glass or china with bare hands. Use a dustpan and brush or dampened paper and gloves when appropriate.
3. Open light bulbs over stoves and tables should be reported to your supervisor.
4. Grease fires are common and dangerous. Vents in the range hoods should be cleaned regularly, at least monthly, depending on extent of use.
5. Observe cleanliness rules carefully. Wash hands thoroughly before handling any food or dishes. When serving food that requires serving by hand, always wear vinyl gloves.
6. All cooking utensils should be placed so handles do not protrude beyond the edge of the range or table. Consider all pans to be hot. Never grab hold of a pan until you are sure it is not hot or unless you are using hot mitts.
7. All knives, saws, and cleavers should be returned to their proper racks. Do not leave them lying on tables or blocks. If stored in drawers, place them with points and blades to the rear. Maintain cutlery in good condition. A dull knife slips; a sharp one does not.
8. Do not remove guards from kitchen equipment, except for cleaning. They are there for your protection. Use wooden pushers or those designed for equipment where hand hazards are involved.
9. When cleaning meat slicers or any other powered equipment, be sure they are disconnected from the power source. An accidental bump of an on switch can cause serious injury. Never clean moving blade with a towel or a cloth. Always use a kevlar or wire mesh glove to clean the meat slicer blade. It should not be handled with a bare hand or even with the use of washcloth or sponge. These materials can easily slip or stick, causing a severe laceration.
10. When using a plastic wrap or foil box dispenser with a serrated edge, do not try to catch it if it falls off of your work area. The serrated edge is as dangerous as a knife when falling and can give you a deep cut.
11. When lifting heavy objects, always use proper lifting techniques to prevent strains/sprains to the lower back. Do not stack or store heavy boxes above shoulder height or lower than above knee level if at all possible. Lifting boxes outside these ranges contribute to back strain. Items heavier than 30 pounds are not to be stored below knee height or above shoulder height.
12. Do not store heavier utensils or high stacks of dishes on higher shelves.

13. Keep all large containers of food stuffs covered, especially when stored in coolers or storage spaces for later use. All food stuffs stored in refrigeration should be wrapped or tightly covered and labeled with date and contents.
14. Assume all pots, pans, stoves, steam kettles, coffee urns, and pipes are hot before attempting to touch them.
15. Use mitts or pot holders to pick up hot receptacles.
16. Before cleaning steam tables, dish warmers, dishwashers, etc., make certain steam has been shut off and equipment is cool enough to handle.
17. Keep oven doors closed when not in use, as open doors may cause people to trip and fall.
18. Use caution in lighting ovens on gas stoves. Light pilot before turning the valve on burners. Never face an oven-stand to one side. Use a wire extension to light the pilot.
19. In removing a cover from a pot or pan, open the lid so steam will be directed away from you.
20. Do not climb on storage room shelving. Never use crates, boxes, kegs or other substitutes for good ladders.
21. Be cautious around coffee urns or makers. They must be on a stable base or work surface and placed where they will not be easily bumped or tipped. Do not fill to the brim to reduce spillage and possible burns.
22. Use care in handling of fruit or produce crates. Beware of slivers, protruding nails, or jagged wires. Wear gloves if at all possible to protect your hands.
23. Wipe up spilled liquids from the floor immediately. Pick up items such as lettuce, potato peelings, or any food stuff that may be dropped on the floor. Avoid slips and falls.

**Work smart! It is your responsibility to use good judgment.**

## 30. Maintenance- Custodial Personnel

All maintenance custodial employees are responsible for making their departments as safe an area to work as possible. The following departmental safety rules must be followed by all employees.

### APPLICATION:

#### Maintenance-Custodial Employees District Wide.

### SAFETY GUIDELINES:

1. Check for and report all defective equipment, especially electric cords and plugs.
2. Watch for loose floor covering, stair treads, etc., and report or repair immediately.
3. Safe floor cleaning and waxing does much to control falls:
  - a. Use dust or dry mop before using wet mop.
  - b. Use only non-skid waxes.
  - c. When mopping up spills or wet areas, ask people to walk on the dry side. If it is necessary for you to leave the area, post "wet floor" signs.
  - d. Keep your equipment together on one side of hall, not strung around. If using electrical equipment, plug it in on the side of the space that is being cleaned. Avoid running cords across stairs.
  - e. Do not block doorways or elevator entrances with cleaning equipment.
  - f. Remove mops or other cleaning equipment from public areas when your cleaning is complete.
  - g. Never leave equipment "just around a corner". This is a frequent cause of accidents.
4. Entry mats should be replaced when wet with dry mats to prevent slipping.
5. Never place cleaning articles or equipment in aisles or on stairs while cleaning unless warning signs are posted.
6. Do not place articles on top of step ladders, cabinets, or lockers and leave unattended.
7. When unpacking boxes, barrels, or crates, always remove protruding nails, metal stripping, and wires before handling.
8. Do not pick up broken glass. Sweep it up at once. Pick up fine splinters and chips with a cloth or paper towel while wearing protective gloves.
9. Unplug electric lamps before wiping with damp cloths.
10. Handle electrical equipment only with dry hands. Never yank out an extension cord by the cord; rather pull it out by the plug. Always switch the equipment off first.
11. Do not empty waste baskets by digging into them. Hold by sides and turn it upside down over a newspaper, carryboy or basket.
12. When using step ladders, do not stand on the top two (2) steps. The step ladder should be open and placed on a secure base. Be sure locking devices on the step ladder are in order and are used. Never stand on a chair.
13. Wear gloves when using steel wool to prevent embedded slivers of steel.

14. Report defective or missing equipment such as worn wiring, light fixtures, window screens, leaky faucets, door handles, etc. to your supervisor.
15. Take personal responsibility for seeing that slipping or tripping conditions anywhere on the floor or stairway are taken care of at once. Principle hazards are water, milk, flower petals, paper (especially cellophane), rubber bands, paper clips, pencils, and other trivia.
16. *Do not* leave chemicals or cleaning supplies unattended, or where a child or visitor might come in contact with them.
17. Label all bottles of chemicals if not properly labeled by the manufacturer. It is important that contents are known in case of poisoning.
18. *Always turn off motors* of lawn mowers, weed eaters, or other lawn equipment before trying to clean or adjust.
19. Wear sturdy leather shoes when running lawn equipment to prevent slipping and/or injury to feet. All shoes worn must have non-skid soles.
20. Be sure you have been well trained in the use of equipment before you attempt to use it. If you are unsure, always ask your supervisor for instruction.
21. Never attempt to lift heavy equipment or boxes by yourself. Always get assistance or use a dolly when applicable.
22. Take great care when removing wet snow by hand. Over-filling your shovel and the lifting and throwing of snow is a frequent cause of back strain. Know and use good body mechanics at all times.
23. When raising or lowering cafeteria tables, take special care to observe for any evidence of malfunction of the tables. If you note that the tables are becoming difficult to raise or lower, there may be some damage to the mechanism designed to provide a smooth operation of these tables. If this is observed, contact the Maintenance Manager and report the problem. Do not continue to struggle with the tables or kick with your feet to disengage the table. This will cause additional damage to the tables and may cause you to strain or injure yourself.
24. Safety glasses will be worn when an employee is drilling above his/her head to protect the eyes from falling dust particles. Safety glasses will also be used when grinding metal and when using a weed eater. Eyes need to be protected from flying particles.
25. Universal Precautions will be observed during the process of cleaning any spilled body fluids or the repairing of plumbing which involve waste products. A copy of the Universal Precautions will be posted in each maintenance room.

**Work smart! It is your responsibility to use good judgment.**

## 31. Office Personnel

All office employees are responsible for making their department as safe an area to work as possible. The following departmental safety rules must be followed by all employees.

### **APPLICATION:**

#### **Office Personnel District Wide.**

### **SAFETY GUIDELINES:**

1. Every employee shall be responsible to see that his/her own desk and work area is clean and orderly. Pick up such items as pencils or paper clips that are strewn around. Good housekeeping is the key to a safe office environment.
2. Drawers of desks and file cabinets shall be kept closed when not in use.
3. Only one drawer of a file cabinet shall be opened at any one time to avoid tip-overs.
4. Heavy material shall be stored on lower shelves and in bottom drawers of cabinets or files.
5. Do not sit on the edge of a chair and do not tilt a chair backwards unless the chair is constructed to do so.
6. Never use chairs, desks or other office furniture as a makeshift ladder. Always use a step ladder. Don't overreach and lose your balance. Contact your building custodian for a ladder when the need arises.
7. Floors shall be kept clear of all potential trip hazards (telephone cords, paper cartons, paper clips, rubber bands, etc.). If an extension cord must be used, ask the building custodian to secure it firmly with tape.
8. Broken glass and sharp objects shall be disposed of in puncture-proof containers. Have the building custodian dispose of all broken glass.
9. Employees shall walk cautiously up and down stairs; the handrail shall be used whenever available.
10. Be cautious when pushing open a door or going around "blind corners". Someone may be coming toward you and be hit by the door or collide with you.
11. Fire extinguishers and other fire protection equipment should be available and employees should be trained in their proper use and know the location of extinguishers. Obtain a copy of these locations from your building principal/supervisor.
12. Sharp edges on chairs, desks, and filing cabinets shall be reported and repaired immediately.
13. Any coffee or liquid spills shall be mopped immediately to prevent slips and falls. If it is a small spill, be safety conscious and wipe it up yourself. For large spills contact your building custodian.
14. Paper cutters or other types of office equipment with a cutting edge shall have the blade in the down position and locked when not in use.
15. Be sure all electrical equipment is grounded and that cords are in good condition. If a machine gives you a shock or starts smoking, disconnect it and report the defective device immediately to your supervisor.

16. Do not overload electrical circuits by plugging in multiple appliances in one plug-in.
17. Do not keep thumb tacks, razor blades or other sharp items loose in desk drawers.
18. Employees should exercise caution in walking or climbing stairs during icy or bad weather conditions. Take the time to wipe your shoes on a dry rug.
19. Do not try to lift heavy items by yourself. Get help or use lifting devices.
20. Use proper lifting methods; do not try to lift by bending from the waist. Always lift from the squatting position, using your legs to lift.
21. Office personnel should report any discomfort they experience with their workstation layout as soon as possible to their Principal/Supervisor to provide the administration with the opportunity to make changes that will avoid any potential repetitive motion injury.

**Work smart! It is your responsibility to use good judgment.**



## 32. Procedure for Cleaning Blood or Body Fluids

### PRECAUTIONS

Infections can be present in body fluids or blood of humans. This includes individuals with no outward signs or symptoms of infection. It is therefore important that everyone adopt routine procedures for handling the clean-up of all blood/body fluids. The procedures to be used are as follows:

1. Cover fluids with absorbent floor sweep material to keep them from spreading.
2. Wear disposable vinyl gloves. Disposable vinyl gloves should be disposed of in an impervious plastic bag after each use.
3. Disposable towels or tissues should be used for clean-up and should be disposed of in an impervious plastic bag.
4. All surfaces which have been in contact with body fluids should be cleaned with a 10% chlorine bleach to 90% water solution (e.g., 1 cup bleach to 9 cups water). This solution should not be mixed in advance. It should be made fresh for each clean-up.
5. If the person doing the cleaning has any open skin sores, they should take precautions to avoid direct contact of their sores to the body fluids. Disposable vinyl gloves or equivalent should be worn.
6. Good hand washing after exposure to any body fluid should consist of thorough use of soap and water for at least 10-15 seconds.
7. Each school should have a clean-up kit. This kit should consist of the following supplies, which should be in each school.
  - Absorbent floor sweep
  - Disposable vinyl gloves
  - Plastic bags
  - Disposable towels or tissues
  - One copy of Cleaning Body Fluids Procedure
  - One copy of Glove Use Procedure

These supplies should be kept together in a central location under control of the building administrator. Additional supplies may be ordered from the Facilities Office. These supplies must be available at all times.

**CAUTION:** *The diluted bleach solution should not be used for any other purpose than the clean-up described above. Mixing bleach with other chemicals can produce a toxic gas. If other EPA approved disinfectants are used, they must be used according to the manufacturer's directions.*

## 33. Glove Use Procedures for Cleaning of Blood and Body Fluids

**PURPOSE:** To prevent transmission of infections between clients and staff by limiting direct contact with clients' body secretions.

**RATIONALE:** The increased incidence of Hepatitis B virus infection and HIV/AIDS in the population at large, dictates the need for high-risk populations to practice careful protective procedures. A significant percentage of persons infected are unidentified and, therefore, a potential risk to any care giver. The use of gloves by care givers is a protection for the client also.

### **RECOMMENDED GLOVE USE:**

Gloves should be worn under the following circumstances:

- Any procedure that requires the handling of blood or other body secretion(s) eg., stool, urine, vomitus
- When handling equipment that has been contaminated (soiled) by a blood product or other body secretion
- When handling any dressing or material that contains any type of body secretion. This would include, but is not limited to, finger sticks, injections, suctioning (oral or wound), dressing changes of draining wounds, washing equipment that has been soiled with body secretions, or cleaning blood spills

### **REMEMBER:**

- Wear disposable vinyl gloves on both hands for all procedures
- Thorough hand washing must be done before gloving and following removal of the gloves. Gloves should not be washed and reused.
- No client should be discriminated against, therefore gloves should be worn for ALL clients having procedures performed that involve blood or body secretions.
- Disposable vinyl gloves will be stocked and are to be used by anyone working with body fluids or clean up of such fluids, due to the possibility of known or unknown allergies to latex rubber gloves.

### **REFERENCES:**

- **MMWR.** June 7, 1986.
- **AJN.** August, 1984, p. 989.
- **Hepatitis B: An Urban Epidemic**, Susan S. Marullo, **RN, Home Healthcare Nurse**, Volume 4, No. 4, pp. 18-22.
- **Nurses Encounter Occupational Hazards, Too**, N.A. Lentz, **Pennsylvania Nurse**, Volume 39, No. 11, p. 10.

## 34. Exposure Control Plan

### POLICY

The Independence School District is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
  - Universal precautions
  - Engineering and work practice controls
  - Personal protective equipment
  - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

### PROGRAM ADMINISTRATION

- School Nurses are responsible for implementation of the ECP. The Human Resources Supervisor, Workers Compensation Risk Coordinator and the Health Services Director will maintain, review, and update the ECP whenever necessary to include new or modified tasks and procedures.
- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.
- School Nurses will provide and maintain all necessary personal protective equipment (PPE) and engineering controls (e.g., sharps containers). School Nurses will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.
- Workers Compensation Risk Coordinator will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.

- Human Resources Supervisor will be responsible for training, documentation of training, and making the written ECP available to employees.

**EXPOSURE DETERMINATION**

- A. All of the following employees may reasonably anticipate exposure to blood and other potentially infectious bodily fluids in the course of their work activities:

**Job Classification:** School Nurse

**Task/Procedures:** First Aid, Toileting incontinent child, and Assist students in glucose testing

- B. Employees who may have occasion for exposure to blood and other potentially infectious bodily fluids in the course of work activities:

<b>Job Classification</b>	<b>Task / Procedures</b>
Para Professionals	First Aid
Teachers	First Aid
Coaches	First Aid
Administration	First Aid
Custodial Staff	Clean up of blood and bodily fluids; General cleaning of bathrooms
Nutrition Services	Clean up of blood and bodily fluids
Transportation Services	Clean up of blood and bodily fluids
Health Services Staff	Clean up of blood and bodily fluids; First Aid

**IMPLEMENTATION**

#### A. Universal Precautions

All employees will utilize universal precautions to prevent contact with blood or OPIM. All blood or OPIM will be considered infectious regardless of the perceived status of the source individual.

