



July 14, 2014

## Emergency Substitutes

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### EMPLOYMENT OF EMERGENCY SUBSTITUTES

The District is requesting that the Board of Education approve the use of emergency substitutes for the school year 2014-2015. Emergency substitutes are ones that have 60+ college hours up to, and including, those with a degree in a non-education field. Emergency substitutes have assisted the district during the frequent times when certified substitutes are not available.

Private Vehicle Mileage (state rate) remains at 56 cents per mile (July 1, 2014)

As authorized by K.S.A.75-3203a, the Secretary of Administration has fixed the private vehicle mileage reimbursement rates for FY 2014 at 56 cents per mile effective July 1, 2014.

Please approve the following credit cards for USD 417 district use during the 2014-15 fiscal year:

VISA XXXX XXXX XXXX 0520

WALMART XXXXXX XXXX XXXX9706

# USD 417 CLASSIFIED EMPLOYEE

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## RECOMMENDATION

Name: Joseph Gehring Jr.

Position: Custodial

Building: Council Grove Elementary

<input checked="" type="checkbox"/>
<input type="checkbox"/>

Replacement for Mindy

New Position

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## EDUCATION INFORMATION

B.A.:

M.S.:

Major:

Minor:

Other Degrees:

Previous Experience: 2 years at NLC Schools as custodian,  
13 years in maintenance related field (boilermaker)

Placement on Salary Schedule: Between the 5<sup>th</sup> and 10<sup>th</sup>

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## PROCESS

Number of Applicants 4

Number Considered 2

Number Interviewed 2

References Contacted: Current supervisor, friends, others  
that worked with him.

Prairie Lights ASP/Enrichment Program

Emmanuel United Methodist Church of Alta Vista is disbanding and we are in the process of allocating our funds to non-profit organizations.

Please find the enclosed check as a gift to your worthy program.

Emmanuel UMC  
Marilyn Andree

\$ 3,778.13



# KU THE UNIVERSITY OF KANSAS

School of Education

Department of Special  
Education

May 29, 2014

To Participants:

You are invited to take part in a research project conducted by Kathleen Lane, Ph.D. from the University of Kansas and Wendy Oakes, Ph.D. from Arizona State University because your school has decided to implement your designed Comprehensive, Integrated, Three-tiered Model of Prevention (CI3T) as part of regular school practices. The project, *Implementing Comprehensive, Integrated, Three-tiered Models of Prevention: Getting Started*, is conducted in partnership with Technical Assistance Support Network (TASN) and funded by Keystone Learning. The purpose of this project is to examine CI3T models of prevention in Kansas' PK-12 schools for their first two years of CI3T implementation, contingent upon receipt of funds from the state.

There are five objectives. The first objective of this project is to determine the degree to which the practices of your CI3T plan are implemented by faculty and staff, taking into account how these shifts occur. Second, we will examine how student performance shifts within and between academic years. Specifically, we are interested in looking at the effects of the CI3T plan, designed by your school, to teach and encourage appropriate school behavior, academic success and social skills growth. The third objective is to examine your faculty and staff's opinions about the CI3T plan's goals, procedures, and outcomes at the start of the year and after it has been implemented for the majority of the school year. Additionally, we are interested in how these views may have changed since the development of the plan during the training year. Fourth, we will examine how information obtained during the training process (e.g., teacher ratings of behavioral expectations, teacher perceptions about the draft of the plans) is associated with treatment integrity, social validity, and changes in student performance (as well as the association between these constructs – treatment integrity, social validity, and student outcomes [school collected measures of academics, behavior, and social skills]). Fifth, we will examine features related to and predictive of sustainability of the school-wide practices (as well as the association between these constructs – sustainability, treatment integrity, social validity, and student outcomes). This project will take place in Kansas schools that have decided to implement a CI3T prevention plan separate from this research project as part of regular school practices.

Most data will be obtained from routinely recorded school records and assessments that are given to your students. These measures include (a) demographic information: such as number of days enrolled, gender, ethnicity, month and year of birth date, special education status, grade level, and homeroom teacher; and withdrawal date when a student leaves the school; (b) attendance rates (absences and tardies), (c) office discipline referrals, (d) suspensions and expulsions, (e) referrals to the pre-referral intervention team and for special education eligibility, (f) academic performance measures collected at your school, including performance on screening measures, state assessments, curriculum-based measures, grade point averages, course failures and (g) behavioral performance as measured by systematic screening tools (e.g., Student Risk Screening Scale-IE) and measures associated with the



social skills program you have selected. We will collect this information in a deidentified manner (using codes in place of names) during the first two years of program implementation.

