

Chase/Raymond USD 401

**Certified Staff
Handbook**

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Introduction

This handbook has been prepared to help school personnel of USD #401 better understand their duties for an effective school program, and their responsibilities to each other for a harmonious working relationship. These policies were given careful consideration before adoption. As with any set of rules and regulations, changes will need to be made periodically. It is the hope of the Board of Education of USD #401 that these policies will help to provide an efficient and effective educational program for the students, and the harmony between staff members and the community.

Equal Opportunity Employer

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin. See "Discrimination Complaints," p. 20.

The board shall hire employees on the basis of ability and the district's needs. See "Recruitment," p. 19.

Mission Statement

The purpose of Unified School District #401 is to assure that students will acquire basic academic and decision-making skills necessary to become resourceful and responsible members of the world community.

Teaching and Learning

Curriculum	Board-approved district goals and learning objectives shall be used by the staff as the basis for developing and implementing instructional programs.
Instructional Materials	<p>All textbooks, videos, software, and other instructional materials used in the district must:</p> <ul style="list-style-type: none">• support the district’s instructional goals and learning objectives; and• meet all copyright and fair use guidelines. <p>Videos and other instructional materials may not be used in the classroom solely for recreational purposes without the prior permission of the building principal.</p> <p>See “Copying and Duplicating,” p. 27.</p>
Lesson Plans	Each teacher shall develop, maintain and follow lesson plans which conform to the board-approved curriculum, the district’s educational goals and the expected student learning outcomes. A copy of lesson plans shall be available to the principal and to substitute teachers.
Homework	Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.
Grading	<p>The giving of grades is the teacher’s responsibility. The teacher may seek advice and counsel from other teachers, from the principal or the superintendent, but the grades given will be the teacher’s decision. However, there are two important factors that must be kept in mind always: (1) The grading must be fair and reasonable, and (2) The teacher must always be able to justify the grades given with objective evidence and data.</p> <p>No form of numerical grading shall be used on grade cards or in the recording of grades in the permanent records. Grades for such purpose shall be the letter grades of A, B, C, D, and F. Other grading systems may be used with approval from the Board of Education.</p> <p>No fixed standards of grading shall be determined in advance. A grading system shall be flexible enough to take into consideration the many variable factors the teacher will be confronted within each class.</p> <p>If a student has been given passing grades throughout the year so that his final grades average is an indication of meeting the minimum basic requirements for the grade or course, it would be difficult to justify failing that student for the year.</p>

Grading (con't.) A grade school student with passing grades may be retained for a period of not more than one year in the same grade, provided it would be in the best interest of the student to do so.

See "Progress Reports," and "Report Cards," p. 7.

Make-Up Work It is the student's responsibility to request make-up assignments from teachers following an excused or unexcused absence.

Teachers shall promptly provide make-up assignments and shall require them to be turned in within 3 days after the student returns to school unless special arrangements are made.

Promotion/Retention Teachers may recommend students for promotion when they have demonstrated mastery of the board-approved learning objectives. The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

Testing Program The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and state required tests.

Test Integrity

The board requires all licensed staff members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

Reporting Test Results

The superintendent shall report annually in writing to the board the results of the district's academic achievement testing program. State required test results shall be disaggregated as required by current regulation and shall be reported annually to the board, district patrons and the State Board of Education.

Reports

Progress Reports Student progress shall be periodically reported to the student and his/her parents/guardians. Whenever a student is falling behind or is failing to meet the grade level/course objectives, the teacher shall inform the student's parents/guardians.

Report Cards Report cards shall be issued to each student at the end of each nine-week period for each subject taken. Reasons for deficiencies and/or failures shall be given.