- Diabetic students, other than in emergency situations, will perform their own glucose testing as developmentally appropriate under nurse's supervision.
- Students will be taught to apply pressure to stop bleeding or nosebleeds.
- Students will be taught to clean self in occurrence of incontinence as developmentally appropriate.

#### B. Engineering Controls and Work Practices

Engineering and work practice controls and personal protective equipment will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering and work practice controls will be:

- All employees will wear protective gloves when dealing with blood or OPIM (other potentially infectious materials)
- All spills of blood or OPIM will be cleaned up using appropriate grade antiviral/antibacterial cleaning agent
- All employees will wash hands after contact with blood or OPIM even if wearing gloves. After removal of personal protection, employees will wash their hands and other potentially contaminated skin immediately with soap and water
- If employees incur exposure to their skin or mucous membranes, those areas will be washed or flushed with water, as appropriate, immediately or as soon as feasible, following contact
- Adequate and accessible hand washing facilities are available in all schools for employees who incur exposure to blood or OPIM
- Any individual who has blood stained clothing will change into clean clothes, if the clothing cannot be properly cleaned. The bloody clothing will be bagged and sent home with the individual
- Contaminated broken glass and other materials will not be picked up with hands. It will be swept up or picked up by mechanical means (sweeping with broom and dustpan or vacuum)
- The nurses will maintain proper sharps containers. Contaminated needles and other contaminated sharps are discarded in the sharps container in the school nurses' offices immediately or as soon as possible. Contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. Sharps containers are puncture resistant, leak proof, labeled with a biohazard label and kept out of the reach of

children in the schools. They will be checked twice a year and be disposed of as needed

- The nurses will provide employees with personal kits for emergency protection, if necessary, which will contain disposable gloves and Band-Aids. Employees will notify nurses if their personal kits need supplies

#### C. Personal Protective Equipment (PPE)

Employees will be provided appropriate personal protective equipment free of charge. It will be chosen based on the anticipated exposure and will prevent blood or OPIM from reaching the skin or mucous membranes.

- Disposable non-latex gloves will be available through the nurses' offices and custodial services.
- Disposable non-latex gloves will be worn when it is reasonably anticipated that employees will have hand contact with blood or OPIM.
- Disposable non-latex gloves which have been contaminated will be removed, disposed of in a lined trash can, and then the employee should immediately wash hands.
- Used or contaminated disposable gloves are not to be washed or decontaminated for reuse and are to be replaced when they become contaminated, torn, punctured or when their ability to function as a barrier is compromised .
- Utility gloves can be washed and reused if they are intact (no cracking or punctures).

#### D. Housekeeping

- Waste baskets in the nurses' office will be emptied each school day by custodians.
- Buildings will be cleaned and decontaminated on a routine basis by the custodial staff.
- All contaminated work surfaces will be decontaminated after completion of procedures or as soon as feasible after any spill of blood or OPIM.

### **HEPATITIS B VACCINE**

- Health Services staff identified as having potential occupational exposure will be offered the vaccine series free of charge through the Independence School District Health Clinic.
- Employees who decline the vaccine will sign a declination waiver statement. Employees who initially decline the vaccine can change their mind at any time and have the vaccine provided at no cost.
- Employees who are unsure of their vaccination history may contact their primary care provider to request a titer, and to receive a recommendation about further HBV vaccinations.

### **POST EXPOSURE EVALUATION AND FOLLOW-UP**

An exposure incident means direct transmission of blood or other potentially infectious material to mucous membranes or non-intact skin of the employee, including a needle stick puncture by contaminated sharps. In the event of an exposure, the procedure is as follows:

- Immediate first aid. The employee will wash the exposure site thoroughly with soap or disinfecting soap and water. Flush affected eyes and/or mucous membranes with water immediately.
- Employee will immediately report the injury to the school nurse and his or her immediate supervisor. If the immediate supervisor is not available the employee will report to another school administrator.
- All employees who incur an exposure incident will be offered a post exposure evaluation and follow up. The school nurse and/or supervisor will arrange for this medical post-exposure evaluation and follow up by the Independence School District Health Clinic.
- The employee will complete an Employee Accident/Injury Report/Internal Form, which will include the circumstances under which the incident occurred and documentation of the route of exposure (skin, mucous membrane, etc.).
- The school nurse will complete a Workers' Compensation Treatment Authorization form. Outside of the nurse hours, the supervisor will complete the referral.
- The Independence School District Health Clinic will meet with the employee. Information about bloodborne pathogens and instructions for follow up will be given to the employee. Blood collection and testing will be discussed.
- Flow of completed forms:
  - The nurse or supervisor will complete the Employee Accident/Injury Report/Internal Form and a Treatment Authorization Form (referral).
  - The nurse or supervisor will fax or email the completed Employee Accident/Injury Report/Internal Form and Treatment Authorization Form to (816) 521-5677 or [workcomp@idschools.org](mailto:workcomp@idschools.org).
  - The nurse or supervisor will notify the Employee Worker's Comp Office of the injury.
  - The nurse or supervisor will give the employee the Treatment Authorization Form (referral) and a copy of the Employee Accident/Injury Report/Internal Form. Encourage the employee to go as soon as possible, preferably the same day, to the Independence School District Health Clinic.
  - The nurse or supervisor will then place the forms into a folder of all Employee Accident/Injuries for the building.

- Procedures for evaluating the circumstances surrounding an exposure incident:

The Public Safety Director will review the circumstances of all exposure incidents to determine if the Exposure Control Plan (ECP) has been followed. If it is determined that revisions need to be made, the Workers Compensation Risk Coordinator and Director of

Health Services will ensure that appropriate changes are made to this ECP. Areas to be reviewed include:

- Engineering controls in use at the time
- Work practices followed
- A description of any device being used at the time of exposure
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, etc.)
- Location of incident
- Procedure being performed when the incident occurred
- Employee's training

### **EMPLOYEE TRAINING**

Training for all new employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training will be conducted in the fall of each school year and will include an explanation of:

- The OSHA Standard for Bloodborne Pathogens
- Modes of transmission of Bloodborne Pathogens
- An explanation of this ECP, points of the plan, and how the plan will be implemented
- Tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- Use and limitations of engineering controls, work practice and PPE
- Types, uses, location, removal, handling, decontamination and disposal of PPE o Appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- Procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available

### **RECORDKEEPING**

- The Workers Compensation Risk Coordinator will keep all records required by the standard. Independence School District Health Clinic will keep medical records related to exposure incidents
- The Human Resources Supervisor will coordinate training of staff

**THIS EXPOSURE CONTROL PLAN WILL BE EVALUATED AND UPDATED AS NEEDED**



## 35. Principal Supervisor Nurse Procedure for Employee Accident Injury

All medical information will be stored in the school nurse office. No medical or work comp information is to be stored in personnel or employment files. When an employee reports an injury, follow the steps listed below:

1. Instruct the employee to go to the school nurse office at the injury site for an initial evaluation, first aid and treatment referral. The nurse (principal or supervisor if nurse is not available) will assist the employee in completing and signing an ***Employee Accident/Injury Report***. This must be completely filled out including level of medical care given and signed by the employee and nurse/supervisor. **All Work Comp forms are located on the *My Benefits* page of the District website and can be found in the *Helpful Forms* near the top left and listed as *Workers Compensation*. This same information can also be found in the *Employee Handbook* listed under the *Procedures & Manuals* section.**
2. Give the employee a copy of the ***Employee Information Sheet*** for his/her information and assistance regarding the Workers' Compensation Accident/Injury Procedures. This form explains the process and answers many of the questions the employee may have at a later time. **Please check the box on the *Employee Accident/Injury Report* to show that the employee received this information.**
3. The nurse (principal or supervisor) will fax the completed ***Employee Accident/Injury Report*** form along with the ***Treatment Authorization Form*** (instructions listed below), and notify the **ISD Work Comp Office** via **Phone: (816) 521-5424, Fax: (816) 521-5677** or **Email: [workcomp@idschools.org](mailto:workcomp@idschools.org)** in order to meet the Missouri statutory guidelines for filing claims.
4. If first aid treatment is not sufficient or additional medical attention is needed, do the following:
  1. If this is a *life threatening emergency*, call 911 and/or send the employee directly to the **Truman Medical Center Lakewood**, 7900 Lee's Summit Rd., Kansas City, MO 64139 (816) 404-7000 or **Centerpoint Medical Center**, 19600 E. 39th St., Independence, MO 64057 (816) 698-7000 for emergency treatment.
  2. For *non-emergency medical evaluation and/or treatment*, the following options should be utilized in the order listed as feasible due to either medical necessity or hours of operation available. Contact the Work Comp Office if assistance is needed in determining location for employee to be treated. *Note: If treatment is sought on the day of injury, it is mandatory that a notification call be placed to the treating agency prior to the injured worker's arrival. If treatment is sought after the day of injury, an appointment must be obtained for treatment.*  
**Primary Non-Emergency Medical Treatment**  
**ISD Employee Health Clinic at (866) 959-9355 (preferably) or (816) 521-5316** (to leave message for a return call) for notification of a Workers' Compensation

employee injury. The **Employee Accident/Injury Report** and the signed **Treatment Authorization Form** must accompany the employee for treatment.

- **Location** – 1516 W. Maple Ave., Independence, MO 64050
- **Hours**
  - 7:00 AM-12:00 Noon & 1:00 PM-6:00 PM Monday–Friday
  - 8:00 AM-12:00 Noon Saturday

**Alternatives Treatment Locations** – To be used by referral only from ISD Employee Health Clinic, ISD Medical staff, after hours Supervisor or the **ISD Work Comp Office**. The signed **Treatment Authorization Form must accompany the employee for treatment at these locations.**

- a. **NextCare Urgent Care (816) 554-2600** and notify that the injured employee is coming.
    - Location** – 2741 NE McBaine Dr., Lee's Summit, MO 64064
    - Hours** – 8:00 AM-8:00 PM 7 Days/Weekly
  - b. **Urgent Care of Kansas City at (816) 795-6000** and notify that the employee is coming.
    - Location** – 4741 S. Arrowhead Drive, Suite B, Independence, Missouri 64055.
    - Hours** – 8:30 AM-9:00 PM Monday-Friday; 8:30-6:00 PM Saturday; 8:30 AM-5:30 PM Sunday; 8:30 AM-3:30 PM Holidays
5. Complete and give the employee a **Treatment Authorization Form** (referral). Encourage the employee to go as soon as possible that same day. They may go later in the day if condition worsens. Inform them they must present the Treatment Authorization Form at the care location designated on the Treatment Authorization Form to receive treatment. *Note: If treating at Urgent Care of Kansas City, the lower portion of the **Treatment Authorization** is to be completed by the treating physician and must be returned to the Nurse as well as the **ISD Work Comp Office** after treatment. This **Provider Section** contains release information and the employee's Return to Work Status.*
  6. **Notify the ISD Work Comp Office** immediately that the employee has been injured and to which treatment location the employee was sent.
    - Phone: (816) 521-5424
    - Fax: (816) 521-5677
    - Email: [workcomp@idschools.org](mailto:workcomp@idschools.org)
  7. *All employee health records are considered confidential and should be handled in that manner. All employee health records will be maintained separately in a locked file and not in supervisor files. After each medical visit, the employee is to give the doctor's release/restriction note to their supervisor and to the **ISD Work Comp Office**; the nurse will also receive all forms given to the employee concerning his/her treatment. The nurse will fax the forms to, as well as, notify the ISD Work Comp Office by phone to confirm receipt and confer regarding restrictions, etc. If the employee was treated and released from a Hospital Emergency Room, the employee must give a copy to the nurse, principal or supervisor of the **After Care Instructions** given to the employee upon release. **Note: A copy of this***

**document *must* also be given to the ISD Work Comp Office as this is the only proof that the employee can or cannot return to work following treatment.**

8. If an employee is released to work with **restricted duties** given by the treating physician, notify via phone and send a copy of the written restrictions to the **ISD Work Comp Office** as the restrictions may or may not have been sent to the **ISD Work Comp Office** from the treating physician. The **ISD Work Comp Office** will then prepare Modified Duty paperwork according to these restrictions and will forward this paperwork to the Principal/Supervisor/School Nurse/HR for the purpose of official notification of the injured worker's status and to request a formal approval signature that the work restrictions can (or cannot) be accommodated for the injured employee. The Modified Duty approval (or denial) paperwork will then be faxed to (816) 521-5677 by the school nurse, principal or supervisor. The objective of Modified Duty is to keep the employee on an assignment without loss of pay. The duties will be determined by the restrictions applicable. It is preferred that duties be related to the normal assignment. However, to accommodate the restrictions, duties may be assigned in a different area, at a different location, or on a different time schedule. Payroll/Timekeeping will monitor all stages of Workers' Compensation time.
9. **Workers' Compensation is not responsible for medical needs occurring at work unless work related.** If an employee becomes ill/injured while at work and it is not the result of an accident or injury that is work related, remind and/or assist the employee to contact his/her own health care provider.

## 36. Employee Information Sheet Work Comp Accident Injury Procedures

### Work Comp Accident/Injury Procedures

The Independence School District provides Workers' Compensation statutory coverage for all employees of the District for injuries occurring out of and in the course of the employee's employment with the District.

For any claim to be processed, the employee must comply with the following requirements:

1. Report to the school nurse's office at the injury site for an initial medical evaluation, first aid treatment and referral for treatment with the completion of the **Workers' Compensation Treatment Authorization** form. Outside of the nurse hours or if employed in an area without nursing staff, the supervisor will complete the referral. Building administrator's may also complete the **Workers' Compensation Treatment Authorization** and sign the **Employee Accident/Injury Report**. *Note: All treatment must be authorized through the Work Comp office at 816-521-5424.*
2. Work related injuries *must* be reported immediately to your supervisor or as soon as possible but in no more than 24 hours. Supervisor or nurse must then report all work related injuries to the Work Comp office immediately.
3. An **Employee Accident/Injury Report** form must be completed and signed by the employee and the school nurse or supervisor at the time the incident is reported even if no medical treatment is needed. This will be completed in the school nurse office during initial evaluation. If a nurse is not available, the supervisor or building administrator will assist.
4. All work related injuries must be treated by **ISD Employee Health Clinic** and be referred by the school nurse or supervisor (exceptions noted below\*). The Employee must be given a signed copy of the completed **Employee Accident/Injury Report** form as well as a signed copy of the **Workers' Compensation Treatment Authorization** form. The Employee must present *both* forms for treatment at the Clinic. The Clinic can triage, treat or refer most care levels of injuries. The ISD Employee Health Clinic location and hours are as follows: **ISD Employee Health Clinic - Phone (866) 959-9355**
  - **Location** – 1516 W. Maple Ave., Independence, MO 64050
  - **Hours**
    - 7:00 AM-12:00 Noon & 1:00 PM-6:00 PM Monday–Friday
    - 8:00 AM-12:00 Noon Saturday

*\*Alternative treatment for the injured employee must be by referral only from the ISD Employee Health Clinic, ISD Nursing Staff, after hours Supervisors or the ISD Work*

Comp Office. Such referrals will be due to medical necessity or for treatment outside of the hours of operation for the ISD Employee Health Clinic. These alternatives are:

- a. **NextCare Urgent Care (816) 554-2600**  
**Location** – 2741 NE McBaine Dr., Lee's Summit, MO 64064  
**Hours** – 8:00 AM-8:00 PM 7 Days/Weekly
- b. **Urgent Care of Kansas City at (816) 795-6000**  
**Location** – 4741 S. Arrowhead Drive, Suite B, Independence, Missouri 64055.  
**Hours** – 8:30 AM-9:00 PM Monday-Friday; 8:30-6:00 PM Saturday; 8:30 AM-5:30 PM Sunday; 8:30 AM-3:30 PM Holidays

\*If an injury is a **true emergency**, you can be treated at the **Truman Medical Center Lakewood or Centerpoint Medical Center**. Limit all visits to the Emergency Room to injuries that cannot possibly wait until the next day.