### Procedures

We ask that you, as a faculty and staff member, do the following tasks, which are beyond your usual school program responsibilities:

- Complete a brief demographic form (5-10 minutes) at the beginning of the year.
- Complete an implementation checklist twice during the academic year (Teacher Self Report; 10-15 minutes, 2 times per year) to assess the degree to which specific parts of the CI3T plan are being put in place.
- Complete a brief measure (Primary Intervention Rating Scale [PIRS]; 10-15 minutes) at the beginning and end of the year to get your opinions about your school-wide intervention plan.
- If approached by a CI3T project staff member during the academic year to answer questions about implementation (School-wide Evaluation Tool, SET; Sugai et al., 2001), be willing to answer 6 brief questions (3-5 minutes) about how you put your CI3T plan in place. If it is not a convenient time to answer these questions, you can simply decline to answer.
- 25% of instructional faculty and staff will be randomly selected for a 30 min observation. So participation allows project staff to observe you up to twice during the academic year (30 minutes and 5-7 min to fill out the checklist), if selected, to monitor the degree to which each intervention component is being implemented. You may be selected as part of a randomly selected group of up to 25% of the teachers who give their permission for us to observe them. We will make sure to have some people from each department or grade level represented in this sampling. If you are randomly selected to be observed, and it is not a convenient time for you to have an observer in your classroom, you can simply decline the observation.

If you are chosen to be observed, at the end of that observation, you and the project staff will each complete the same checklist (CI3T Treatment Integrity Direct Observation checklist) to monitor the degree to which intervention components are implemented (up to two possible observations during the academic year, checklist completion 5 - 7 minutes).

- Allow project staff to look at the information you provided us last year as part of the trainings (if you decided to participate). You do not have to do anything extra for this. We just need your permission to link the information you gave us last year (e.g., what you rated as “important” for behaviors in specific settings in your school and your opinions about the plan as it was being developed) with the information you give us this year (if you decide to participate).

If you are also a member of the CI3T Team:

- Complete a sustainability survey (*School-wide Universal Behavior Sustainability Index - School Teams 2.0, SUBSIST*; 10 minutes) twice per year to determine the presence of factors that are known to enhance or impede implementation and sustainability” of your CI3T plan (10 minutes).



All measures, except the brief anonymous SET interview questions will be sent through an electronic link depending on district capabilities; otherwise, a paper copy will be provided with an envelope. If you complete the paper copy of any measure, we ask that you place your survey in the envelope, seal it, and place it in the MTSS: CI3T mailbox in your office. However, we are hopeful you will complete most measures electronically. We will remove your names from any completed surveys after the data are entered and made reliable.

### **Risks**

There are no known risks to you as faculty and staff members. The only inconvenience would be the loss of the time for you to complete the surveys and checklists two times per year (fall and spring). Neither participation nor withdrawal will impact your employment. Schools may benefit from learning the degree to which the school CI3T plan is implemented as designed and faculty and staff perceptions of the plan. Additionally, schools will learn about students' performance over two years of implementation.

Unique identification numbers will be assigned to each consented faculty and staff member to ensure confidentiality. The primary investigators and research staff will be the only people to obtain the master list of teacher names and corresponding identification numbers. Data will only be presented in an aggregated format. There are no known risks to the students. All students will participate in the school-wide CI3T efforts, which will take place during the course of the traditional school day. The student data will be collected from the school or district in a deidentified fashion so that the research faculty and staff will not know the students' identities.

### **Benefits**

Feedback from this measure can provide schools implementing a CI3T model the opportunity to revise their plan to increase the level of implementation for the following school year. Information on faculty and staff members' survey and checklist responses will be shared with stakeholders (i.e. teachers, district level leadership, non-certificated staff, etc.). However, information will be reported in an aggregated format with no faculty or staff members' names attached to the information. As researchers, we want to contribute to knowledge. We hope to share what we learn with the scientific and teaching communities about the implementation, social validity, and sustainability of CI3T plans of prevention, as well as the academic, behavioral and social outcomes for students.

### **Payment**

There is no payment for being in this study, although we certainly appreciate your time.

### **Participant Confidentiality**

Reasonable efforts will be made to keep the personal information in your research record private and confidential, but anonymity cannot be guaranteed. Your information may be shared with the institutional/government authorities, if you or someone else is in danger, or if we are required to do so by law. It is possible, however, with internet communications, that through intent or accident someone other than the intended recipient may see your response.

### **Refusal to Sign Consent and Authorization & Cancelling this Consent and Authorization**

If you choose not to take part, there will be no penalty or loss of benefits to which you are entitled. If you agree to participate and the data are received, you may withdraw the data (your demographic and SUBSIST data) up until we analyze the data. Your identifiable information will not be shared unless (a) it is required by law or university policy, or (b) you give written permission. Your decision will not affect your relationship with the University of Kansas or Arizona State University, or otherwise cause a loss of benefits to which you might otherwise be entitled.



**Questions About Participation**

If you have any questions, please contact Kathleen Lane [(615) 545-5634; Kathleen.Lane@ku.edu ] or Wendy Oakes [(480) 727-5660 Wendy.Oakes@asu.edu]. If you have any general questions about your rights as a research participant, contact the Institutional Review Board of The University of Kansas [(785) 864-5248] or at irb@ku.edu. The research study number is xxx or Arizona State University Office of Research Integrity and Assurance [480) 965-6788] - The research study number is XXX.