Attendance (Student)	Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording attendance shall be assigned to the teacher.
Accidents	<p>Any school employee who discovers an accident on school property shall report the accident to the building principal or designated representative.</p> <p>If the person requires medical treatment, the employee shall:</p> <ul style="list-style-type: none"> • send for medical help; • make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and • notify the principal or designated representative. <p>If an employee present is qualified to administer first aid, that aid may be given. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program or the school nurse. See “First Aid,” p. 23.</p> <p>If an employee is injured on the job, the supervisor should be contacted immediately and a report shall be made within ten days. The supervisor will then be responsible for contacting the district central office, who will in turn supply the injured employee with the appropriate forms to complete.</p> <p>The employee must keep copies of all doctor’s orders and provide a file copy to the district central office. The employee must inform the doctor or hospital that he/she is covered by the district workers compensation plan. See “Workers Compensation,” p. 11.</p>
Child Abuse	<p>Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.</p> <p>It is recommended the building administrator also be notified after the report is made.</p> <p>District employees shall not contact the child’s family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.</p>
Vandalism	Employees shall report any vandalism to their immediate supervisor.
Violent Acts	See “Security,” p. 25.

Benefits and Compensation

Family and Medical Leave

Family and medical leave shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or placement for adoption of a child, foster care or to care for a child with a serious health condition.

Leave is available because of:

1. the birth of a son or daughter of the employee and to care for the son or daughter;
2. the placement of a son or daughter with the employee for adoption or foster care;
3. the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or
4. a serious health condition of the employee that prevents the employee from performing the job functions.

(Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee prior to or during the leave period that the leave has been designated as paid family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1250 hours during the preceding year.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on or before the payroll date or at another time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date. When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

Family and Medical Leave
(cont.)

1. the reasons that leave will count as family and medical leave;
2. any requirements for medical certification;
3. employer requirement of substituting paid leave;
4. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share;
5. right to be restored to same or equivalent job; and
6. any employer required fitness-for-duty certification.

Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

The superintendent may require an instructional employee to continue leave until the end of the semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the superintendent may require an instructional employee to continue leave until the end of a semester if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester; or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

Jury Duty

Certified employees will be allowed leave with pay when they are called for jury duty. Compensation in excess of the employee's regular pay shall be reimbursed to the District.

Activity Passes

Certified employees and their spouses will be admitted without charge to school-sponsored activities.

Pay Day

Certified employees will be paid once per month on the 5th day of the month unless that day falls on a weekend or holiday in which case pay day will be the last day the district office is open prior to the weekend or holiday.

Lump Sum Payments

Upon written authorization from any certified employee subject to the continuing contract law, the board shall pay the balance of the person's contract compensation for the school year in one payment not later than June 30 and the completion of all contract obligations. The authorization shall be filed with the payroll clerk not later than April 1 of the school year in and for which the balance payment is first authorized.

Lump Sum Payments (cont.)

Once authorized, the lump sum payment will continue each year until the election is revoked in writing by the certified employee.

Loyalty Oath

As required by current law, all employees must sign a loyalty oath and

file the oath with the clerk before beginning employment and to be eligible for a paycheck.

Reimbursement/Travel Expenses

The board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. For the authorized use of a personal car, including approved travel between buildings; staff member shall be reimbursed at a mileage rate established by the board.

Kansas Public Employees Retirement System

Employees who meet the qualifications for the Kansas Public Employees Retirement System must become a member. An employee contribution as determined by current law will be made each pay date. Requests for information or questions about procedures should be directed to the district office.

Workers Compensation

Notice of Accidents

Employees must notify the employer within 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office. See "Accidents," p. 8.

Coverage

Benefits are for personal injury from an accident or occupational disease arising out of and in the course of employment with the district. Injuries which occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties are not covered under workers compensation.

Injuries Occurring When an Employee is "Under the Influence"

The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

Recreational and Social Activities

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to

Workers Compensation
(cont.)

all kinds of recreation and social life.

Injuries Suffered While Traveling to and From Work

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee, who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

Horseplay

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

Health Insurance

An employee who works at least 30 hours per week is eligible to join the district's health insurance as stated in the negotiated agreement. If an employee retires from the district, the employee is eligible to stay on the district's insurance plan, but the employee must pay the full cost of his/her plan until the age of 65.

Records

Personnel Records

Personnel files maintained by the district shall be confidential and in the custody of the appropriate supervisor and/or the superintendent. Employees have the right to inspect their files during regular business hours upon proper notice and under the supervision of an administrator.

See "Confidentiality," p. 14.