5. ***Following each treatment, the doctor's release to work, restrictions or emergency room After Care Instructions must be submitted immediately to your supervisor and to the ISD Work Comp Office.***
6. Treatment appointments and leave information:
  - a. Treatment time within scheduled work hours on the day of injury only are paid as work hours.
  - b. All appointments (including follow-ups) for Work Comp after day of injury are treated the same as personal doctor appointments for purposes of leave. For that reason, it is best to get immediate evaluation and to make all other appointments before or after work hours as much as possible.

**Your failure to follow these requirements may invalidate any present or future compensation claims that arise as a result of an injury.** Eligibility for medical expense and/or disability income reimbursement has strict guidelines and it is important for you that you do not jeopardize your claim.

Policy coverage provisions include a stipulated death benefit, blanket medical expense coverage, and weekly disability income reimbursement should the employee be unable to work upon doctor's orders. There is a waiting period of three (3) work days before work comp weekly disability income reimbursement begins. There is a statutory provision for lump sum payment for injuries that result in permanent or partial disabilities that might occur to employees.

The District will provide Modified Duty when possible and if prescribed by the physician. Modified Duty allows the employee to receive full wages while recovering rather than reduced Workers' Compensation disability reimbursements.

# 37. Employee Accident Injury Report Internal Form

## Employee Accident/Injury Report/Internal Form

OFFICE USE ONLY	
	ID#
	Dept. #
	Months
	Calendar
	Building #

*Check when employee has been given a copy of the Employee Work Comp Information Sheet.*

**Outside medical attention:** Immediately fax this completed form to (816) 521-5677 and call the ISD Employee Work Comp Office at (816) 521-5424. Send this form and the Treatment Authorization form with the Employee to ISD Employee Health Clinic (or Treatment Authorization form only to NextCare Urgent Care, Urgent Care of Kansas City, Truman Medical Center ER or Centerpoint ER).

**First aid or no medical attention:** Fax this form to (816) 521-5677 and call the ISD Employee Work Comp Office at (816) 521-5424.

### EMPLOYEE INFORMATION

Employee ID#: \_\_\_\_\_ Full Name: \_\_\_\_\_  
 Phone: (Home #) \_\_\_\_\_ (Work #) \_\_\_\_\_ Primary Work/Building Site: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Marital Status:   M / S / Sep / D / W   Gender (M/F) \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Work Status: (Full/Part Time/Sub) \_\_\_\_\_

### ACCIDENT/INJURY INFORMATION

Time Employee Began Work: \_\_\_\_\_ AM/PM Date of Injury: \_\_\_\_\_  
 Time of Injury: \_\_\_\_\_ Check If Time Cannot Be Determined \_\_\_\_\_  
 Date Employer Notified: \_\_\_\_\_ Time Notified: \_\_\_\_\_ Who Was Notified \_\_\_\_\_  
 Description of What Happened: \_\_\_\_\_  
 \_\_\_\_\_  
 Cause of Injury: \_\_\_\_\_  
 Body Part(s) Injured: (Left/Right) \_\_\_\_\_ Type of Injury: \_\_\_\_\_  
 Witnesses: \_\_\_\_\_  
 Did Injury Occur on Employer Premises: Y/N \_\_\_\_\_ Inside \_\_\_\_\_ Outside \_\_\_\_\_ Vehicle \_\_\_\_\_  
 Injury Location Site: \_\_\_\_\_ Location at Site: \_\_\_\_\_

### TREATMENT INFORMATION

Is Employee Going to Receive Medical Attention: Y/N \_\_\_\_\_ On-Site First Aid: Y/N \_\_\_\_\_  
**ISD Employee Health Clinic:** \_\_\_\_\_ (7AM – 12:00 Noon & 1PM – 6 PM, M-F; 8AM – 12 Noon, Sat)  
 NextCare Urgent Care: \_\_\_\_\_ (8 AM – 8 PM, 7 Days/Weekly)  
 Urgent Care of Kansas City: \_\_\_\_\_ (8:30 AM – 9 PM, M-F; 8:30 AM – 6 PM Sat; 8:30 AM – 5:30 PM, Sun;  
 8:30 AM – 3:30 PM, Holidays)  
 \_\_\_\_\_ Other Provider Care Site \_\_\_\_\_  
 Emergency Care: \_\_\_ Truman Medical Center Lakewood; \_\_\_ Centerpoint; \_\_\_ Other \_\_\_\_\_  
**Employee Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
**Supervisor/Nurse Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY			
Report #:	_____	SSN#:	_____
Hire Date:	_____	Entered:	_____
		Wage:	_____
		<b>PMA Management Corp. #0839910</b>	
		Phone: 1-888-476-2669	

# 38. Workers Compensation Treatment Authorization

## Workers' Compensation Treatment Authorization

PMA# 0839910

School District: Independence School District  
School Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
School District Contact: Stephanie German Phone Number: 816-521-5424  
Fax Number: 816-521-5677

### EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_  
Employee Address: \_\_\_\_\_  
Employee Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_  
Employee SSN: \_\_\_\_\_ Employee DOB: \_\_\_\_\_  
Date of Injury: \_\_\_\_\_ Injured Body Part: \_\_\_\_\_  
How Did Injury Occur? \_\_\_\_\_  
Sent to Location (below): \_\_\_\_\_ Date: \_\_\_\_\_  
 ISD Employee Health Clinic: (7:00 AM – 12 Noon & 1 PM – 6 PM, M – F; 8 AM – Noon, Sat)  
 NextCare Urgent Care: (8 AM – 8 PM, 7 Days/Weekly)  
 Urgent Care of Kansas City: (Independence)  
(8:30 AM – 9:00 PM, M – F; 8:30 AM – 6 PM Sat; 8:30 AM – 5:30 PM, Sun; 8:30 – 3:30 PM, Holidays)  
 Other Provider Care Clinic Location: \_\_\_\_\_  
 Emergency Care: Truman Medical Center Lakewood  
 Emergency Care: Centerpoint Medical Center  
 Other: \_\_\_\_\_

Treatment Authorized By: \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Signature)

### PROVIDER SECTION

Please complete information below and fax to PMA at 1-800-432-9762 and the district contact listed above.  
*(Note: The medical provider's standard injury status report reflecting the injured worker's return to work status can be substituted to fax the information requested below to both PMA and the district contact listed above.)*

Diagnosis: \_\_\_\_\_

Treatment Recommendations: \_\_\_\_\_

Return to Work Status Effective Date: Modified Duty \_\_\_\_\_ Full Duty \_\_\_\_\_

Detail Restrictions below  No Restrictions  Unable To Return to Work Until \_\_\_\_\_

No Lifting Over \_\_\_\_\_ lbs. No Pushing/Pulling Over \_\_\_\_\_ lbs.

Additional Modifications: \_\_\_\_\_

Follow-up Appointment: Date/Time \_\_\_\_\_ None Needed \_\_\_\_\_

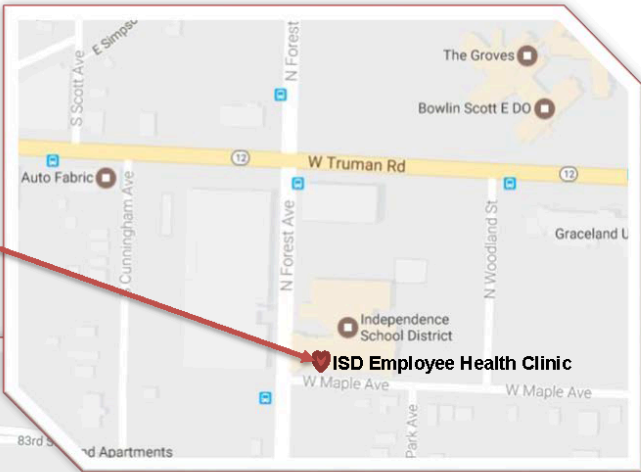
Provider Signature: \_\_\_\_\_

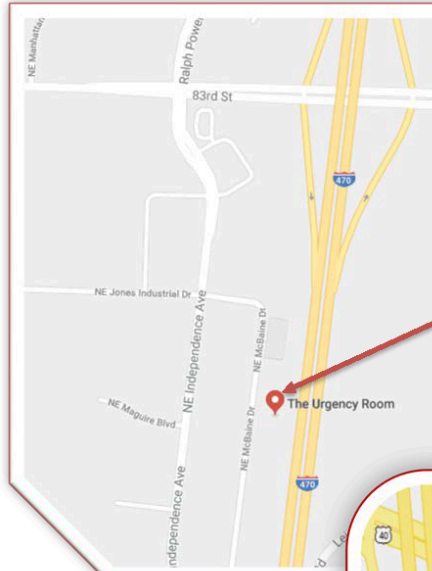
Referrals to Medical Specialists **MUST BE PREAUTHORIZED** by contacting PMA at 1-888-476-2669.

Send medical bills to: PMA Customer Service Center  
P. O. Box 5231  
Janesville, WI 53547-5231

**ISD Employee Health Clinic**  
 1516 W. Maple Ave.  
 Independence, MO 64050  
 (866) 959-9355  
 (816) 521-5316

**Hours:**  
**Monday – Friday**  
 7:00 AM – 12:00 Noon  
 1:00 PM – 6:00 PM  
**Saturday**  
 8:00 AM - Noon





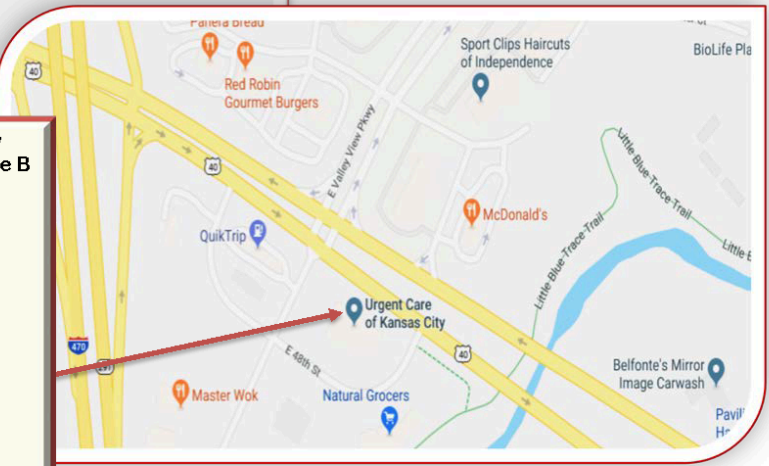
**The Urgency Room**  
 2741 NE McBaine Dr.  
 Lee's Summit, MO 64064  
 (816) 554-2600

**Hours:**  
**7 Days/Weekly**  
 8:00 PM – 8:00 PM

MAPS

**Urgent Care of Kansas City**  
 4741 S. Arrowhead Drive, Suite B  
 Independence, MO 64055  
 (816) 795-6000

**Hours:**  
**Monday – Friday**  
 8:30 AM – 9:00 PM  
**Saturday**  
 8:30 Noon – 6:00 PM  
**Sunday**  
 8:30 AM – 5:30 PM  
**Holiday Hours**  
 8:30 AM – 3:30 PM



**Emergency or After Hours**

**Truman Medical Center Lakewood**  
 7900 Lee's Summit Rd.  
 Kansas City, MO 64139  
 Phone: (816) 404-7000

**Centerpoint Medical Center**  
 19600 E. 39<sup>th</sup> St.  
 Independence, MO 64057  
 Phone: (816) 698-7000



## **VII. Policies and Procedures**

## 39. Policy 1310

### GENERAL ADMINISTRATION

#### Policy 1310

#### (Regulation 1310)

### Freedom from Discrimination, Harassment, and Retaliation

It is the policy of the Board of Education to maintain a learning and working environment that is free from discrimination, harassment, and retaliation on the basis of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law.

The District strictly prohibits unlawful discrimination, harassment, and retaliation against employees, students, or others, as provided in Board Policy/Regulations 1300 and 1310. These policies shall extend not only to students with regard to educational opportunities and freedom from discrimination, harassment, and retaliation, but also to employees with regard to employment opportunities, and to individuals with whom the Board does business.

It will be the policy of the District to continually evaluate its practices and procedures to ensure fair and equitable educational and employment opportunities and freedom from discrimination, harassment, and retaliation for all of its students and employees.

For the purposes of this Policy, the term "school personnel"; includes Board members, school employees, agents, volunteers, contractors, and any other persons subject to the supervision and control of the District.

#### Compliance Officer

The Board will designate an individual to act as the compliance officer, and ensure that the compliance officer's name, business address, and telephone number, as well as the District's Board Policy 1300 are published to patrons, employees, and students on an annual basis.

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

Human Resources Supervisor

201 North Forest Avenue

Independence, MO 64050

(816) 521-5300

Fax: (816) 521-5619

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

Director of Human Resources

201 North Forest Avenue

Independence, MO 64050

(816) 521-5300

Fax: (816) 521-5680

It shall be the compliance officer's responsibility to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

The compliance officer will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment, discrimination, or retaliation because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law.

### **Discrimination**

It is the policy of the Board of Education to maintain a learning and working environment that is free from discrimination on the basis of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law.

The District does not and will not discriminate on the basis of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law in the educational programs, activities, and vocational opportunities offered by the District.

The District assures that it will comply with:

1. This Policy/Regulation and state and federal law.
2. The Missouri Human Rights Act, MO. Rev. Stat. 213.010 et seq., which prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, disability and age. The Act also makes it unlawful to retaliate against any individual for filing a complaint of discrimination and/or harassment or for participating in an investigation into a complaint of discrimination and/or harassment.
3. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
4. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.

5. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the District does business.
6. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
7. The Boy Scouts of America Equal Access Act, by which the District will provide equal access to District facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America, or any other youth group designated in applicable federal law.
8. The National School Lunch Act, and other requirements of the U.S. Department of Agriculture (USDA), as it relates to school nutrition programs for which the District receives federal financial assistance, including the National School Lunch Program, the Special Milk Program, the School Breakfast Program, and the Summer Food Service Program.
9. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

### **Harassment**

It is the policy of the Board of Education to maintain a learning and working environment that is free from harassment on the basis of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District's prohibition against harassment extends not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities, and to individuals with whom the Board does business.

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 any other student or staff member through conduct or communication of a sexual nature. Furthermore, it shall be a violation of this Policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

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

### **Retaliation**

The District prohibits retaliation against any person who files a complaint of discrimination, harassment, or retaliation, and further prohibits retaliation against any person who testifies, assists, or otherwise participates in any investigation, proceeding, or hearing relating to such discrimination, harassment, or retaliation. The District will discipline or take other appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any such person.