Respectfully,

Kathleen Lane, Ph.D., BCBA-D  
Professor

Wendy Oakes, Ph.D.  
Assistant Professor

Faculty or Staff Member Name: (Please Print) \_\_\_\_\_

School: \_\_\_\_\_

District: \_\_\_\_\_

Grade Level Taught: \_\_\_\_\_

**By signing your name below, you agree to participate in this study**

\_\_\_\_\_  
Signature Date

After reviewing and signing this letter, please turn it in to us today. Or, you can leave it in the envelope placed in the main office for pick up. Please keep the extra copy for your records.





July 14, 2014

Vice President



**ELECTION OF VICE-PRESIDENT OF THE BOARD OF EDUCATION**

State law requires that each School Board of Education elect a vice-president. This person will preside in the absence of the board president.

Considerations:            This is a requirement of state law.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Action \_\_\_\_\_



July 14, 2014

## Approval of Handbooks



Requesting approval from the BOE for:

Classified Staff Guidelines  
Transportation Handbook  
Athletics/ Activities Handbook

Motion \_\_\_\_\_ Second \_\_\_\_\_ Action \_\_\_\_\_

Presented for BOE Approval at July 7, 2014 BOE Meeting.

USD 417  
CLASSIFIED STAFF GUIDELINES

2014-2015

**Work attendance is vital to the functions of USD 417. Therefore, employees are expected to report to work on time and as scheduled. Employees who do not show up for work on time or are absent without leave shall be subject to disciplinary measure up to and including termination of employment.**

1. SICK LEAVE:

- Each full time employee receives 10 days each contract year. Part time employees receive sick leave relative to their contract. See examples in table below:

<u>Work Schedule</u>	<u>Sick Days Per Contract</u>
Six (6) hours per day (M-F)	10 six-hour days
Four (4) hours per day (M-F)	10 four-hour days
Half time employee (.5 employee)	5 full days
Three (3) full days, such as M, W, F (.6 employee)	6 full days
Two days per week (.4 employee)	4 full days

Employees must work a minimum of four hours per day (20 hours in a week) to qualify for paid sick leave.

- ~~Work attendance is vital to the functions of USD 417. Therefore, employees are expected to report to work on time and as scheduled. Employees who do not show up for work on time or are absent without leave shall be subject to disciplinary measure up to and including termination of employment. The first payroll slip of each contract year indicates the amount of sick leave that is allotted for the entire contract year although it is accrued at a rate of one day each month. New employees are encouraged to not use more than one (1) sick day per month during the first year of employment. The employee will discuss the situation with his/her supervisor if the need arises for consideration to use more sick leave than has accumulated. Sick leave will be awarded on the accrual system. Requests for sick leave are submitted for approval via the online attendance system. Sick leave balances are also available via the online attendance system.~~
- Sick leave is cumulative to 70 days. This would include the sixty (60) days that can be carried forward from a previous school year and the ten (10) days given for the new school year.
- When an employee ends a contract year with excess of 60 sick leave days, the employee is paid at a rate of \$25 per day. An example would be ending the school year with sixty-four sick leave days. The four (4) days exceeding sixty (60) would be paid at twenty-five dollars (\$25) each for a total of one hundred (\$100) dollars. The employee would then carry the sixty days to the next school year.
- Sick leave days are only paid when in excess of sixty (60) days at the end of the school year.
- There is no compensation for sick leave days when an employee leaves employment of the school district.

2. USE OF SICK LEAVE DAYS

Sick leave days may be used for the following reasons:

- illness of employee
- illness or hospitalization of immediate family:

- person living in employee's home,
- the employee's sons, daughters, their spouses, and grandchildren no longer living in the employee's home,
- the employee's siblings
- the employee's parents and the employee's spouse's parents.
- death of:
  - Husband, Wife, Child, Step-Child,
  - Grandchild, Son-In-Law, Daughter-in Law,
  - Father, Father-In-Law, Mother, Mother-In-Law,
  - Brother, Brother-In-Law, Sister, Sister-In-Law,
  - Grandfather, Grandfather-In-Law, Grandmother, Grandmother-In-Law,
  - Step-Mother and Step-Father.

One day of sick leave is granted for the funeral of above named relatives unless additional leave is approved.

One day of sick leave may be used to attend the funeral of any aunt or uncle, niece or nephew, of an employee or the employee's spouse.

Use of sick leave in excess of 2 days due to illness must be verified by a physician upon request by district.