Required Records

Each certified employee must have the following records/forms on file with the director of personnel before the first day of employment:

- employment application;
- KPERS enrollment form (if employee is eligible);
- W-4 withholding certificate;
- social security number;
- loyalty oath or affirmation;
- health form (if working directly with students);
- driver's license and driving record (if required for position);
- INS form (proof of identity);
- current teaching certificate; and

License

Certified staff must have a current teaching license on file. A paycheck will not be issued to any certified staff member whose license is not current.

Application for certificate renewal is the responsibility of the certified

employee, not the principal or secretary.

Address Changes

All address changes must be made with the district office before the end of the pay period in which the changes took place.

Student Records

All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. The general public shall not be allowed to inspect a student's personal record files. The custodian of student records shall disclose the student's educational records only as provided for by law and in policy.

Only school officials with a legitimate educational interest may inspect student records without permission from the parent/guardian or eligible student.

For the purposes of this policy, school official means teacher, administrator, other certified employee or the board of education. Legitimate educational interest means the school official must participate in discussions involving an identifiable student involving the student's educational interests, progress, grades, disciplinary action, discussions of eligibility for athletics or other activities, or honors or awards involving a student.

See "Confidentiality," p. 14.

Prohibited Substances

Conduct

**Drug Free Schools and Communities Act/
Drug Free Workplace**

The unlawful possession, use, or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited.

As a condition of employment in the district, employees shall abide by the terms of the board policy on drug free schools/workplace.

The possession, use, sale, distribution, or being under the influence of controlled substances and/or alcohol by school employees at school; on, in, or while utilizing school property; or at school sponsored activities, programs or events is prohibited. As a condition of employment in the district, employees shall abide by the terms of the board policy on drug free schools/workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. See "Criminal Convictions," p. 19.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued

Prohibited Substances (cont.) employment.

The employee shall bear the cost of participation in such program.

This is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, And Subpart F. It is not intended to supplant or otherwise diminish personnel disciplinary actions which may be taken under existing board policies or the negotiated agreement.

Tobacco Use

The use of tobacco products by any person, in any form, is prohibited in any school building, owned, leased or rented by the district, that is used for pupil attendance purposes, or in any school vehicle.

Relations with Students

Employees shall maintain relationships with students which are conducive to an effective educational environment. Employees shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status.

Supervision of Students

Teachers are responsible for supervising students during school and at school-sponsored activities.

Students will be under the supervision of appropriate school personnel at all times when they are under the jurisdiction of the school. Activities sponsored by the school shall include appropriate supervision.

Confidentiality

Student Information

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule which violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination. See "Student Records," p. 13.

Personnel Information

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule which violate the privacy rights of personnel could result in disciplinary actions being taken against the employee, including termination. See "Personnel Records," p. 12.

Sexual Harassment

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual Harassment (cont.)

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of district policy shall result in disciplinary action, up to and including termination.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with the principal or the superintendent. See "Complaints," p. 20.

Employees who do not believe the matter is appropriately resolved may file a written complaint under the district's discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure.

Bullying Plan

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through

Bullying Plan (cont.)

means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72- 8205, and amendments thereto. USD 401 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and

maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying are as follows. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

Bullying Consequences and Support Services

Bullying behavior can take many forms and can vary dramatically in its seriousness and its impact on the target and other students and staff members. Accordingly, there is no one prescribed response to verified acts of bullying and retaliation.

Consequences and disciplinary action will be applied. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, reflective writing assignments intended to educate the aggressor, detentions, short-term or long-term suspensions from school as determined by the school administration, or termination subject to applicable procedural requirements. These actions may escalate in severity for repeated offenses or with the severity of the implication of the negative conduct. Actions may be accompanied by the referral to counseling or other therapeutic support. The specific action will be appropriate, concrete, and immediate. The nature and extent of disciplinary action imposed or consequences applied, is a matter within the sound discretion of the building administrator or designee and will be based on the facts gathered. The administrator will balance the need for accountability and safety with the need to teach appropriate behavior.

Nothing in this plan is intended to prevent the school administration from taking disciplinary action against a student or staff member for conduct that does not meet the definition of bullying or cyberbullying, as defined above, but nevertheless is inappropriate for the school environment. Disciplinary actions will be in accordance with administrative disciplinary policies and applicable state and federal laws.