### **Consequences and Remedies**

When the District receives a report of unlawful discrimination, harassment, and/or retaliation, the District will take appropriate interim measures to protect the alleged victim(s). If, after investigation, it is determined that discrimination, harassment, and/or retaliation in violation of Policies 1300 and 1310 did occur, the District shall take prompt, effective, appropriate action reasonably calculated to end the harassment, discrimination, and/or retaliation and to protect individuals from further such harassment, discrimination, and/or retaliation.

The District will discipline or take other appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this Policy. Patrons, contractors, visitors, or others who violate this Policy may be prohibited from District property or otherwise restricted while on District property.

### **Grievances**

It is the policy of the District to process all grievances in a fair and expeditious manner. Regulation 1310 provides mechanisms for the resolution of grievances/complaints by employees, patrons, and/or students under this Policy.

### **Students with Disabilities**

This policy and corresponding regulation do not pertain to the identification, evaluation, or placement of students under Section 504. The topics of the identification, evaluation, and placement of students under Section 504 are addressed in the following separate District policies and regulations: Policy 2110- Equal Education Opportunity, and Policy and Regulation 6250- Instruction for Students with Disabilities.

### **NEW 9/16**

## **40. Policy 1431**

### **GENERAL ADMINISTRATION**

#### **Policy 1431**

#### **(Regulation 1431)**

#### **School/Community Relations**

### **Code of Conduct - Adults**

The Board of Education believes in and fosters a safe and orderly environment for all students, staff, and visitors.

Therefore, the Board of Education has established a code of conduct for all employees, parents, patrons, and visitors on school premises and at school activities. All employees, parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. Public displays contrary to this expectation as provided in Regulation 1431 will result in sanctions which will limit a person's access to school activities and school premises.

Rev. 12/04

# 41. Policy 2710

## STUDENTS

### Policy 2710

#### (Regulation 2710)

#### Student Welfare

## Reporting Student Abuse

The Board of Education believes that school staff members, school volunteers, and school contractors are in unique positions to assist children, families, and the community in dealing with the issue of child abuse and neglect. Child abuse is defined as any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being. Employees, volunteers, and school contractors making reports of allegations of sexual abuse of a student will be provided immediate unrestricted use of communication technology and will be temporarily released from their work duties to make an immediate report.

If a school employee, volunteer or school contractor has a reasonable belief that a student has been or may be subjected to abuse or neglect, such employee, volunteer, or contractor and the Superintendent shall report the information immediately upon receiving the information to the Children's Division. Thereafter, the Superintendent will investigate the allegation for the purpose of making decisions about the accused person's employment. Depending upon the specific facts, the District may place the alleged abuser on paid leave of absence; place the employee in a non-student contact position; initiate dismissal proceedings; or continue the employee in their present position pending outcome of the investigation.

Any school district employee, volunteer, or school contractor acting in good faith, who reports alleged sexual misconduct on the part of a school employee will not be disciplined or discriminated against because of such reporting.

The District will annually provide employee and volunteer training, which will include but not be limited to current information concerning identification of the signs of sexual abuse in children as well as the identification of the danger signals of potentially abusive relationships between children and adults. This training will emphasize the importance of mandatory child abuse reporting, including the obligation to report suspected abuse by other mandated reporters. Employees and volunteers will receive training on the need for and methods to create an atmosphere of trust so that students believe their school and school employees are available to discuss matters concerning abusive behavior.

The District will post in each student restroom and in a clearly visible location in each school office, the toll free child abuse and neglect hotline number established by the Children's Division. These signs will be published in both English and Spanish. Such child abuse and neglect hotline numbers shall be depicted in large print on posters 11 inches by 17 inches and will be placed at eye level for easy viewing. The hotline number will be shown in bold print. The signs shall also contain instructions to call 911 for emergencies and contain directions for accessing the Children's Division's website for more information on reporting abuse and neglect.

**Rev. 11/2019**



## 42. Missouri Child Abuse and Neglect Statues

### Missouri Child Abuse and Neglect Statues

#### (selected sections)

#### 210.110. Definitions.

As used in sections 210.109 to 210.165, and sections 210.180 to 210.183, the following terms mean:

- (1) "Abuse", any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody, and control, except that discipline including spanking, administered in a reasonable manner, shall not be construed to be abuse;
- (2) "Central registry", a registry of persons where the division has found probable cause to believe or a court has substantiated through court adjudication that the individual has committed child abuse or neglect or the person has pled guilty or has been found guilty of a crime pursuant to section 565.020, 565.021, 565.023, 565.024 or 565.050, RSMo, if the victim is a child less than eighteen years of age, section 566.030 or 566.060, RSMo, if the victim is a child less than eighteen years of age, or other crime pursuant to chapter 566, RSMo, if the victim is a child less than eighteen years of age and the perpetrator is twenty-one years of age or older, section 567.050, RSMo, if the victim is a child less than eighteen years of age, section 568.020, 568.030, 568.045, 568.050, 568.060, 568.080, or 568.090, RSMo, section 573.025 or 573.035, RSMo, or an attempt to commit any such crimes;
- (3) "Child", any person, regardless of physical or mental condition, under eighteen years of age;
- (4) "Director", the director of the Missouri Division of Family Services;
- (5) "Division", the Missouri Division of Family Services;
- (6) "Family assessment and services", an approach to be developed by the Division of Family Services which will provide for a prompt assessment of a child who has been reported to the division as a victim of abuse or neglect by a person responsible for that child's care, custody or control of that child's family, including risk of abuse and neglect, and if necessary, the provision of community-based services to reduce the risk and support the family;
- (7) "Investigation", the collection of physical and verbal evidence to determine if a child has been abused or neglected;
- (8) "Jail or detention center personnel", employees and volunteers working in any premises or institution where incarceration, evaluation, care, treatment or rehabilitation is provided to persons who are being held under custody of the law;

(9) "Neglect", failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical or any other care necessary for the child's well-being;

(10) "Probable cause", available facts when viewed in the light of surrounding circumstances which would cause a reasonable person to believe a child was abused or neglected;

(11) "Report", the communication of an allegation of child abuse or neglect to the division pursuant to section 210.115;

(12) "Those responsible for the care, custody, and control of the child", those included but not limited to the parents or guardian of a child, other members of the child's household, or those exercising supervision over a child for any part of a twenty-four-hour day. Those responsible for the care, custody and control shall also include any adult who, based on \*relationship to the parents of the child, members of the child's household or the family, has access to the child.

\*Word "their"; appears here in original rolls.

**210.115. Reports of abuse, neglect, and under age eighteen deaths- who required to report- deaths required to be reported to the division or child fatality review panel, when-report made to another state, when -210.115.**

1. When any physician, medical examiner, coroner, dentist, chiropractor, optometrist, podiatrist, resident, intern, nurse, hospital or clinic personnel that are engaged in the examination, care, treatment or research of persons, and any other health practitioner, psychologist, mental health professional, social worker, day care center worker or other child-care worker, juvenile officer, probation or parole officer, jail or detention center personnel, teacher, principal or other school official, Christian Science practitioner, peace officer or law enforcement official, or other person with responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the division in accordance with the provisions of sections 210.109 to 210.183. As used in this section, the term "abuse" is not limited to abuse inflicted by a person responsible for the child's care, custody and control as specified in section 210.110, but shall also include abuse inflicted by any other person.
2. Whenever such person is required to report pursuant to sections 210.109 to 210.183 in an official capacity as a staff member of a medical institution, school facility, or other agency, whether public or private, the person in charge or a designated agent shall be notified immediately. The person in charge or a designated agent shall then become responsible for immediately making or causing such report to be made to the division. Nothing in this section, however, is meant to preclude any person from reporting abuse or neglect.
3. Notwithstanding any other provision of sections 210.109 to 210.183, any child who does not receive specified medical treatment by reason of the legitimate practice of the religious belief

of the child's parents, guardian, or others legally responsible for the child, for that reason alone, shall not be found to be an abused or neglected child, and such parents, guardian or other persons legally responsible for the child shall not be entered into the central registry. However, the division may accept reports concerning such a child and may subsequently investigate or conduct a family assessment as a result of that report. Such an exception shall not limit the administrative or judicial authority of the state to ensure that medical services are provided to the child when the child's health requires it.

4. In addition to those persons and officials required to report actual or suspected abuse or neglect, any other person may report in accordance with sections 210.109 to 210.183 if such person has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect.
5. Any person or official required to report pursuant to this section, including employees of the division, who has probable cause to suspect that a child who is or may be under the age of eighteen, who is eligible to receive a certificate of live birth, has died shall report that fact to the appropriate medical examiner or coroner. If upon review of the circumstances and medical information, the medical examiner or coroner determines that the child died of natural causes while under medical care for an established natural disease, the coroner, medical examiner or physician shall notify the division of the child's death and that the child's attending physician shall be signing the death certificate. In all other cases, the medical examiner or coroner shall accept the report for investigation, shall immediately notify the division of the child's death as required in section 58.452, RSMo, and shall report the findings to the child fatality review panel established pursuant to section 210.192.
6. Any person or individual required to report may also report the suspicion of abuse or neglect to any law enforcement agency or juvenile office. Such report shall not, however, take the place of reporting or causing a report to be made to the division.

#### **210.130 Oral reports, when and where made-contents of reports.**

1. Oral reports of abuse or neglect shall be made to the division by telephone or otherwise.
2. Such reports shall include the following information: The names and addresses of the child and his parents or other persons responsible for his care, if known; the child's age, sex, and race; the nature and extent of the child's injuries, abuse, or neglect, including any evidence of previous injuries, abuse, or neglect to the child or his siblings; the name, age and address of the person responsible for the injuries, abuse or neglect, if known; family composition, the source of the report; the name and address of the person making the report, his occupation, and where he can be reached; the actions taken by the reporting source, including the taking of color photographs or the making of radiological examinations pursuant to sections 210.110 to 210.165, or both such taking of color photographs or making of radiological examinations, removal or keeping of the child, notifying the coroner or medical examiner, and other information that the person making the report believes may be helpful in the furtherance of the purposes of sections 210.110 to 210.165.

3. Evidence of sexual abuse or sexual molestation of any child under eighteen years of age shall be turned over to the division within twenty-four hours by those mandated to report.

**210.165 Penalty for violation.**

1. Any person violating any provision of sections 210.110 to 210.165 is guilty of a class A misdemeanor.
2. Any person who intentionally files a false report of child abuse or neglect shall be guilty of a class A misdemeanor.
3. Every person who has been previously convicted of making a false report to the division of family services and who is subsequently convicted of making a false report under subsection 2 of this section is guilty of a class D felony and shall be punished as provided by law.
4. Evidence of prior convictions of false reporting shall be heard by the court, out of the hearing of the jury, prior to the submission of the case to the jury, and the court shall determine the existence of the prior convictions.

**210.167 Report to school district on violations of compulsory school attendance law- referral by school district to prosecutor, when:**

If an investigation conducted by the Division of Family Services pursuant to section 210.145 reveals that the only basis for action involves a question of an alleged violation of section 167.031, RSMo, then the local office of the division shall send the report to the school district in which the child resides. The school district shall immediately refer all private, parochial, parish or home school matters to the prosecuting attorney of the county wherein the child legally resides. The school district may refer public school violations of section 167.031, RSMo, to the prosecuting attorney.

**StSSO 8-3-01**

## 43. Policy 2770

### STUDENTS

#### Policy 2770

##### Student Welfare

### Seclusion and Restraint

#### Purpose

Through the adoption of this policy the Board expects to:

- Promote safety and prevent harm to all students, school personnel and visitors in the school district.
- Foster a climate of dignity and respect in the use of discipline and behavior-management techniques.
- Provide school personnel with clear guidelines about the use of seclusion, Safe Room placement, and restraint on school district property or at any school district function or event.
- Promote retention of teachers and other school personnel by addressing student behavior in an appropriate and safe manner.
- Promote parent understanding about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.
- Promote the use of non-aversive behavioral interventions and positive behavior support techniques.
- Meet the requirements of RSMo 160.263.

#### Definitions:

**"Authorized School Personnel"** means school personnel who have received annual training in:

- De-escalation practices,
- Appropriate use of physical restraint,
- Professionally-accepted practices in physical management and use of restraints,
- Methods to explain the use of restraint to the student who is to be restrained and to the individual's family,
  
- Appropriate use of Safe Room placement,
- Appropriate use of seclusion, and
- Information on the policy and appropriate documentation and notification procedures.

**"Assistive technology device"** means any item, piece of equipment or product system that is used to increase, maintain or improve the functional capacities of a child with a disability.

**"Aversive behavioral interventions"** means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as: contingent application of noxious, painful, intrusive stimuli or activities; any form of noxious, painful or intrusive spray, inhalant or tastes; or other stimuli or actions similar to the interventions described above. The term does not include such interventions as voice control, limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student. Corporal punishment administered in accordance with state law is not an aversive intervention for the purpose of this policy.

**"Behavior Intervention Plan (BIP)"** means a plan developed by an IEP team for a student with a disability who displays need for specific behavior interventions for chronic patterns of problem behavior. If a disabled student's team develops a BIP in those circumstances, the BIP becomes a part of the IEP.

**"Chemical restraint"** means the administration of a drug or medication to manage a student's behavior that is *not* a standard treatment and dosage for the student's medical condition.

**"Discipline"** means consequences for violating the district's student code of conduct.

**"Emergency situation"** is one in which a student's behavior poses a serious, probable threat of imminent physical harm to self or others or destruction of property.

**"Functional Behavior Assessment"** a formal assessment to identify the function or purpose the behavior serves for the student so that classroom interventions and behavior support plans can be developed to improve behavior. The assessment could include observations and charting of the behavior and interviews with family, teachers, and the student, so as to determine the frequency, antecedent and response of the targeted behavior.

**"IEP"** means a student's Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA).

**"Law enforcement officer"** means any public servant having both the power and duty to make arrests for violations of the laws of this state.

**"Locking hardware"** means mechanical, electrical or other material devices used to lock a door or to prevent egress from a confined area.

**"Mechanical restraint"** means a device or physical object that the student cannot easily remove that restricts a student's freedom of movement of or normal access to a portion of his or her body. This includes but is not limited to straps, duct tape, cords or garments. The term does not include: (1) an adaptive or protective device recommended by a physician or therapist when used as recommended; (2) safety equipment used by the general student population as intended (e.g. seat belts, safety harnesses on student transportation; or (3) assistive technology devices.

**"Physical escort"** means the temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

**"Physical restraint"** means the use of person-to-person physical contact to restrict the free movement of all or a portion of a student's body. This would include, for example, the act of preventing a student from leaving an enclosed space for safety purposes. It does not include briefly holding or hugging a student without undo force for instructional or other purposes, briefly holding a student to calm them, taking a student's hand to transport them for safety purposes, physical escort, intervening in a fight, or carrying a student when developmentally appropriate to do so.

**"Positive Behavior Supports"** means comprehensive, school-wide procedures applied in a proactive manner that constitute a continuum of strategies and methods to support and/or alter behavior in all students.