### 3. CLASSIFIED SICK LEAVE BANK

- PURPOSE: The purpose of the sick leave bank is to provide temporary relief (beyond accumulated individual sick leave) from loss of pay due to severe illness, major surgery or other circumstances as approved by the Classified Employees' Sick Leave Bank Committee.
- MEMBERSHIP: Membership in the USD 417 classified employees' sick leave bank is restricted to classified employees of the district. Annual membership in the sick leave bank is accomplished by donating one (1) day of individual sick leave to the bank. Classified employees may not donate more than one day of sick leave per year.
- MAXIMUM ACCUMULATION: Maximum accumulation in the district sick leave bank shall be 120 days. Once the maximum number of days are accumulated, near maximum levels shall be maintained by allowing donations in the following order:
  - a. New employees will be allowed to donate to the bank for membership.  
(Even if maximum accumulation has been realized).
  - b. Donations by members with maximum individual accumulation of sick leave.
  - c. Donations by the general membership in ascending order of years of employment.
- SICK LEAVE BANK COMMITTEE:
  - a. Membership - Two representatives from each classified employment group will serve as the sick leave bank committee. Classified employment groups are as follows:
    - Building Secretaries and District Office
    - Custodians and Maintenance
    - Teacher Aides

Food Service  
Bus Drivers

b. Decisions of the committee are final and may not be appealed. Six affirming votes are required to approve a request for sick leave bank days.

- REQUESTS: Requests for sick bank days shall be forwarded to the Superintendent within ten (10) days following the depletion of the member's individual leave accumulation, sick leave and vacation leave if applicable. Requests may be filed in behalf of the incapacitated member by any member of the classified sick leave bank committee. The requesting member may appear before the committee, or provide medical records, to support the request for days from the bank.
- LIMITATIONS: Sick leave bank days may be awarded only to a bank member for personal or employee spouse or children's illness, injury, or surgery. Child care and short term illnesses such as common colds and influenza will not be considered for awarding of sick leave bank days. The committee may require a physician's confirmation of illness or injury. No individual may be granted more than 20 days of sick leave bank in any one school year.
- SALARY PROTECTION: Salary protection for the twenty (20) sick leave bank days awarded to an individual will be at the rate of one-hundred percent (100%) of the employee's daily rate of pay.
- REPAYMENT OF SICK LEAVE BANK DAYS: Upon return to service, the employee will repay the sick leave bank for the borrowed days at the repayment rate of two (2) days per year beginning the following year or years as necessary. Two days will automatically be taken each year plus all unused sick leave at the end of the year. If the nature of the illness or injury is such that the employee is unable to return to work, no repayment will be required. The committee may, however, authorize withholding final payment to any employee in the amount due the District.

4. PERSONAL LEAVE:

Three (3) days of sick leave may be converted to use as personal leave each contract year.

- Personal leave must be approved one week in advance.
- Employees will not be granted personal leave on the first or last day of the school calendar.
- Personal leave will be granted relative to the availability of substitute employees.
- The above limitations may be waived by the supervisor in cases of emergency.
- Personal leave is not cumulative.

5. JURY DUTY:

Classified personnel who are required to serve on jury duty or other similar type of legal duty can receive full salary during the period of such service.

- Classified personnel are to file a leave form for such absences. ~~(Sample on page 15.)~~
- Submit the check for jury pay to the District Office and salary will not be reduced because of such leave.
- Reimbursement for mileage will be retained by the employee.

6. ~~LEAVE WITHOUT PAY: (to be used in extreme circumstances only)~~

- ~~Employees should complete a leave without pay request form. (Sample on page 15.)~~

- ~~Requests must be approved by the building principal or immediate supervisor at least one week in advance unless it is an emergency request.~~
- ~~Leave will be discouraged on any day immediately before or after vacation periods, holidays, and during the first or last week of the school calendar.~~
- ~~Board paid fringe benefits will be deducted on a prorated basis beginning on the 6th day of Leave without Pay per contract year. Verifiable emergency or other just cause may allow this to be waived by the principal and superintendent.~~

## 7. PAID HOLIDAYS:

Employees must work a minimum of four (4) hours per day (20 hours in a week) to qualify for paid holiday leave. The following are paid holidays for each employee group:

### Twelve (12) month employees:

Labor Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, Memorial Day, 4th of July

### Secretaries:

Labor Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, Memorial Day.

### Aides, Cooks, Bus Drivers

Labor Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day

## 8. HEALTH INSURANCE

A single health insurance benefit is provided to employees relative to length of contract as follows:

Custodians, Maintenance, Mechanic, Transportation, BOE Clerk, District Bookkeeper, District Secretary (twelve month employees):

One single health insurance premium

### Food Service (contract of student contact days)

Three-fourths (.75) of a single health insurance premium

### Teacher Aides (contract of student contact days)

Three-fourths (.75) of a single health insurance premium

### Building Secretaries (ten month employees - two weeks before and two weeks after school year ends):

One single health insurance premium

### Bus Drivers (nine month employees - routes, activity trips, shuttle buses):

Three-fourths (.75) of a single health insurance premium

Cash in Lieu of Health Insurance Fringe (unwritten for grandfathered employees):

Cash in Lieu will be capped at the current level of 2011-2012 (\$449.39) or less if premiums would be decreased.