Consequences and discipline for acts of retaliation will be imposed at the same, or more severe, level as the underlying bullying, cyberbullying or inappropriate behavior. Students or staff members who are not primary participants in the reported act of bullying, cyberbullying, or retaliation but join in, may be subject to disciplinary action or consequences as if they were primarily

Bullying Consequences and Support Services (cont.)

involved. "Joining-in" is a form of endorsing the behavior.

Consequences or disciplinary actions taken in an instance of bullying will be shared with the appropriate school staff members to ensure awareness and follow through.

When it is determined that a target is in fear or is being threatened, the administrator will develop a safety plan to immediately take steps to limit and control the behavior of aggressor(s) who are causing the threat. The safety plan will be developed in collaboration with the appropriate staff and shared with staff to ensure enforcement and follow-up.

Mediation will seldom be used.

The administrator or designee will periodically follow-up with the target(s), and his/her parents when applicable, in an incident to ensure the student or staff member believes the situation has improved and that any threat or fear has been significantly reduced or eliminated.

The administrator or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. It is up to the administrator or designee's judgment as to what steps may be taken to promote a safe school environment, and the administrator may consult with the target, counselor or psychologist, teachers, school lawyer, etc. in determining what approaches might be used.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the administrator or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct so that the administrator may determine whether additional supportive measures are needed.

Solicitations

Solicitation of Employees

Unless permission is granted by the appropriate supervisor, solicitation of employees by any vendor, student, other school district employee or patron during normal duty hours is prohibited.

Solicitations By Employees

No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which may directly or indirectly benefit the school employee.

No employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal.

See "Conflict of Interest," p. 19, and "Fund Raising," p. 21.

Tutoring for Pay	Teachers shall not receive pay for tutoring or private instruction at school unless approved in advance by the board. See “Solicitations By Employees,” above.
Absences/Substitutes	Whenever a teacher is to be absent from teaching duties, the teacher shall notify the principal as early as possible or shall arrange to have some other person notify the principal. See “Lesson Plans,” p. 6.
Dress Code	The board encourages appropriate dress for all district employees.
Conflict of Interest	District employees are prohibited from engaging in any activity which may conflict with or detract from the effective performance of their duties. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding. See “Solicitations By Employees,” p. 18.
Outside Employment	The board reserves the right of exclusive access to the professional services of certified employees in accordance with the terms of the contract. Certified employees shall not engage in outside employment which impairs the effectiveness of their instructional service.
Criminal Convictions	Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement.
Termination	Willful or consistent violation of board policy may result in disciplinary action up to and including termination. See “Board Policy,” below.
<i>District Procedures</i>	
Board Policy	Employees shall be familiar with and follow all policies and regulations established by the board of education.
Recruitment	The superintendent will recruit personnel to fill existing or proposed vacancies and recommend the board hire the most qualified candidate.
Contract Procedure	The offer of an employment contract or renewal of an employment contract shall be presented in duplicate. The certified employee shall sign and return both copies within the time period designated by the superintendent. Upon receipt of the signed copies, the contract will be presented to the board for approval.

Assignment and Transfer	The board retains the right to assign, reassign and transfer certified personnel.
Resignation	The board shall consider any certified employee’s resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district.
Exit Interviews	An exit interview may be conducted prior to an employee leaving the district.
Job Descriptions	A job description for each category of certified employee except teachers will be developed by the superintendent. The teacher’s negotiated agreement will be considered the teacher’s job description. A copy of each job description is filed with the clerk and will be available for inspection during regular office hours.
Evaluations	<p>The board-approved policy and instrument governing evaluation of certified employees is filed in the central office with the clerk of the board.</p> <p>Evaluation documents on individual employees shall be available to the superintendent, assistant superintendent, other administrators under whose supervision the certified employee works and others authorized by law. See “Personnel Records,” p. 12.</p>
Staff Development	All plans for staff development involving expenditure of district funds, or which require time away from the employee’s assigned responsibilities shall be approved in advance by the superintendent.
Complaints/Grievances	<p>Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee.</p> <p>If the complaint is covered by the grievance procedure, refer to the negotiated agreement or board policy.</p> <p>If the complaint is not covered by the grievance procedures, the complaint shall be in writing, filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent’s decision shall be final.</p>
Discrimination Complaints	Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district’s programs and activities is prohibited. The Superintendent has been designated to coordinate compliance with nondiscrimination requirements contained

Discrimination Complaints
(cont.)

in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Complaints of discrimination should be addressed to an employee's supervisor or to the compliance coordinator. Complaints of discrimination against the superintendent should be addressed to the board of education or compliance coordinator.