**"Safe Room placement"** means the confinement of a student in an enclosed room without the use of locking hardware, with a staff member present in the room with the student. Safe Room placement also includes the confinement of a student alone in a room with a staff-engaged locking system where the student is constantly attended and supervised by school personnel through a window or other viewing device. Safe Room placement does not include supervised in-school suspension, detention, or timeout/time away used as disciplinary consequences in accordance with the district's student discipline code.

**"School personnel"** means

- Employees of a local board of education.
- Any person, paid or unpaid, working on school grounds in an official capacity.
- Any person working at a school function under a contract or written agreement with the school system to provide educational or related services to students.
- Any person working on school grounds or at a school function for another agency providing educational or related services to students.

**"Seclusion"** means the confinement of a student alone and unattended in an enclosed space from which the student is physically prevented from leaving by locking hardware. Seclusion does not include situations where a student is alone in a locked room if the student is constantly attended and supervised by school personnel through a window or other viewing device.

**"Section 504 Plan"** means a student's individualized plan developed by the student's Section 504 multidisciplinary team after a pre-placement evaluation finding the student is disabled within the meaning of Section 504 and its implementing policy.

**"Student Support Plan"** sets forth specific behavior interventions and/or supports for a specific student who displays chronic patterns of problem behavior.

**"Time out"** means brief removal from sources of reinforcement within instructional contexts that does not meet the definition of seclusion or Safe Room placement. Time out includes both of the following:

1. Non-exclusionary time out: removal of reinforcers from the student without changing the physical location of the student (*g.*, asking the student to put his/her head down on the desk); and
2. Exclusionary time-out: removal of the student from participation in an activity or removal from the instructional area.

**Use of Restrictive Behavioral Interventions:**

**Time-Out-** Nothing in this policy is intended to prohibit the use of time-out as defined in this section.

**Seclusion-** Seclusion as defined in this policy is strictly prohibited.

**Use of Aversive Interventions:** Aversive interventions will only be used in accordance with this policy. District personnel shall never use aversive interventions that compromise health and safety.

**Safe Room Placement:** Safe Room placement, as defined in this policy, may only be used by authorized school personnel, as defined in this policy.

At the time a student's Individualized Education Program (IEP), Section 504 plan, BIP, or other parentally agreed-upon plan to address a student's behavior is developed, the parent/guardian will be provided with a permission form regarding the use of the Safe Room.

If a student's parent/guardian has not had the opportunity to sign the permission form because no IEP, Section 504 Plan, BIP, or other parentally agreed-upon plan to address a student's behavior is in place for the student, the following procedure will take place if deemed necessary by school personnel:

- The classroom will be cleared of all other students and the student's behavior will be managed in that room, if appropriate;
- The student will be disciplined in accordance with the student discipline code;
- A parent/guardian will be notified of the need to clear the classroom due to the student's behavior and of the discipline imposed;
- A behavior team meeting will take place within five (5) school days following the incident and a BIP or other parentally agreed upon plan will be developed for the student, if necessary.

If a student's parent/guardian has signed the permission form, the Safe Room will be utilized for that student if necessary and a staff member will be present in the room with the student at all times unless one of the following escalations in conduct occurs: (1) the student becomes physically violent; (2) the student expels bodily fluids; or (3) the student begins disrobing. If any of these escalated behaviors occurs, the staff member will leave the room, utilize the staff-engaged locking system, and supervise the student through a window or other viewing device.



If a parent chooses not to give permission for his/her student to be placed in the Safe Room, the following procedure will take place if deemed necessary by school personnel:

- The student will be taken to the Recovery Room;
- The Recovery Room will be cleared of all other students;
- The student's parent/guardian will be notified of the behavior issue and will be required to pick-up the student from school;
- Law enforcement officials will be notified if an assault or other crime has occurred and charges may be pressed against the student; and
- If the parent/guardian of the student fails to pick-up the student within thirty (30) minutes of receiving notification of the behavior issue (or if the parent/guardian cannot be reached upon reasonable attempts by school personnel) and it is determined that an emergency situation exists, the student will be placed in the Safe Room.
- The parent/guardian will be responsible for any and all damage to property caused by their student during the incident.

Use of Safe Room placement requires all of the following:

- The student to be monitored by an adult in close proximity who is able to see and hear the student at all times. Monitoring shall be face-to-face unless personal safety of the child or staff member is significantly compromised, in which case technology-supported monitoring may be utilized.
- The total time in Safe Room placement is to be reasonably calculated by District personnel on a case-by-case basis based on the age of the child and circumstances, and is not to exceed 40 minutes without a reassessment of the situation and consultation with parents and/or administrative staff, unless otherwise specified in an IEP or Section 504 Plan or other parentally agreed-upon plan to address a student's behavior.
- The space in which the student is placed should be a normal-sized meeting or classroom commonly found in a school setting.
- The space in which the student is placed is comparable in lighting, ventilation, heating, cooling, and ceiling height to those systems that are in use in other places in the school.
- The space in which the student is placed must be free of objects that could cause harm.

Safe Room placement shall never be used as a form of punishment or for the convenience of school personnel.

### **Physical Restraint**

Physical restraint shall only be used in one of the three circumstances below:

- In an emergency situation as defined in this policy;
- When less restrictive measures have not effectively de-escalated the situation; or

- When otherwise specified in an IEP, Section 504 Plan or other parentally agreed-upon plan to address a student's behavior.

Physical restraint shall:

- Only be used by authorized school personnel as defined in this policy.
- Only be used for as long as necessary to resolve the actual risk of danger or harm that warranted the use of the physical restraint;
- Use no more than the degree of force necessary to protect the student or other persons from imminent physical harm [or harm to property];
- Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat of the student which restricts breathing; and
- Only be done by school personnel trained in the proper use of restraint.

Any school personnel using physical restraint shall:

- Use only methods of restraint in which the person has received district approved training.
- Conduct restraint with at least one additional adult present and in line of sight, unless other school personnel are not immediately available due to the unforeseeable nature of an emergency situation.

Physical restraints should never be used as a form of punishment or for the convenience of school personnel.

- **Mechanical Restraint**

Mechanical restraint shall only be used as specified in a student's IEP, Section 504 plan, BIP, or other parentally agreed-upon plan to address a student's behavior with the exception of mechanical restraints employed by law enforcement officers in school settings used in accordance with law enforcement policies, procedures, and appropriate professional standards.

- **Chemical Restraint**

Chemical restraints shall never be used by school personnel.

## **Communication and Training**

- **School Personnel Meeting**

Following any situation involving the use of Safe Room placement or restraint, as defined in this policy, a meeting shall occur as soon as possible but no later than two (2) school days after the emergency situation. The meeting shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective; any trauma reactions on the part of the student, other students or school personnel; what, if anything, could have been done differently; and an evaluation of the process.

- **Parental Notification**

Except as otherwise specified in a student's IEP, Section 504 plan, BIP, or other parentally agreed-upon plan to address a student's behaviors:

Following a situation involving the use of restraint or use of the Safe Room where the staff member was required to leave the room due to escalated behaviors, the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident unless circumstances render it unreasonable or impossible to notify the parent or guardian by the end of the day in which case the parent or guardian shall be notified through verbal or electronic means of the incident no later than noon of the next day.

- The parent or guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:
  - Date, time of day, location, duration, and description of the incident and de-escalation interventions.
  - Event(s) that led up to the incident.
  - Nature and extent of any injury to the student.
- Name of a school employee the parent or guardian can contact regarding the incident, and contact information for that employee.

- **Staff Training**

School districts shall ensure that all school personnel are trained annually regarding the policy and procedures involving the use of seclusion, Safe Room placement and restraint.

### **Students with Disabilities**

The foregoing policy applies to all students. However, if the IEP or multi-disciplinary team determines that a form of restraint, Safe Room placement, or aversive behavior intervention may be appropriate in certain identified and limited situations, the team may set forth the conditions and procedures in the IEP or Section 504 plan. Any use of restraint, Safe Room placement, or aversive behavior interventions must be limited to what is set forth in the IEP or Section 504 plan unless otherwise provided for in this policy. Before adding the use of restraint, Safe Room placement, or aversive behavior interventions to an IEP or Section 504 plan, the student must have undergone appropriate assessments which may include, but are not limited to, a functional behavior assessment, a review of existing data, and formal assessment observations. The plan must outline preventative techniques, de-escalation strategies, and the development of coping strategies, and the preventative techniques should support the elimination of the use of restraint, Safe Room placement, or aversive behavior intervention over time.

### **Reports on Use of Safe Room Placement, Restraint or Aversive Behavior Interventions**

The District will maintain records documenting the use of Safe Room placement and restraint showing each of the following: when they were used, reason for use, duration of use, names of school personnel involved, whether students or school personnel were injured, name and age of the student, whether the student has an IEP, Section 504 plan, Behavior Intervention Plan (BIP) or other

personal safety plan when the parents were notified, if the student was disciplined, and any other documentation required by federal or state law.

**Applicability of this Policy**

This policy applies to all district school personnel. School personnel assigned to programs not located on district premises (hospitals, detention centers, juvenile facilities, and mental health facilities) shall follow the policy and procedure of the facility/program where they work.

**REV. 9/16**

# 44. Policy 4120

## PERSONNEL SERVICES

### Policy 4120

#### (Regulation 4120)

#### Employment (Form 4120)

## Employment Procedures

The Board of Education, upon recommendation of the Superintendent, votes on the employment of all certificated staff members. In approving applicants the Board will be guided by the desire to obtain individuals committed to providing the highest quality education for the District's students. For Title I staff qualifications and hiring, refer to Policy and Regulation 1621- Title I.

### **Background Checks**

No person will be employed by the Board until the District obtains a clear criminal records check and a clear check of the Child Abuse/Neglect Registry maintained by the Missouri Department of Social Services. Additionally, and prior to offering employment to any teacher who had previously been employed by a Missouri school district or charter school, the Superintendent/designee shall obtain from the Department of Elementary and Secondary Education the identity of the school district or charter school that had previously employed the applicant. The District will contact the former employer to determine if such applicant had been terminated or resigned in lieu of termination; or against whom allegations of sexual misconduct had been substantiated by the Children's Division.

All persons employed by outside vendors/contractors who will have contact with students will be required to successfully undergo a criminal records and a clear check of the Child Abuse/Neglect Registry prior to contact with students. Such background checks will be performed at the vendors/contractors expense and will, upon request, be shared with the District. All finalists for an employment position will be required to sign a release of liability authorizing prior employers, including school districts, to furnish any information about the applicant and the applicant's work performance, including but not limited to discipline records and performance evaluations. The administration may also conduct random background checks after employment. Failure to check references and prior employment for new hires prior to their start date may result in disciplinary action up to and including suspension without pay.

As part of the criminal records check, any person employed after January 1, 2005, shall submit two sets of fingerprints to be used by the Missouri Highway Patrol and the Federal Bureau of Investigation. The fingerprints shall be collected pursuant to standards determined by the Missouri Highway Patrol.

### **Vacancies**

All vacancies should be posted for a minimum of ten (10) school days before the Superintendent may recommend a qualified applicant to the Board for employment. In an emergency situation the Superintendent may temporarily employ an applicant prior to the expiration of the posting. The temporary applicant may be considered along with other applicants for the position after the ten days. However, in order to hire a Board member's spouse, the position must have been advertised. (Refer to Policy 0342- Nepotism, Conflict of Interest and Financial Disclosure.)

### **Responding to Requests for Employee Information**

The Superintendent or designee is the person who shall respond to requests from potential employers for information regarding a former District employee. The information the District will provide is title, position, length of employment, whether the employee was terminated or resigned, and whether the District would re-hire the employee.

Additionally, when requests for information from any public school regarding a former employee against whom allegations of sexual misconduct involving a student have resulted in a determination by the Board of an actual violation of sexual misconduct pursuant to Board Policy; a resignation in lieu of termination; or allegations of sexual misconduct that have been substantiated by Children's Division, the Superintendent or designee shall disclose to the requesting school the allegations of sexual misconduct and the results of a Children's Division investigation.

Any school district employee who is permitted to respond to requests for information and acting in good faith reports authorized information as provided in this policy or in good faith reports alleged sexual misconduct on the part of a District employee will not be disciplined or discriminated against because of such report.

This foregoing policy is intended to comply with the Amy Hestir Student Protection Act, Senate Bill 54, including section 162.068 RSMo. The District shall provide notice of this policy to all current employees and to all potential employers who contact the District regarding the possible employment of a District employee.

### **Public Service Loan Forgiveness**

In accordance with State law, the Board directs the Superintendent or designee to provide to new employees, with ten (10) days following the start of employment, and to current employees upon request, up-to-date, accurate, and complete information regarding eligibility for public service loan forgiveness.

### **Medical Examinations**

Medical examinations and inquiries will not be required prior to an offer of employment. The District may make post offer, pre-employment inquiries, however, into the ability of the applicant to perform job related functions.

At the post-offer, pre-employment stage, medical inquiries and tests may be required of all applicants for a particular job category. In addition, physical medical examinations may be required of all applicants for certain safety-sensitive job categories, including: custodians, maintenance, and facilities personnel. Any such medical examinations, inquiries, and/or tests shall be performed at District expense. 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.

If an applicant fails a test, the applicant may retake the test one time, within seven (7) days of initial failure, at the applicant's expense. The District will provide accommodations during the hiring process as required by law.

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

**Rev. 9/2019**

## 45. Regulation 4130

### PERSONNEL SERVICES

#### Regulation 4130

#### Employment

### Certificated Staff Contracts

#### Probationary

Teachers without previous teaching experience will receive a probationary contract for each of their first five (5) years of full-time employment or for the corresponding period of part-time service.

Probationary teachers will be notified in writing of the Board's intent to reemploy them for the next school year. This written notice will be provided on or by April 15. Teachers who are not provided a timely notice will be automatically re-employed for the next school year.

Probationary teachers will be provided with a written contract on or by May 15 and will be required to provide the Board with a written acceptance or rejection within fifteen (15) days of receipt of the contract. Failure to provide a timely acceptance of the contract will be deemed a rejection of the Board's employment contract.

#### Permanent

Permanent teachers will be provided with an indefinite contract as provided by state statute. Indefinite contracts may be modified by the Board on or before May 15 with respect to the school year and with respect to annual compensation. Permanent teachers will receive copies of contract modifications within thirty (30) days of Board adoption.

#### Administrative

All administrators will be provided with contracts of from one-to-three-year duration. Administrative personnel, other than the Superintendent, who are employed under a multi-year contract, will be notified on or before April 15 of the Board's wish to reemploy them in their present administrative position. Failure to provide a timely notice of reemployment will result in the administrator's reemployment in the present position and salary. Administrators employed on multi-year contracts and who are notified of renewal will receive a written contract on or by April 15 and will have fifteen (15) days to accept the contract.

The District currently requires certain administrators of the District to reside within the boundaries of the District. The Board believes this requirement is essential to successful leadership by District administrators. District administrators are expected to assume a leadership role in the community and consistently interact with the students and parents of the District. Furthermore, the District is



funded in part by the taxpaying residents of the District. Accordingly, the Board of Education believes that by residing in the District, administrators will demonstrate a greater loyalty to the community, increase support for the local tax base and have enhanced opportunities to interact with students, parents and patrons of the District.