## 9. CONTRACT DATES:

### Twelve (12) month employees:

July 1 - June 30

### Secretaries:

Two weeks before school year begins - two weeks after school year ends

### Aides, Cooks, Bus Drivers:

First calendar student school day - last calendar student school day

## 10. VACATION LEAVE:

Each full-time classified employee on a 12-month contract is allowed the following number of vacation days with pay:

<u>Contract Year:</u>	<u>No. of Days</u>	<u>Max Accumulation</u>
1st	5 Days	5 Days
2-10	10 Days	5 Days
11-15	15 Days	5 Days
16 and More	20 Days	5 Days

The superintendent or his/her designee shall approve dates when vacation is to be taken. No more than five (5) days of vacation shall be carried over into the next contract year and there will be no more than five (5) days of vacation accumulated in the contract year that vacation days are carried over into. (Employees hired prior to July 1993 grandfathered.)

- Vacation leave for a contract year occurs during the contract dates of July 1-June 30. **Vacation leave is awarded on the accrual system Requests for vacation days are submitted for approval via the online attendance system. Vacation leave balances are also available via the online attendance system.**

~~Vacation days are prorated for use during the employment year unless approved for circumstances. Examples of non-approval unless approved for circumstances would be a new employee requesting 5 days of vacation leave in the second week of employment or a request for 20 days of vacation leave to begin on the first day of a new school year, July 1.~~

## 11. EVALUATIONS:

Evaluations assess classified employees on personal qualities, commitment to duty and work-related skills related to their job description. Classified employees will be evaluated by their immediate supervisor. All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. An employee may request or a supervisor may conduct more frequent evaluations. A copy of the completed evaluation will be given to the employee after it is signed by both employee and supervisor. Completed evaluations will be placed in the employee's personnel file. (See sample in appendices)

## 12. PAY SCHEDULE:

The current pay schedule is included in the appendices.

### ABSENCES - STAFF:

When you have to be absent from school because of illness, you will need to notify either the building principal or the school secretary as early as possible.

### ALCOHOL, DRUG, & TOBACCO PRODUCTS:

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.

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess or use controlled substances in the 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.

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 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, 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.

The use of tobacco products in any form and/or electronic cigarettes is prohibited in any school building owned or operated by the district and in school vehicles. Possession/use of alcohol, drugs, and/or tobacco products on school property is forbidden by district policy and state law.

#### BLOOD BORNE PATHOGENS:

The exposure control plan for blood borne pathogens is available for review from the school nurse.

#### CELL PHONES/PAGING DEVICES:

Staff members shall not use a cellular phone/paging device while on duty (or while attending a school-sponsored activity on or off school property), unless the staff member has been assigned a device by the administration for job-related use, or the staff member is serving as an active member of a volunteer firefighting organization or a volunteer emergency medical service organization. Limited use to deal with family emergencies is permitted.

A "paging device" is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

#### CHILD ABUSE:

Any 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.

It is recommended the building administrator also be notified before the report is made.

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.

#### 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 the recovery from the illness, when authorized by the employee's physician.

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.

#### EMPLOYEE SAFETY:

USD 417 is very concerned with your safety, both on and off the job. Employees and their families should be spared the distress, incapacitation and financial burden that always result from accidents. It is the policy of this school district to obtain the greatest practical degree of freedom from accidents and to assure that every employee is provided safe and healthy working conditions, free from recognized hazards.

To accomplish this very important goal, authority and accountability for accident prevention is being assigned to all supervisory personnel within their areas of operations.

BOE Clerk serves as the Safety Coordinator. It is the responsibility of the Safety Coordinator to administer a total accident prevention effort covering all employees.

This safety program requires the participation of every employee in observing safe work practices at all times and in all places, along with reporting unsafe acts and conditions to your supervisors. Everyone will benefit from this program.

#### 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.

### 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.

### 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.

### SAFETY:

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

### 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 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 superintendent.

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.

### STUDENT PRIVACY RIGHTS:

District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the information processed by district employees is confidential, and law governs its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information,

information obtained pursuant to Social and Rehabilitation Services (SRS) intervention, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the records and files of the district, except to other authorized employees who may need such information in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise required to release the information under law or court order. In all cases, the employee's immediate supervisor shall be informed, immediately, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district for personal reasons or private gain, will be disciplined in accordance with Board policies, collective bargaining agreements, and district procedures. Disciplinary action may include severe penalties, up to, and including, discharge.

#### TECHNOLOGY:

##### Acceptable Use Policy-

USD 417 has purchased computers and their peripherals and connected to the internet to enhance the learning environment of all students, to help students reach the goals and outcomes of the district, and to aid the faculty and staff in carrying out their respective duties. However, with this usage of the "new" technology comes responsibility on the parts of faculty, staff and students.