Complaints of discrimination will be resolved using the district's discrimination complaint procedure.

See "Complaints/Grievances" p. 20.

Drug and Alcohol Testing

All district employees performing job functions which require the employee to maintain a commercial driver's license shall be tested for alcohol and drugs as required by current federal law. Board approved rules and regulations necessary to implement the testing program shall be on file with the clerk.

Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate regulations. Compliance with the required elements of the testing program is a condition of employment as a driver in the district.

Communications

When approved by the building principal, notes, attendance center announcements or other school-related information may be sent home with students. See "Distribution of Materials" and "Posters," p. 22.

Field Trips

Field trips may be approved by the principal when reasonable educational objectives can be established. Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. The teacher shall notify parents/guardians of a forthcoming field trip.

Fund Raising

All student sales projects or student fund raising shall require the principal's prior approval.

All money collected from students for sales projects, or for other reasons, must be turned in to the office each day.

Interrogation and
Investigation of Students

No one may interrogate or investigate a student on school grounds without the permission of the principal.

Searches of Students and
Property

If a certified staff member believes there is a need to search a student or property, he/she shall contact the principal.

Searches of students or property shall be conducted in accordance with the rules approved by the board. Teachers shall not search students or property. No law enforcement officer shall search students or property

without a search warrant.

Building principals are authorized to search students or property if there is reason to believe that district policies, rules or directives have been violated. All searches by the principal shall be carried out in the presence of another adult witness.

Release of Students from School During the Day

Teachers shall not release a student from school during the school day. A student seeking release from school shall be sent to the principal's office to seek the principal's permission and follow the designated sign-out procedures.

Teachers shall not allow students to run errands requiring the student to leave school grounds during the school day.

Hall Passes

Teachers shall not release students during class without issuing a hall pass.

Distribution of Materials

Materials from sources outside of the district may not be distributed on school grounds without prior permission from the principal. Examples of outside materials include, but are not limited to, political materials, special interest materials and advertisements.

The principal shall determine the time, place and manner for materials distribution.

Posters

Posters approved by the principal may be displayed in designated areas.

Orientation

All new certified employees shall receive orientation including the contents of this handbook.

Personal Property

The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. If an employee's personal property is broken, damaged or stolen while the employee is on the job, repair or replacement is the employee's responsibility.

Use of Personal Vehicle

Any employee who plans to transport students in his or her personal vehicle must provide proof of adequate insurance and a valid driver's license to the principal prior to transporting students.

Weapons

Employees are prohibited from carrying weapons on school property or at school-sponsored events, unless approved in advance and in writing by the superintendent.

Telephone Use

District telephones are for school business only. Use of phones for personal business should be avoided except in case of an emergency. Personal long distance calls made in an emergency must be recorded and reported to the employee's immediate supervisor so arrangements may be made to bill the employee.

Maintenance Requests All maintenance needs should be requested using the appropriate form and be turned in to the building principal.

Health

School Nurse See “Administration of Medications,” p. 23 and “Accidents,” p. 8.

Bloodborne Pathogens The exposure control plan for bloodborne pathogens is available for review in the district office.

All staff shall receive the training and equipment necessary to implement the plan.

Communicable Diseases Whenever an employee has been diagnosed by a physician as having a communicable disease, the employee shall report the diagnosis and nature of the disease to the superintendent so a proper reporting may be made as required by statute.

An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district employees and to students.

The employee shall be allowed to return to duty upon recovery from the illness, when authorized by the employee’s physician or by the health assessment team.

The board reserves the right to require a written statement from the employee’s physician indicating the employee is free from all communicable disease symptoms.

See “Health Examinations,” below.