The following provision of this Regulation does not apply to current Administrators who were issued contracts with notice that they are required to live in the District as part of their job requirements:

Current Administrators not living within the Independence School District boundaries:

- a. Will have until February 1, 2015 to establish residency within the District or their contract will not be renewed;
- b. Following the effective date of this Regulation, the salary for a current administrator will not be increased until such a time as they reside within the Independence School District boundaries unless otherwise required by contract; and
- c. Administrators may be offered a multi-year contract once residency has been established.

Current Administrators living within the Independence School District boundaries;

- a. May be awarded a multi-year contract

Residency for purposes of this Regulation shall require Administrators to physically reside in, and maintain as their permanent resident, a domicile located within the boundaries of the District. This regulation applies to all Administrators of the District. The term "Administrator" for purposes of this Regulation is defined as an individual who has contracted with the District to provide administrative duties including the supervision or evaluation of other employees.

Written requests for exemption from the requirements of this Regulation need to be sent to the Superintendent of Schools prior to commencement of a contract or prior to the administrator's relocation outside the Independence School District boundaries during the term of a contract. Relocation will only be considered based upon the employment requirements of a spouse. If an Administrator, who is subject to the residency requirements provided for in this Regulation, relocates outside of the District during the term of a contract without prior authorization by the Superintendent, such relocation may be considered a breach of the Administrator's contract and form the basis of the termination of the contract.

REV. 1/13

# 46. Regulation 4320

## PERSONNEL SERVICES

### Regulation 4320

#### Absences, Leave and Vacation

## Personnel Leave

### Paid Sick Leave

Sick leave may only be used for illness of the staff member or a member of the immediate family of the employee or spouse. Immediate family is defined as spouse, parent, grandparent, child, sibling, daughter or son-in-law, grandchild, or non-family residing within the staff member's home. The Superintendent/Designee may request a physician's statement regarding an absence and/or verification that the employee may return to work. Sick leave may not be used on days in which the employee engages in other employment for which remuneration is received.

The employee is required to contact the building principal or immediate supervisor each day to report the need to be absent due to personal illness.

Full-time employees are allowed sick leave to include nine (9) days per school year plus one (1) day for each additional full contract month beyond a regular nine-month contract.

Regularly appointed part-time certificated teachers are allowed the proportionate part of sick leave as determined by their assigned schedule.

Part-time support staff employed to work between 25-37.49 hours per week will be eligible to receive the following leave benefits:

9 month part-time support staff employees - 5 sick days (2 of which can be used as a personal day) and 3 Bereavement Days

10 month part-time support staff employees - 6 sick days (2 of which can be used as a personal day) and 3 Bereavement Days

11 month part-time support staff employees - 7 sick days (2 of which can be used as a personal day) and 3 Bereavement Days

12 month part-time support staff employees - 8 sick days (2 of which can be used as a personal day) and 3 Bereavement Days

Sick leave days will accumulate to 75 days. Bereavement days do not accumulate.

**Rev. 6/06 Rev. 8/15**

During the first year of employment, sick leave time shall accumulate at the rate of two (2) days per month until allowable days are accumulated. During the second and subsequent years of employment, annual allowable sick leave days are accumulated immediately upon assuming responsibilities during said year and are designated current days. Sick leave days not used each year shall accumulate and total accumulated sick leave shall be capped at 75 days effective June 30, 2019. To be eligible to draw from current sick leave, an employee shall have actually assumed his/her school duties for the year in which such leave is drawn. Cumulative time may be drawn irrespective of current days. Deductions from such leave time shall be made only for school days missed and not holidays.

As of June 30, 2019, the District will cap the number of reimbursable days for unused sick leave at 75. The days will be paid at the prevailing Board approved rate at the employee's time of retirement, with the exception of the grandfathered employees identified in the next paragraph.

For employees with more than 65 days of accumulated sick leave on June 30, 2004 the following provision will apply. Upon retirement, the June 30, 2004 accumulated sick leave total, if unused, will be reimbursed at the prevailing Board approved rate at their time of retirement. The maximum number of days the District will reimburse any employee grandfathered under this provision is the total identified on June 30, 2004- minus any days sold back to the District in the 2004-2005 school year.

Upon retirement all unused sick leave days shall be redeemed at the prevailing Board approved rate per day. Rev. 8/15/05

Upon the death of a staff member, the surviving spouse or the beneficiary so designated in the Public School Retirement System of Missouri shall be paid for up to 75 days of accumulated sick leave days, unless a grandfathered employee, at the prevailing Board approved rate per day.

Substitute teachers placed on reserve teacher status are allowed sick leave of one (1) day for each twenty (20) consecutive days of assignment. These days are only cumulative during each appointment period and are only available for use during that appointment period. Rev. 6/28/04

Employees may be reimbursed for up to twenty (20) unused sick leave days annually, payable in December, at the Board approved rate. The employee's total number of accumulated sick leave days at the time of reimbursement cannot be less than 75 sick leave days. To receive reimbursement for unused sick leave days, the employee must notify Human Resources by October 1<sup>st</sup> in writing that he or she wishes to participate.

**Personal Leave**

Each full-time employee shall be granted three (3) days of personal leave annually, limited to no more than ten (10) percent of each building staff usage on any given day. Regularly appointed

part-time teachers shall be granted the proportionate part of personal leave as determined by their assigned schedule. Rev. 7/8/2003

Personal leave days are to be deducted from current or accumulated sick leave.

Buildings with less than ten (10) full-time staff equivalent will be considered eligible for one personal leave approval under this limitation.

Personal leave is authorized for personal business and should not be used for other employment for which remuneration is received or for vacation time.

Personal leave will not be granted on the day immediately before and immediately following authorized holidays, holiday weekends, or vacation periods, as defined by the adopted school calendar.

Personal leave may not be used on the opening and closing contract day or the first and last pupil attendance day of each school year.

Use restrictions, other than the allotted days, will be waived when airports and/or roads are closed due to inclement weather occurring while involved in out-of-area travel, personal business activities, and professional development activities that are approved by the Human Resources office and the building principal. Personal business activities under this restriction must be accompanied by a written request explaining the reason for the leave.

Personal leave will be administered by the building principal or the immediate supervisor.

### **Authorized Leave**

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

The Superintendent of Schools may direct or request a staff member to attend such meetings, as in their opinion, shall serve the best interest of the schools. In this instance, the District shall assume the cost of meals, transportation, and lodging as well as costs of substitutes. No deductions shall be made from salary or leave time.

Teacher association officers and/or delegates will be given authorized absences to attend regular business sessions of the state and national associations. Absences for such purposes shall not exceed seven (7) per school year. The association will reimburse the district the substitute rate per day for each day of absence. Teacher association activities will be conducted outside the regular classroom hours.

Upon request, the Superintendent of Schools may grant an employee special permission to discharge the duties of an officer in a state or national professional education association to which the employee has been elected or appointed. The association concerned must provide total reimbursement to cover the salary and fringe benefits of the employee. In such cases, the employee will retain all District benefits and will be considered a current employee of the District.

Upon request, tenured certificated employees shall be granted a leave of absence of up to one year in order to run for public office. If elected, further extension may be requested annually from the Board of Education. At the conclusion of this public service, the employee may request to be reinstated according to the provisions of the return from leave of absence policy.

### **Authorized Leave of Absence Without Pay**

Each certificated staff member who desires a special leave of absence without pay must submit a written request for said absence to the Superintendent of Schools/Designee. Each request shall be considered on the basis of its individual merit. Salary reduction will be the annual salary divided by the number of contract days for each day of absence under this provision.

### **Action**

All administrators who process conference and workshop requests shall inform their personnel of these guidelines prior to making any recommendation and forwarding the request.

### **Bereavement Leave**

In the event of death in the immediate family of the employee or spouse, bereavement leave may be used. Immediate family is defined as spouse, parent, grandparent, child, sibling, daughter or son-in-law, grandchild, or non-family residing within the staff member's home. A maximum of three (3) days may be used in any school year for bereavement purposes. Bereavement leave is not accumulative. Bereavement leave will not be deducted from accumulated sick leave.

If in any school year additional leave is required for Bereavement purposes, these days will be deducted from sick leave. The administration reserves the right to request confirmation of the event.

### **Emergency Leave**

Emergency Leave not to exceed the allotted number of days listed in items a. through d. of this section of policy, may be granted yearly to each full-time employee, upon approval by the Superintendent of Schools/Designee for the following reasons:

- a. critical illness in the immediate family of the employee or spouse, or death in the immediate family of the employee or spouse (provided bereavement leave has been used). Immediate family is defined as spouse, parent, grandparent, child, sibling, daughter or son-in-law, grandchild, or non-family residing within the staff member's home (not to exceed 10 days);
- b. marriage in the immediate family (not to exceed 5 days);
- c. employee's divorce (not to exceed 5 days);
- d. obligations incurred by an employee through the process of adopting a child (not to exceed 5 days).

When practicable, emergency leave must be requested in advance of the absence. Any days taken as emergency leave, shall be deducted from current or accumulated sick leave.

All regularly appointed part-time certificated employees will be given a proportionate allotment of Emergency Leave.

NOTE: Emergency leave will not be interpreted to include (1) absence because of weather and road conditions or lack of transportation; or (2) illness of employee. Rev. 6/28/04

### **Leave for Jury Duty**

Employees called for jury duty or subpoenaed to testify in a civil or criminal proceeding will be granted leave, not to be deducted from accumulated sick leave or personal leave. A copy of the summons must accompany the leave form.

### **Military Leave**

An employee who is a member of the National Guard, or an organized military service of the United States, and who is required by laws of the United States or the State of Missouri to report for military duty, including training, shall be eligible for a grant of military leave.

Application for military leave shall be made in advance, as soon as practicable after the employee becomes aware of his/her obligation to report and immediately upon the employee's receipt of official notice to report. A copy of the official orders must be added to the leave application. The Superintendent/Designee must approve the application. Emergency mobilization orders shall be dealt with on an individual basis.

The District recognizes that employees who receive notice to report for duty typically are not provided with discretion as to when to report. However, whenever an employee has a choice as to when to report for military duty, the employee's military leave shall be arranged during periods in which school is not in session. When the employee is given a choice as to when to report for duty, the Superintendent/Designee may request that the employee seek a change in military orders if such a change appears in the best interest of the District.

Employees shall receive leave with pay for up to 120 hours of military leave in each federal fiscal year. Additional military leave shall be without pay, except as required by federal and state law.

Each employee shall furnish a copy of the employee's military payroll voucher to the Superintendent/Designee within thirty (30) days of the employee's return to regular assignment so that the necessary salary adjustments can be made.

Employee eligibility for reinstatement after military duty is completed shall be determined in accordance with federal and state laws. Rev. 7/8/2003

### **Leave of Absence**

Upon the recommendation of the Superintendent/Designee and the approval of the Board, an employee of the District may be granted a leave of absence for non-Family and Medical Leave Act (FMLA) child care, education, or other good cause. Such leave is renewable upon written request for one additional year only. Application for leave is to be made in writing to the Superintendent/

Designee via principal/supervisor and must include the period for which the leave is requested and the reasons for the request. The period should be set to least disrupt the education of students. Requests for leave for an entire school year should normally be made in writing before March 1 of the preceding year.

If leave is approved by the Board, the employee is not paid for the period of the leave. Insurance benefits may be continued by the employee by making all payments to the Payroll Office, one month in advance.

Whenever a leave of absence has been granted by the Board to the end of the school year, the employee must notify the Superintendent in writing by the first day of March of an intention to resume his/her position at the beginning of the next school year. Failure to notify the Superintendent/ Designee of such intention will be regarded as a resignation.

Upon completion of an approved leave, provided proper notification is given, a teacher will be re-employed by the District unless placed on involuntary leave of absence if tenured; or, if notified of non-renewal of contract by April 15 if a probationary teacher.

If desired, and whenever feasible, the employee will be placed in the same or equivalent position to the one held prior to the approved leave.

The employee shall not lose accumulated sick leave or experience credit on the appropriate salary schedule when employment is resumed at the conclusion of the officially granted leave.

NOTE: Leave of absence without pay under the provisions of this regulation does not apply as service towards tenure for probationary teachers.

**Rev. 6/2019**

# 47. Regulation 4321

## PERSONNEL SERVICES

### Regulation 4321

#### Absences, Leave and Vacation

## Family and Medical Leave

### A. ELIGIBLE EMPLOYEES

Employees eligible for family and medical leave must:

1. Have been employed for a total of at least twelve (12) months (not necessarily consecutive); and
2. Have worked at least 1,250 hours during the twelve (12) months immediately preceding the commencement of the leave (for non--instructional staff and part time instructional staff); or
3. Have been considered full time (for instructional staff); and
4. Be employed at a work-site where the employer employs at least fifty (50) employees within a 75 mile radius.

All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining the employee's eligibility for FMLA leave.

### B. QUALIFYING REASONS FOR LEAVE

An eligible employee may take unpaid leave for the following reasons:

1. The birth of the employee's child (leave must be concluded within one (1) year of the date of birth).
2. The placement of a child with the employee for adoption, or foster care when foster placement is pursuant to State action (leave must be concluded within one (1) year of the date of placement).
3. The care of the employee's child (including biological, adopted, or foster child, step-child, legal ward, or child of a person standing in loco parentis, who is either under age 18, or age 18 or older and is incapable of self-care because of mental or physical disability), spouse or parent (including a person who stood in loco parentis to the employee when the employee was a child but not parent "in-law"), who has a serious health condition.
4. The serious health condition of the employee that makes the employee unable to perform the essential functions of the employee's position
5. Any qualifying exigency arising out of the fact the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been



notified of an impending call or order to active duty) requiring deployment to a foreign country in support of a contingency operation. Such leave may include Rest and Recuperation leave up to a maximum of fifteen (15) calendar days.

6. Any qualifying exigency arising out a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty.
7. The care for a covered service member with a serious injury or illness, if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

### C. DEFINITIONS

1. Serious Health Condition - An illness, injury, impairment, or physical or mental condition that involves the following:
  - a. Inpatient Care: (overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care.
  - b. Continuing Treatment: Continuing treatment \*\* by a health care provider\*\*\*, including the following:
    - i. Incapacity and Treatment: A period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
      1. Treatment two or more times, within 30 days of the first day of incapacity, by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under order of, or on referral by, a health care provider; or
      2. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider. The in-person treatment visit must take place within seven days of the first day of incapacity.
    - ii. Pregnancy or Prenatal Care: Any period of incapacity due to pregnancy, or for prenatal care (even if the absence does not last more than three days and the employee or family member does not receive treatment from a health care provider during the absence);
    - iii. Chronic Conditions: Any period of incapacity or treatment for such incapacity due to a chronic serious health condition (even if the absence does not last more than three days and the employee or family member does not

receive treatment from a health care provider during the absence). A chronic serious health condition is one which:

1. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
  2. Continues over an extended period of time (including recurring episodes of a single underlying condition);
  3. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- iv. Permanent or Long-Term Conditions: A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
- v. Multiple Treatments: Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).
- c. Exceptions: Unless complications develop, a Serious Health Condition does not include cosmetic treatments, such as most treatments for acne or plastic surgery, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc. Treatment for substance abuse by a health care provider or on referral by a health care provider may be a serious health condition if the conditions of this policy are met. Absence due to use of the substance, rather than for treatment, does not qualify for FMLA leave.
- d. Current Service Member: A serious injury or illness for a current service member includes any illness or injury that existed before the

- beginning of the member's active duty and which was aggravated by service in the line of duty on active duty in the Armed Forces.
- e. Covered Veteran: A serious injury or illness is one that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran and is:
- i. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
  - ii. A physical or mental condition for which the covered veteran has received a VA Service Rated Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; or
  - iii. A physical or mental condition that substantially impairs the veteran's ability to secure or follow substantially gainful occupation by reason of a disability or disabilities related to military service or would so absent treatment; or
  - iv. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
2. Treatment - examinations to determine if a serious health condition exists and evaluations of the condition. "Treatment" does not include routine physical, eye, or dental examinations.
  3. Health Care Provider - includes doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors (for limited purposes), nurse practitioners, nurse-midwives, clinical social workers, so long as they are licensed (if required by state law) and are performing within the scope of their practice as defined under state law; Christian Science practitioners listed with the First Church of Christ, Scientist, Boston, Massachusetts; any health care provider from whom an employer or a group health plan's benefit manager will accept certification to substantiate a claim for benefits; a health care provider as defined above who practices in a country other than the United States and is licensed in accordance with the laws of that country.
  4. Regimen of Continuing Treatment - A course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. A "regimen of continuing treatment" that includes the taking of over the counter medications such as aspirins, antihistamines, or salves, or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit

to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.