The use of or access to district computers and computer software is primarily for but not limited to district employees and students on a building by building basis. The primary student use of computers and the internet is for the performance of student assignments and research. Personal use by students is prohibited without prior approval from the teacher.

##### Software-

Only software purchased by the district may be loaded onto district computers without prior approval. Software licensed to the district (unless as part of a license agreement) shall not be used on non-district computers. District software shall not be copied for personal use. Students and staff may not load personal software onto a machine for limited usage without prior approval of the lab administration or technical personnel.

##### E-mail-

Employees shall have no expectation of privacy when using district e-mail, other official communication systems, computers, or electronic devices. E-mail messages shall be used only to conduct approved and official school business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration and the board.

Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration. The district retains the right to duplicate any information stored in the system or device or on any hard drive. Employees who violate

district computer or electronic device policies are subject to disciplinary action up to and including termination.

#### Privacy-

Students and staff should not expect privacy when using district e-mail or computer systems. E-mail messages must use appropriate language and graphics. Students are expected to use the computer system following the guidelines approved by each teacher in his/her respective classroom. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created in a computer system or on any individual computer. Students who violate these rules or any other classroom rules related to computer usage are subject to disciplinary action up to and including suspension from school.

#### Usage Violations-

1. The following is a partial list of violations:
2. Illegal activity including breaking copyright laws
3. Continuing in inappropriate sites
4. Using the district computers for financial gain
5. Vandalizing other student or teacher's data
6. Gaining unauthorized access to resources with passwords
7. Invading privacy
8. Using inappropriate language or graphics
9. Vandalizing computers, the systems, and peripherals
10. Posting student personal information or pictures on the internet without parental and staff permission
11. Altering the computer system

#### Disclaimer-

Users may encounter material that is controversial, inappropriate, or offensive. However, on the internet, it is impossible to control effectively the content of data and an industrious user may discover controversial materials. It is the user's responsibility to stop access to such material immediately.

#### VANDALISM:

Employees shall report any vandalism immediately to their immediate supervisor.

#### 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 **board of education**.

#### WORKER'S COMPENSATION:

The district will participate in worker's compensation as required by current statute. All employees of the district shall be covered by workers compensation. It is the policy of USD #417 to provide and maintain safe working conditions and to follow practices that will safeguard all employees and result in safe and efficient operations. The personal safety and health of each USD #417 employee is of primary importance. To the greatest degree possible, the administration will provide all equipment and facilities required to ensure employee safety and health on the job.

Benefits are for personal injury from accidents arising out of and in the course of employment in the district. Injuries that 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 jobs duties are not covered under workers compensation. The combined workers compensation benefits and salary received under allowed sick leave, or other available leave, shall not exceed one full day's pay.

All staff accidents or injuries should be reported to the supervisor immediately and a report shall be made within 10 days. This is necessary for possible later worker's compensation claims.

#### EMPLOYEE'S RESPONSIBILITY

1. Notify your supervisor immediately after the accident.
2. Seek medical attention at a district-approved facility (Family Health Center) if necessary.
3. Deliver the doctor's form with release to return to work or work restrictions to your supervisor immediately after doctor's visit.
4. Provide all medical bills, receipts from prescriptions, mileage statements, etc. to the district office.

#### SUPERVISORS RESPONSIBILITY

1. Provide the injured employee with the Report of Injured Employee to be filled out.
2. If there were any eyewitnesses to the accident, they should fill out the Report of Eyewitness Form.
3. Conduct and submit the supervisor's accident investigation. If the investigation required more than eight hours completing, you must notify the office prior to the end of the work shift.
4. Provide all of the above forms to the district office in a timely manner.

#### 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 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.

Personal or District-owned communication devices while driving a district vehicle

Employees shall agree not to use personal or district-owned communication devices while driving a district vehicle. Employees may use them if the use is required to deal with an emergency. The district vehicle shall not be moving when emergency use of a communications device is required. Failure to follow these rules shall be grounds for employee discipline, up to and including termination.

Bullying, school district policies.

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Bullying, school district policies.

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

- (i) Harming a student or staff member, whether physically or mentally;
- (ii) damaging a student's or staff member's property;
- (iii) placing a student or staff member in reasonable fear of harm to the student or staff member; or
- (iv) placing a student or staff member in reasonable fear of damage to the student's or staff

member's property;

(B) cyberbullying; or

(C) any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

(2) "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

(3) "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

(b) The board of education of each school district shall adopt a policy to prohibit bullying on or while utilizing school property, in a school vehicle or at a school-sponsored activity or event.

(c) The board of education of each school district shall adopt and implement a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event. Such plan shall include provisions for the training and education for staff members and students.

(d) The board of education of each school district may adopt additional policies relating to bullying pursuant to subsection (e) of K.S.A. 72-8205, and amendments thereto.

History: L. 2007, ch. 185, § 4; L. 2008, ch. 77, § 1; July 1.