Health Examinations As a condition to entering or continuing employment, certified employees must present a district-approved form to the clerk, completed by a health care professional, which states “that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established. If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. (K.S.A. 72-5213)

The board reserves the right to have any employee examined at any time by a physician of the board’s choice to determine if the employee is able to fulfill and perform the obligations of employment and to abide by and implement the policies and rules of the board. The costs of any examination required will be borne by the board.

First Aid See “Accidents,” p. 8.

Medications, Administering The supervision of any medications shall be in strict compliance with

the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

Hazardous Waste

When hazardous waste material is produced in a class, or is otherwise located in the district, its disposal shall be in accordance with state and federal laws, rules and regulations.

No employee shall bring hazardous material to school without the prior approval of the principal. Such material shall be in an appropriate container and properly labeled.

If an employee discovers waste material which is, or may be, hazardous, he/she should notify his/her supervisor immediately.

Hazardous wastes include, but are not limited to, wastes which are flammable, corrosive, infectious, highly reactive or toxic.

Hazardous waste must be placed in an appropriate container affixed with a hazardous waste label which lists the specific contents.

Unlabeled containers, whose contents are undetermined, which may contain hazardous substances, shall not be put in trash containers.

All hazardous wastes must be properly labeled and stored appropriately until they can be disposed of properly. Placing them in trash containers or the sewer system is not an acceptable disposal method.

Asbestos

An asbestos management plan has been developed for the district. A copy of the management plan is available in the district office.

Pest Control

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the district office.

Animals and Plants

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes. If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher.

Lactation Accommodations

The board recognizes that is important for mothers to have option and ability to express milk in the workplace and that Kansas and federal law encourages this practice. Therefore, the board directs the superintendent to take measure to ensure district employees who are nursing mothers be provided with an adequate location for the expression of milk and reasonable break times for doing so for at least on year after the birth of the employee's child.

The superintendent or designee shall see that the district makes a reasonable effort to provide a place, other than a restroom, which is shielded from view, free from intrusion from coworkers and the public, and may be used by the employee to express milk during this

timeframe.

Employees must give their supervisor notices of the need for lactation accommodations, preferably prior to return to work following the birth of the employee's child(ren), to allow supervisors the opportunity to establish a location and attempt to work out scheduling issues. Employees utilizing these accommodations are also responsible for maintaining the designated area by wiping utilized surfaces with disinfectant wipes after each use so the areas is clean for the next user.

No employee shall be discriminated against for expressing milk during the work day, and reasonable effort will be made by the employee's supervisor to provide flexibility in the employee's work schedule in consideration of the requirements of the staff member's responsibilities and the availability of staff members to cover those duties, as necessary.

Employees shall use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors. Federal law does not require the district to compensate non-exempt staff members for work time spent expressing milk.

Safety and Security

Accidents, Reporting of

See "Accidents," p. 8.

Safety Rules

At the beginning of school, each teacher shall review safety rules with students.

Safety Units

Teachers who instruct in hazardous curriculum areas such as industrial arts or science laboratories shall teach a unit of work each year or semester dedicated to safety rules inherent in the particular subject matter. Each student enrolled in a class in a hazardous curriculum area shall be required to pass a test on the appropriate safety rules of the particular class. The test results shall be kept on file with the teacher and the principal. No student shall be permitted to participate in the class or operate any equipment until the safety test has been passed and the student has demonstrated satisfactory knowledge of the safety rules to the teacher.

Appropriate safety signs and other safety items are to be posted on or in the near vicinity of potentially dangerous areas and devices. Teachers shall periodically review the safety rules with students during the school year.

Drills and Evacuation

Teachers shall explain the plan for emergency drills and evacuation to students during the first full week of school. Teachers shall be familiar with and follow specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. Teachers shall post the

evacuation plan in their classrooms.

Emergency Closings When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the Radio and TV stations in the area to broadcast a school closing announcement. The superintendent will also notify all employees via a district calling tree. All employees are expected to fulfill their assigned calling duties.

Safety Practices All employees shall engage in safe lifting, climbing and carrying practices. Employees shall ask for assistance when needed.

Security Any district employee who believes any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement:

- an act which constitutes the commission of a felony or a misdemeanor; or
- an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.

It is recommended the building administrator also be notified.