5. Qualifying Exigency – One of the following activities or conditions, occurring while the employee’s spouse, son, daughter, or parent is on active duty in a foreign country or call to active duty status in the National Guard or Reserves:
  - a. Short-notice deployment - notice is received seven days or less from date of deployment;
  - b. Military events and related activities;
  - c. Childcare and school activities - arranging for alternatives or changed circumstances;
  - d. Financial and legal arrangements;
  - e. Counseling;
  - f. Rest and recuperation (15 days maximum);
  - g. Post-deployment activities; and
  - h. Additional activities agreed upon by the employer and employee.
6. Covered Service Members – Any current member of the Armed Forces, including the National Guard or Reserves, and any covered veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness.
7. Covered Veteran - An individual who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.
8. Instructional Employee - A person employed principally in an instructional capacity, whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aids who do not have as their principal function actual teaching or instructing, or auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

#### **D. LENGTH OF LEAVE**

##### All Employees

1. General Rule: An eligible employee is entitled to up to twelve (12) workweeks\* of unpaid leave within a twelve month period without loss of seniority or benefits. When both spouses in a family work for the District, they will be entitled to a total of twelve (12) weeks of unpaid leave (rather than weeks each) for the birth,

adoption, or foster placement of a child, or to care for a parent with a serious health condition.

- The amount of leave available to an employee at any given time will be calculated by using the calendar year.
  - All leave taken under the policy and leave for any other reason that would qualify under FMLA (e.g., worker's compensation leave that qualifies as a serious health condition), will be counted against the employee's leave entitlement under FMLA. Employees will be required to run all FMLA leave concurrently with other leaves available to the employee.
  - When an employee is not required to report for work for one or more weeks (e.g., instructional employees who do not report for work during Christmas/New Year holiday, or during the summer), such days will not count against the employee's FMLA leave.
2. Care of Covered Service Members Leave: An eligible employee is entitled to 26 workweeks of leave to care for a covered service member with a serious injury or illness during a single twelve-month period, which begins on the first day the eligible employee requests this type of FMLA leave. The employee may take leave to care for a covered service member and leave for one of the other FMLA-qualifying reasons; however, in no event may an employee take more than 26 weeks of leave in a single twelve-month period.
3. Instructional Employees—End of Term Exceptions
- a. If an instructional employee\*\* seeks leave for any purpose, including the employee's own serious health condition, of at least three (3) weeks in duration and the requested leave would begin more than five (5) weeks prior to the end of the academic term (school semester), the District may require the employee to continue taking leave until the end of the school term, if the instructional staff member's return to employment would otherwise occur during the three (3) week period before the end of such term.
  - b. If the instructional employee seeks leave for any purpose other than the employee's own serious health condition, less than five (5) weeks prior to the end of the academic term, the District may require the staff member to continue taking leave to the end of the term, if the leave is greater than two (2) weeks in duration and the return to employment would occur within two (2) weeks prior to the end of the term.
  - c. If the instructional employee takes leave for any purpose other than the employee's own serious health condition, within three (3) weeks prior to the end of the term, and duration of the leave is greater than five (5) days, the District may require the staff member to continue the leave until the end of the term.
    - When an employee is required to take leave until the end of an academic term, only the period of leave until the

employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement.

#### **E. COORDINATION WITH EXISTING LEAVE POLICIES**

During a leave related to the employee's serious health condition, the employee shall exhaust all available paid sick leave, personal leave and vacation before continuing such leave on an unpaid basis.

During a family or medical leave provided under this policy for all other FMLA-qualifying leave, an employee shall exhaust all unused vacation, personal days, and paid sick leave before continuing such leave on an unpaid basis.

At the conclusion of a family or medical leave provided under this policy and regulation, an employee may elect to extend leave pursuant to the provision of other Board policies and regulations governing extended leave, so long as the employee is eligible for extended leave under such other policy or regulation. The amount of time taken for FMLA leave will be deducted from the period of leave available under other extended leave policies. Once the FMLA portion of the employee's leave has ended, and the employee has elected to continue on leave pursuant to another Board policy or regulation, the remaining portion of the leave will be governed by the provisions of the other policy or regulation with respect to compensation, benefits, reinstatement, and all other terms and conditions of employment as set forth in the other policy or regulation.

#### **F. CERTIFICATION**

The District shall retain the right to request a certification of the FMLA-qualifying need for leave from any employee making such a request. The procedure for providing such certification shall be as follows:

1. Serious Health Condition – When an employee requests a leave of absence for a FMLA-qualifying reason, the employee must submit to the Superintendent/designee, a written medical certification form (available in the Superintendent/designee's office). When the leave is for the employee's own serious health condition and District provides a list of the employee's essential job functions, the employee's health care provider must certify the employee is unable to perform an essential function of the employee's job.
  - a. Timing – Upon receipt from the District, an employee has fifteen calendar days to return a complete and sufficient certification of the serious health condition. If the certification is incomplete or insufficient, as determined by the Superintendent/designee, the District shall state in writing the nature of the deficiency and grant the employee seven additional calendar days to provide the District with a complete and sufficient certification. Failure to provide such

certification within the specified time period may result in denial or delay of leave.

- b. Who May Contact Health Care Provider – In the event the District determines an employee's certification remains either incomplete or insufficient, after the employee has been
- c. notified of any deficiencies and been granted time to correct such deficiencies, the following individuals will be authorized to contact the employee's health care provider:
  - i. The District's own health care provider;
  - ii. Human resources professional;
  - iii. Leave administrator; or
  - iv. Administration official.

Under no circumstances will the employee's direct supervisor be permitted to contact the employee's health care provider to certify the employee's health condition. Should an employee deny the District the ability to communicate with the health care provider regarding an incomplete or insufficient certification, the employee will be denied FMLA leave.

- d. Second/Third Opinion - The District reserves the right to require an employee receive a second (and possibly a third) opinion from another health care provider (at the District's expense) certifying the serious health condition of the employee or family member. Further, second and third opinions may be required for military caregiver leave certifications that are completed by health care providers, as defined in Section 825.125 of the FMLA, who are not affiliated with DOD, VA or TRICARE.
- e. Fitness for Duty - Before returning to work, an employee who is on leave for the employee's own serious health condition, must submit to the Superintendent/designee a health care provider's written certification form that the employee is able to perform the essential functions of the employee's job. The process for verifying the employee's fitness to return to duty shall be the same as for the initial certification set out above. Failure to provide a complete and sufficient fitness for duty certification may result in the delay or denial of job restoration.
- f. Recertification - During the employee's leave, the District may periodically seek a recertification, no less than once every thirty days, unless the duration of the leave is known to be longer, in which case the District will not seek recertification until the end of the known duration of FMLA leave. The general rule has three exceptions, which permit the District to immediately seek a recertification from the employee. These exceptions include the following: 1) the employee

- requests a leave extension; 2) the circumstances necessitating leave change; or 3) the District received information disputing the validity of an earlier certification.
- g. Intent to Return to Work – The District may require an employee to periodically report on the employee’s intent to return to work.
  - h. Family Relationship - Employees requesting FMLA-qualifying leave related to a family member may be requested to provide reasonable documentation of the family relationship.
2. Qualifying Exigency – The District may require an employee to provide it with a copy of the covered military member’s active duty orders in support of a contingency operation, prior to permitting FMLA leave for a qualifying exigency. The District may also require the employee to certify, with reference to appropriate facts, that the reason for taking FMLA leave is permissible as it is one of the eight enumerated basis for taking qualifying exigency leave, as stated above. The process for any such certification shall adhere to the procedure outlined for serious health conditions, listed above. For Rest and Recuperation leave, the District may require a copy of the military member’s Rest and Relaxation leave orders, or other documentation issued by the military setting forth the dates of the military member’s leave.
  3. Care for Covered Service Members – The District may require certification completed by the covered service member’s health care provider prior to permitting an employee to use FMLA for the care of a covered service member. In addition to certifying the authenticity of the covered service member’s serious injury or illness, any certification must also identify the injury or illness as occurring in the line of duty while on active duty. The process for any such certification shall adhere to the procedure outlined for serious health conditions, listed above.
  4. Care for Military Caregiver – The District may require a Certification of Military Caregiver Leave, to be completed by a Department of Defense (DOD) health care provider, a U.S. Department of Veterans Affairs (VA) health care provider, a DOD TRICARE network authorized private health care provider, a DOD non-network TRICARE authorized health care provider or a health care provider, as defined in Section 825.125 of the FMLA who are not affiliated with DOD, VA or TRICARE. If the District requests certification, an employee may submit documentation of enrollment in the VA Program of Comprehensive Assistance for Family Caregivers as sufficient certification of the covered veteran’s serious injury or illness. The documentation will be deemed sufficient even if the employee is not the named caregiver on the document. However, if the employee submits the documentation of the service member’s enrollment in the VA Program of Comprehensive Assistance for Family Caregivers, the District may require the employee to provide additional information, such as confirmation of the familial



relationship to the enrolled service member or documentation of the veteran's discharge date and status.

5. Possibility of Waiver of Certification – The District, at its sole discretion, may waive the certification requirements set forth in this Regulation, as the circumstances of each FMLA-leave request may permit. Under no circumstances shall the District's exercise of its discretion be interpreted or construed as a permanent waiver of the certification requirements, but such requirements shall remain in full force and effect unless and until the District specifically modifies or eliminates this Regulation.

#### **G. INTERMITTENT OR REDUCED LEAVE**

1. Birth or Placement - Leave taken under this policy for the birth of a child, the placement of a child for adoption or foster care, or to care for such child may be taken on an intermittent or reduced work schedule only with the approval of the Board of Education.
2. Non Instructional Employees - FMLA leave, other than birth or placement of a child, may be taken on an intermittent or reduced schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced schedule basis, the employee must submit medical certification, as discussed above, and additional certification from a health care provider, that the intermittent or reduced schedule leave is medically necessary.
  - The District may require an employee taking intermittent or reduced schedule leave to transfer temporarily to an alternative available position for which the employee is qualified or may modify the employee's current position to better accommodate the employee's recurring periods of leave.
  - Whenever the need for the FMLA leave is reasonably foreseeable, the employee must make a reasonable effort to schedule the treatment so that it is not unduly disruptive to District operations.
3. Instructional Employees - Leave taken because of the employee or family member's serious health condition may be taken on an intermittent or reduced schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced schedule basis, the employee must submit medical certification, as discussed above, and additional certification from a health care provider that the intermittent or reduced schedule leave is medically necessary.

If an instructional employee requests intermittent leave to care for a spouse, son, daughter, or parent, or for the serious health condition of the employee, that is foreseeable based on planned medical treatment, and the employee would be on leave for more than twenty (20) percent of the total number

of working days over the period of the leave, the District may require the employee to:

1. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
2. Transfer temporarily to an available position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

The employee must make a reasonable effort to schedule the treatment so that it is not unduly disruptive to District operations. The District will not require the employee to take more leave than is necessary to address the circumstances that precipitated the need for the leave, and will calculate time lost in the same method used to calculate other types of absences, at an increment of no more than one hour.

#### **H. INSURANCE PREMIUMS**

During an employee's family or medical leave of absence, the District will continue to provide health, life, vision, and dental insurance coverage for employees who are eligible for insurance benefits. Voluntary deductions (employee contributions) for (dependent) insurance for health/life/vision/dental (and employee disability and/or supplemental life insurance) must be paid in full each month and received by the twenty-fifth (25th) day of the month. Payments are to be submitted to the insurance office. Failure to make payments in a timely manner while on FMLA leave may result in the loss of any and all insurance coverage provided by the District to its employees. Employees should contact the District administrator responsible for coordinating insurance benefits regarding specific arrangements for making the required payments.

#### **I. JOB RESTORATION**

Upon return from FMLA-qualifying leave in accordance with this Regulation, the employee will be returned to the same or an equivalent position with no loss in benefits that accrued prior to the leave of absence. An employee who does not return to work at the end of an authorized leave may be subject to termination.

If an employee fails to return to work after the termination of the leave period, the District may recover health insurance premiums paid under the group plan during the leave period, except in certain circumstances (e.g., continuing serious health condition of employee or family member needing care, or other circumstances beyond control of employee). The District may recover any other insurance premiums (e.g., premiums for supplemental life insurance or for dependent coverage), submitted on behalf of the employee, for which the District has not been reimbursed, either upon the employee's return to work or the employee's failure to return after unpaid family or medical leave has ended.

## J. NOTIFICATION

1. District Notification Procedure – The District shall provide its employees with notice of their rights and responsibilities under the FMLA through use of the following Notices:
  - a. General Notice – A poster summarizing the FMLA entitlements shall be placed in an area accessible for employees and shall also be provided to each employee in the employee handbook.
  - b. Eligibility Notice – This Notice shall state whether the employee qualifies to take FMLA leave.
  - c. Rights and Responsibilities Notice – This Notice, issued in conjunction with the Eligibility Notice, will specify if a certification will be required from the employee, identify if paid leave will run together with the FMLA leave, address the procedure for making health insurance payments, the consequences of failing to make timely payments, and the employee's liability for repayment of health insurance premiums if the employee fails to return to work at the expiration of their FMLA leave. Finally, this Notice will explain the employee's right to return to the same or an equivalent job at the expiration of their FMLA leave. Both the Eligibility and Rights and Responsibilities Notices will be provided to all employees within five (5) business days of when the District becomes aware of a potential FMLA situation.
  - d. Designation Notice – Within five (5) business days of the District's receipt of sufficient information from the employee to make a determination, the District shall provide the employee with the Designation Notice, which shall inform the employee if the leave shall be designated as FMLA leave. This Notice will designate the amount of leave counted against the employee's entitlement, specify if the FMLA leave will run concurrently with any accrued paid leave, and notify the employee if a fitness-for-duty exam will be required prior to returning to work.
2. Employee Notification Requirements – Absent unusual circumstances, all employees seeking FMLA leave must follow the District's customary call-in procedure for reporting absences. An employee who can reasonably foresee the need to take FMLA leave is required to notify the District of the date of commencement and the expected duration of the leave at least thirty days in advance of the leave, or if the need for the leave is not foreseeable, as soon as practicable. When the need for leave is foreseeable, an employee's failure to provide thirty days notice prior to taking leave may result in denial or delay of leave. An employee requesting leave under this policy should submit a completed application for leave form (forms available in the Superintendent's office) to the Superintendent/designee. An employee's failure to follow the District's call-

in procedure is grounds for the delay or denial of the employee's FMLA leave request.