## APPENDICES

~~Leave request form~~

Evaluation form

Pay schedule

Delete Paper Form – Request for Leave

## USD 417 CLASSIFIED PERFORMANCE EVALUATION

Date \_\_\_\_\_

Employee Name \_\_\_\_\_

Date Employed \_\_\_\_\_

Evaluation Prepared By \_\_\_\_\_

Position \_\_\_\_\_

Date of Last Review \_\_\_\_\_

WORK RELATED SKILLS	1	2	3	4	5	NA	Since Last Report Has:		
							Improved	No Change	Regressed
1. Provides clean, safe, and reliable transportation.									
2. Ensures that all activities conform with school transportation guidelines.									
3. Dependable, prompt and available to meet flexible driving schedules.									
4. Attends meetings as required by administration									
5. Maintains student discipline while on bus.									
6. Completes daily pre-trip inspections.									
7. Punctual.									
8. Obeys all traffic laws.									
9. Maintains bus in clean condition.									
10. Completes paperwork accurately and in a timely manner.									
11. Notifies appropriate personnel of route delay or emergency mechanical failures.									
12. Informs mechanic of necessary repairs and maintenance.									
13. Reports all accidents immediately to transportation supervisor.									

INTERPERSONAL	1	2	3	4	5	NA	Since Last Report Has:		
							Improved	No Change	Regressed
1. Functions effectively as member of the transportation team.									
2. Trustworthy.									
3. Supports the value of education.									
4. Is supportive of administrative decisions.									
5. Is receptive to change.									
6. Is receptive to criticism.									
7. Uses good judgment.									
8. Keeps information confidential concerning school records and operations as it pertains to students, parents, and school personnel.									
9. Displays ability, patience and desire to work with students.									
10. Is a good problem solver.									
11. Maintains a positive and productive work attitude.									

1=Excellent 2=Very Good 3=Good 4=Adequate 5=Unsatisfactory NA=Not Applicable

**USD 417 CLASSIFIED PERFORMANCE EVALUATION**

Date \_\_\_\_\_

What are the employee's most outstanding areas of performance?

What are the employee's needed areas of improvement?

Suggestions for improvement:

**EMPLOYEE'S COMMENTS REGARDING THE EVALUATION: (Include information regarding what you believe you have achieved during this review period.)**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

1=Excellent 2=Very Good 3=Good 4=Adequate 5=Unsatisfactory NA=Not Applicable

## 2014-15 Classified Salary Schedule

July 14, 2014  
USD 417 BOE

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, employees agree to follow rules and regulations which have been adopted by the board.

This handbook may be changed or modified and items added or deleted at any time as recommended to and approved by the board.

**TRANSPORTATION  
HANDBOOK  
2014-2015**

**USD 417  
Morris County**

## **Dear Parents / Guardians and Riders**

This handbook is provided so all concerned will be familiar with Transportation expectations and procedures.

USD 417 offers the privilege of bus transportation for all eligible riders. Our goal is to enhance the learning and educational experience of each rider. Every effort will be made to provide a safe, comfortable and pleasant transportation service, while maintaining efficiency at all times.

We ask that both parents and students read and discuss the contents of this handbook to promote a clear understanding of the responsibilities and expectations while riding the bus to school and or events.

Effective transportation service requires appropriate actions by bus drivers and staff, school administrators, students and parents / guardians.

USD 417 will not allow any person to negatively affect USD 417 providing a safe ride to school.

Please complete the last page of this handbook and have your student return it to the bus driver during the first week of riding the bus.

Thank you for your cooperation and support regarding the care and safety of all our children.

Jan Troxell  
Transportation

Doug Conwell  
Superintendent

## **USD 417 SCHOOL BUS DRIVERS**

School Bus Drivers are selected, hired, and trained following a rigorous selection criteria including a criminal history background check. Each driver has earned a Class B Commercial Driver License including a School Bus and Passenger Endorsement. Drivers are required to pass a pre-employment drug test along with a physical and are subject to random drug and alcohol testing.

Each driver has successfully completed the mandatory school bus driver training class as well as periodic in-service safety training. Additionally, drivers are certified in Defensive Driving Skills and First Aid Course requirements.

USD 417 drivers are trained professionals and are expected to conduct themselves as such at all times. They work hard to earn the trust and respect of parents / guardians and students. As a result of their dedication and professionalism, they expect courtesy and consideration from all students and adults.

## **SUBSTITUTE DRIVERS**

Substitute drivers are used to drive when the regular driver is absent. They will use the approved route and will make every effort to stay on schedule but may occasionally run late.

## **RESPONSIBILITY OF THE TRANSPORTATION TEAM**

- Maintain current bus schedules and rider information of all USD 417 buses.
- Meet with drivers at the beginning of each school year and monthly to discuss procedures and safety concerns.
- Investigate all complaints and safety concerns.
- Contact school principals when unsafe behavior is reported. Consequences for unsafe behavior on the school bus may be established by the principal and/or transportation director
- Confer with students, parent, school administrator, and bus driver when appropriate. Drivers may pull the bus over at a safe location to speak with students about behavior and safety guidelines.