Securing Work Area Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles or other district equipment at the close of each work day and other appropriate times.

Keys The building principal is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission.

Keys should be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building. Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.

Crisis Plan A district crisis plan may be found in each building office and the district office.

Violent Acts (Reporting of) See “Security,” p. 25.

Student Conduct

Student Handbook All certified staff shall read, be familiar with and enforce the rules and regulations established in the student handbook(s).

Behavior Code (Student) Certified staff shall consistently enforce the behavior code. The behavior code for students is printed in the student handbook. See “Discipline Procedures,” below.

Discipline Procedures Each teacher shall develop and submit for approval classroom discipline procedures.

All procedures for classroom discipline must be approved by the

principal, explained by the teacher to the students at the beginning of the school year and at other times as appropriate, and filed in the principal's office.

- Dress Code Certified staff shall consistently enforce the student dress code.
- Corporal Punishment Corporal punishment shall only be permitted with permission of the building principal and in accordance with Board Policy.
- Suspension/Expulsion A student may be suspended or expelled, for reasons set forth in Kansas law and board policy, by the following certified personnel: superintendent, principal, assistant principal.
- Suspension/Expulsion (cont.) If a teacher believes a student has committed an act which should result in a suspension or expulsion, the teacher shall report the incident to the principal.

Equipment and Supplies

Appropriate Use of Equipment and Supplies Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal use is prohibited without prior permission of the employee's supervisor.

Computers Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal projects is prohibited without prior permission of the employee's supervisor.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use. See "Copying and Duplicating," p. 27.

Employees shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals.

No Right to Privacy

Employees shall have no expectation of privacy or restricted access to any information generated during the course of their official duties or entered in any district computers. Employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized employees.

Employees shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the employer's right to monitor. All forms of electronic communications are monitored by the employer to ensure the systems are only being used for official purposes.

Ownership

Computer materials or devices created as part of any assigned district responsibility undertaken on school time shall be the property of the district. The board’s rules governing ownership of employee-produced computer materials are on file with the clerk and are available upon request.

Secure Files

All employees must secure files containing confidential student information. See “Confidentiality,” p. 14.

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret. See “Copying and Duplicating,” below.

Copying and Duplicating

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use,” as set forth in board policy.

Specific regulations concerning fair use are posted near district copy machines.

Ordering Procedures

No purchases may be made without the prior approval of the building principal and/or the superintendent. All purchases should be requested using a requisition form turned into the building principal. Upon the approval of the principal and superintendent, the Clerk of the Board will make arrangements for the purchase. Requisition forms may be obtained in the building or district offices.

Vehicle Request

Requests for vehicles should be turned into the director of transportation who will assign vehicles at his/her discretion. If a district vehicle is available and the employee chooses to take their personal vehicle, no reimbursement will be made for mileage. If a district vehicle is not available, the employee can take their personal vehicle and will be reimbursed mileage at the rate established by Board. Forms for this reimbursement may be obtained in the district office.

**USD #401
Accident Report Form**

Employees must notify the employer within 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office.

Employer:	
Your Name:	
Your Home Address:	
Your Home Phone Number:	
Social Security Number:	
Date of Accident:	Time of Accident:
In your own words, describe what happened:	
What physical problems are you experiencing as a result of this injury?	
Did you report this injury to your supervisor?	If not, why not?
Date Reported:	Supervisor's Name:
Were you working at your regular job at the time of injury?	If not, please explain:
Were there any witnesses?	If yes, who?
Did you go to the hospital/clinic?	
Address of hospital/clinic:	
Name of treating physician:	
Additional comments:	
Date:	Signature:

Acknowledgment of Receipt of Handbook

I, _____, do hereby acknowledge receipt of the certified staff handbook for the 2016-2017 school year. I have read, and I understand the contents. Further, I understand:

- **This handbook is not an employee contract. Further, this handbook is not to be considered as either an express or implied contract between the school district and the employee.**
- **Anytime the superintendent is mentioned in this manual, his/her designee is implied.**
- **As a condition of employment, I, agree to follow rules and regulations, including handbooks, which have been adopted by the board.**
- **This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board.**

Date: _____

Signature of Employee: _____