**K. ADDITIONAL FMLA INFORMATION**

The foregoing regulation represents compliance with the provisions of the Family and Medical Leave Act of 1993 and its revised regulations. Any employee desiring additional information or explanation of the rules and regulations of the Act, should review the District's General Notice Poster or arrange a conference with the Superintendent/ Designee.

**REV. 1/19**

# 48. Policy 4630

## PERSONNEL SERVICES

### Policy 4630

#### Performance Evaluation

## Staff Conduct

The Board of Education requires all staff members to serve as positive role models for District students. District schools exist to provide quality, cognitive, and affective education for District students in a safe and appropriate setting. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

1. Review and Comply with Board policies, regulations, and procedures as well as related building rules and practices.
2. Properly prepare for student instruction.
3. Fully utilize instructional time for learning activities.
4. Maintain students under active supervision at all times.
5. Assess student performance in a regular and accurate manner.
6. Modify instructional goals to meet the needs of each student.
7. Comply with administrative directives.
8. Communicate with students in a professional and respectful manner.
9. Communicate with colleagues, parents, and District citizens in a professional manner.
10. Properly operate and maintain district property.
11. Utilize district technology solely for school district business.
12. Maintain required records and submit requested reports in a timely manner.
13. Comply with all safety guidelines and directives.
14. Refrain from the use of profane and obscene language.
15. Dress in a professional manner.
16. Attend to all duties in a punctual manner
17. Maintain student confidentiality pursuant to state and federal law.
18. Follow and implement student Individual Education Programs (IEP) under the Individuals with Disabilities Education Act (IDEA) or plans under Section 504 of the Rehabilitation Act.
19. Maintain and account for District funds in the staff member's possession and control.
20. Maintain professional relationships with students. With the exception of students who are immediate family with the staff member, this requirement also includes avoiding situations

that could lead to allegations of inappropriate relationships with students, including, but not limited to:

- a. Being present in any setting where students are provided or are consuming alcohol or illegal drugs.
- b. Communicating with students, electronically or in person, about the student's sexual activity or concerning the staff member's sexual or romantic conduct.
- c. Being present on District premises alone with a student in a room where the door is closed, the door is locked, or the lights are off, unless required temporarily due to emergency circumstances. Counselors and administrators are exempted from this prohibition in performance of professional duties.
- d. Communicating with students about sexual topics outside approved District curriculum, unless done as part of a District investigation into sexual abuse or harassment.
- e. Allowing students to drive a staff member's vehicle.

**REV. 3/16**

## **49. Policy 4650**

### **Policy 4650**

**(Regulation 4650)**

**Performance Evaluation**

### **Communication with Students by Electronic Media**

Employee personal communication with students in all forms including oral and nonverbal must be professional and respectful and consistent with Board policy. All communications between employees and students must be consistent with a teacher-student relationship. Communication shall be deemed to be inappropriate if such communication is sexual in nature, is sexually suggestive, suggests romantic activity with student or students, occurs at an inappropriate time or place, or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Employees are strictly prohibited from engaging in Private Electronic Communications with students, as defined in Regulation 4650. As specified in Regulation 4650, the term "Private Electronic Communications" includes communicating with students on social networks, websites, or webpages that are not accessible to the public, e-mailing with students, and texting students. This prohibition does not preclude Private Electronic Communications between employees and their siblings and children who may be district students.

The district will provide official electronic media which may be utilized by teachers and coaches for communication with students for dissemination of school related information (i.e., homework, practice schedules, supplemental instructional material) and for collaborative tasks.

REV. 3/15

## 50. Policy 4850

### PERSONNEL SERVICES

#### Policy 4850

(Regulation 4850)

Staff Welfare

### Staff Dispute Resolution

#### A. Board Grievance Policy

1. The Board of Education recognizes that in any workplace misunderstandings and disputes arise. If left unresolved, these disputes could undermine staff morale and can interfere with the educational mission of the District.
2. The Board has adopted a formal process for dispute resolution that encourages employees to resolve concerns quickly and at the most immediate administrative level.
3. This policy does not limit the right of any employee to file grievances under Policy and Regulation 4810- Sexual Harassment, or Policy and Regulation 1310- Civil Rights, Title IX, Section 504.

Rev. 1/2010



# 51. Safe Schools Act of 1996

## Safe Schools Act of 1996

(Selected excerpts and summaries)

Several areas have been addressed by the Safe Schools Act of 1996. Amendments were added in 1997 and 2000. Items discussed below pertain to classroom and staff issues, in particular. The full Safe Schools Act is on file at Central Office and in the office of the Director of Emergency Preparedness.

### 1. School Discipline Policies

- School districts must establish a written discipline policy, including a district statement of district position on corporal punishment.
- Provide copy to parents and students (school handbook, district calendar, etc.).
- All employees will receive instruction in the contents and use.

### 2. Reporting requirements

Administrators are required to report acts of violence. These include, but are not limited to, felony acts such as murder, kidnapping, assault, forcible rape and sodomy, burglary, robbery, distribution of drugs, arson, manslaughter, felonious restraint, property damage, and possession of a weapon. The administrator must report such infractions to the superintendent and a law enforcement agency if the act, if committed by an adult, would be an assault or possession of a controlled substance or weapon.

A teacher or school employee must immediately report an assault to the principal. The employee must also report the finding of a weapon or controlled substance. (The good faith reporter will not be civilly liable for providing such information to the police.) To not report (willful neglect or refusal to report) is a crime.

### 3. Definition of a weapon

These items include, but are not limited to, firearms, blackjacks, explosives, firearm silencer, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun and/or switchblade knife.

### 4. Penalties for possession of a weapon

The discipline policy shall provide for a suspension for a period of not less than one year, or expulsion, for a student who is determined to have brought a weapon to school in violation of district policy, except that: the superintendent may modify each suspension on a case-by-case basis; and this shall not prevent the district from providing educational services in an alternative setting to a student suspended under the provisions of this section.

## 5. Removal of students

Immediate removal may be taken by principal, superintendent, or school board that the student poses a threat of harm to others as evidenced by poor conduct, past actions, criminal court records, or juvenile records.

## 6. Miscellaneous

Assault while on school property is defined and classified as a Class D felony. Drug-free school zones are within 2000 feet of public school property. Distribution of drugs near schools is a Class A felony. Crime of making a false bomb threat has been changed to a Class D felony. Crime of Making a Terroristic Threat, 574.150RSMo.2000: A person commits the crime of making a Terroristic Threat if he communicates a threat to commit a felony, makes a knowingly false report concerning the commission of any felony, or knowingly makes a false report concerning the occurrence of any catastrophe to frighten or disturb 10 or more people (Class C felony), to cause the evacuation or closure of any building, inhabitable structure, place of assembly or transportation facility (Class C felony) or with reckless disregard of the risk of causing the evacuation or closure of any building, inhabitable structure, place of assembly or transportation facility (Class D felony).

July 2008

## **VIII. General District Information**

## 52. School Information

### School Information 2021-2022

#### Elementary Schools

School	Principal	Secretary	Address	City	State	Zip	Phone #
Benton	Montel Evans	Corinne Riggs	429 S Leslie St	Indep	MO	64050	521.5390
Blackburn	Jeff Anger	Kris McNeill	17302 R.D. Mize Rd	Indep	MO	64057	521.5395
Bryant	Brian Duffie	Heather Nordsieck	827 W College St	Indep	MO	64050	521.5400
Cassell Park	Gib Rito	Karla Ramirez	10401 E 31st St	Indep	MO	64052	521.5540
Fairmount	Nicholas Younts	Christina Fillpot	120 N Cedar Ave	Indep	MO	64053	521.5405
Glendale	Todd Siebert	Brooke Masters	2611 Lees Summit Rd	Indep	MO	64055	521.5510
Korte	Ron Alburtus	Cathy Cash	2437-2731 S Hardy Ave	Indep	MO	64052	521.5430
Little Blue	Joe Armin	Kathy Butts	2020 Quail Drive	Indep	MO	64057	521.5480
Luff	Melissa Carver	Dawn Howe	3700 S Delaware Ave	Indep	MO	64055	521.5415
Mallinson	Sarah Brown	Tina Giammalva	709 N Forest Ave	Sugar Creek	MO	64054	521.5530
Mill Creek	Lindsey Miller	Betty Maday	2601 N Liberty St	Indep	MO	64050	521.5420
Ott	Ronnee Laughlin	Deb Koepke	1525 N Noland Rd	Indep	MO	64050	521.5435
Procter	Amy Hawley	Paula McKinney	1403 W Linden Ave	Indep	MO	64052	521.5440
Randall	Sarah Jones	Debbie Bryant	509 Jennings Rd	Indep	MO	64056	521.5445
Santa Fe Trail	Christine Lamb	Tabitha Mabie	1301 S Windsor St	Indep	MO	64055	521.5450
Southern	Gwenn Tauveli	Michelle Polston	4300 S Phelps Rd	Indep	MO	64055	521.5475

**Elementary Schools**

<b>School</b>	<b>Principal</b>	<b>Secretary</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Phone #</b>
Spring Branch	Stephanie Merriott	Sheree Etzenhouser	20404 E Truman Rd	Indep	MO	64056	521.5455
Sugar Creek	Shellie Dumas	Stephanie Spiers	11424 Gill St	Sugar Creek	MO	64054	521.5460
Sycamore Hills	Dr. Kevin Drinkard	Connie Daoust	15208 E 39th St	Indep	MO	64055	521.5465
Three Trails	Kevin Lathrom	Angie Zaner	11801 E 32nd St S	Indep	MO	64052	521.5470
Hanthorn	Phong Nguyen	Greg Muller	1511 S Kings Hwy	Indep	MO	64055	521.5485
Sunshine Center	Amanda Spight	Heather Sinclair	18400 E Salisbury	Indep	MO	64056	521.5526

**Middle Schools**

<b>School</b>	<b>Principal</b>	<b>Secretary</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Phone #</b>
Bingham	Brett Playter	Teresa Roberts	1716 S Speck Rd	Indep	MO	64057	521.5490
Bridger	Jeff Williams	Marla Trahern	18200 E M-78 Highway	Indep	MO	64057	521.5375
Nowlin	Lori Mertz	Shelia Parrish	2800 Hardy Ave	Indep	MO	64052	521.5380
Pioneer Ridge	Michael Estes	Elaina Baker	1656 S Speck Rd	Indep	MO	64057	521.5385

**High Schools**

<b>School</b>	<b>Principal</b>	<b>Secretary</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Phone #</b>
Chrisman	Michael Becker	Monica Sullivan	1223 N Noland Rd	Indep	MO	64050	521.5355
Indep Academy	Wendy Kline	Lisa Coil	600 W Mechanic Ave	Indep	MO	64050	521.5505
Truman	Ronda Scott	Susan Still	3301 S Noland Rd	Indep	MO	64055	521.5350
Van Horn	Justin Woods	Tiffany Lane	1109 S Arlington Ave	Indep	MO	64053	521.5360
Technology	Todd Theen	Sara Williams	201 N Forest Ave	Indep	MO	64050	521.5320

## 53. School Start Dismissal

### Tier 1 Routes

Schools	Unload	Starting	Dismissal	Leave
Truman, Van Horn, William Chrisman	7:00 AM	7:15 AM	2:25 PM 1:52 on Wednesday	2:31 PM 1:58 on Wednesday
Bridger	7:00 AM	7:15 AM	2:25 PM	2:31 PM
Independence Academy HS	7:20 AM	7:20 AM	2:02 PM	2:07 PM

### Tier 2 Routes

Schools	Unload	Starting	Dismissal	Leave
Bingham, Nowlin, Pioneer, Benton, Procter, Randall, Santa Fe	7:55 AM	8:12 AM	3:22 PM	3:28 PM

### Tier 3 Routes

Schools	Unload	Starting	Dismissal	Leave
Blackburn, Bryant, Cassell Park	8:40 AM	9:00 AM	4:10 PM	4:16 PM

<b>Schools</b>	<b>Unload</b>	<b>Starting</b>	<b>Dismissal</b>	<b>Leave</b>
Fairmount, Glendale, Korte, Little Blue, Luff, Mallinson, Mill Creek, Ott, Southern, Sycamore, Three Trails				
Spring Branch, Sugar Creek	8:45 AM	9:05 AM	4:15 PM	4:20 PM

## Other Locations

<b>Location</b>	<b>Starting</b>	<b>Dismissal</b>	<b>Leave</b>
ALEX, LTS	8:00 AM	2:00 PM	2:05 PM
Early Ed	7:30 AM 12:30PM	11:00 AM 4:00 PM	

## **54. Operation Procedures Inclement Weather**

### **Operation Procedures - Inclement Weather**

When it becomes necessary to suspend pupil attendance due to weather conditions, radio and TV stations will be notified. This information may also be obtained by dialing 521-5305 and information will be posted on the District Website – <http://www.isdschools.org>.

#### **Phase 1: Pupil Attendance is Canceled**

1. Classroom teachers, certificated staff on the teacher's salary schedule and calendar, and classified staff employed on a work schedule that coincides with the classroom teacher calendar, will not report for duty when pupil attendance is suspended due to weather conditions. (The calendar will be amended and makeup days will be substituted at a later date.) Early Education staff will follow the calendar provided to them at the beginning of the school year and are expected to report to snow day sites.
2. All ten (excluding elementary secretaries), eleven, and twelve month certificated and classified employees will report to duty as soon as traffic and street conditions are passable after the morning rush hour.
3. Unless notified, Early Education and Kids' Safari K-8 will be open at Full Day Combined Site Locations.

#### **Phase 2: Extreme Weather Conditions**

1. During extreme weather conditions, when street crews are unable to open streets, all employees other than emergency staff will be notified to remain at home. The Director of Facilities will contact the head custodians, who will be responsible for contacting other custodians in his/her building.
2. Unless notified, Early Education and Kids' Safari K-8 will be open at Full Day Combined Site Locations. The Early Education and Kids' Safari will close if conditions warrant. The public will be notified through regular media channels.

Absences due to weather will not qualify for any authorized leave provisions currently in effect.



## 55. School District Calendar

ISD Employee calendars are located at: <http://sites.isdschools.org/hr/employee-calendars>

## 56. Map of the School District of Independence

The latest school locations and boundary maps can be viewed at <https://www.isdschools.org/boundary-maps-2/>

## 57. Title IX

**The School District of Independence does not discriminate on the basis of race, creed, sex, origin, or disability**

### Title IX

As set forth in the Regulations for Title IX of the Education amendments of 1972 and according to the policies of the School District of Independence, Missouri, "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

Policy 1310 Civil Rights, Title IX, Section 504 and Regulation 1310 may be accessed on the district website.

Inquiries regarding compliance with Civil Rights, Title IX, and Section 504 should be directed to the Human Resources Supervisor, Tiffany Purinton, 201 N. Forest Avenue, Independence, Missouri 64050, telephone (816)521-5300, or to the Office for Civil Rights, Department of Education, Washington, D.C.

"Education is a social process. Education is growth.

Education is not a preparation for life; education is life itself."

- John Dewey