## **ELIGIBLE RIDERS**

USD 417 does not have a distance requirement in order to be eligible for busing. Students who live further than 2.5 miles are picked up at the end of their driveway, unless a turn-around is approved in advance by the Transportation Director. Bus stops are available for students who live closer than 2.5 miles. Bus stop information is available at the school. Students may be assigned to bus stops.

Pick up times are estimated and may be changed or adjusted throughout the school year as necessary. All students are expected to be at the designated bus stop 10 minutes prior to pick up. All riders are expected to follow the guidelines of the USD 417 Student handbook, the procedures contained in this handbook, and the instructions of the bus driver.

## **SCHOOL BUS CONDUCT**

A general summation of the bus rules will be posted in each bus.

1. Bus driver is in charge, please cooperate
2. Keep aisle clear
3. Remain seated, facing forward
4. Respect yourself, others, and property
5. Put away items that are unsafe or disruptive if asked
6. Keep all body parts inside vehicle – don't throw anything out of bus
7. No eating or drinking unless approved by driver

## **PRIOR TO BUS ARRIVAL**

All riders are expected to wait at the bus stop until the school bus arrives. Students should practice good citizenship and respect the property of their neighbors. Parent supervision at the bus stop is encouraged at all times. Designated stops may be moved to a location farther away from the students' house if students fail to respect the neighbors' property and/or if vandalism is reported.

Using a bus stop that you are not assigned to may result in loss of riding privileges. The bus drivers are not permitted to add stops or move stops. If you need your bus stop location to be considered for a change for safety reasons, contact Transportation about your concern.

## **BOARDING/RIDING THE BUS**

The school bus will approach the bus stop and utilize the amber traffic warning lights signal to alert other drivers of the bus stop. Students should begin forming a single line and be ready to board the bus. Stand on the side walk or 10 feet away from the roadway while waiting for the bus. No student should ever approach the bus until the bus has completely stopped. The driver will open the door and motion for the students to load. If a student must cross the road, wait until for the bus driver gives the signal that it is safe to proceed.

If no students are visibly present at the bus stop, the bus driver will make a complete stop within the regularly scheduled time and proceed to the next pick up point. Bus drivers are not required to wait any length of time as the students should be ready to board the bus.

Riders are expected to go directly to their seat and prepare for the ride.

School buses are designed with many features for the safety of students. A major design factor is the compartment formed by each seat, which protects the students sitting on that bench seat. In order for this compartmentalization to work properly, proper seating is required. While seated, each student should face forward; the student's torso should be facing forward at all times, the student's back should be flat against the back of the seat and the student should sit flat on the seat. Both feet and legs should be kept in front of their body.

With permission from the bus driver, students may eat or drink on the school bus. Any liquid items must be in a plastic type container with a screw-top lid. If there is trash, the student must properly dispose of it. All candy, gum, food, pens, pencils, and any other objects should be left in a student's back pack.

USD 417 buses can safely transport up to three students per seat. Students may be required to sit three per seat if directed by the bus driver. Drivers may assign student seating. Moving from seat to seat is not permitted during the bus ride.

**CARRY-ON ITEMS** – Carry-on items must be kept in the student's lap while riding the bus. If the item cannot be held in the student's lap or seating space is limited, large items will not be permitted. Sport supplies, balls, etc. must be contained in a bag.

**EXCESSIVE NOISE** - Screaming, talking loudly, singing, or making loud noises on the bus creating a disruptive situation will not be tolerated. Riders should talk only to their seatmate or the person next to them, as conversation should be kept as quiet as possible

**ELECTRONIC DEVICES** – Students who allow their electronic devices to become a distraction or disruption on the school bus will be asked to put the device away. Failure to do so may result in a discipline.

**FIGHTS** – Drivers are not required to physically break up fights on the school bus, however, the driver will verbally instruct the students to stop, and radio for assistance.

**BULLYING** - A student, who has been threatened, bullied, or harassed, should immediately notify their parent, bus driver, teacher, or school Administrator.

#### **ITEMS PROHIBITED ON A SCHOOL BUS FOR SAFETY REASONS**

Gun or gun like toy	Glass containers
Animals	Knife (any size)
Water Balloons	Insects / Fish
Brass Knuckles	Lighters / Cigarettes
Paint balls	Laser pointers
Firecrackers	Stink bombs
Rubber Bands / Clips	Aerosol Spray

#### **AT THE SCHOOL**

All students should remain seated until the bus has completely stopped and the bus is secured. Each school has a particular time to unload and students should follow the directions of the driver. When the driver signals to unload, students should begin forming a single line and proceed to the front of the bus. Pushing and shoving may result in a loss of riding privileges.

#### **RETURN HOME FOLLOWING DISMISSAL**

When students are released from the school they are expected to go directly to their bus.

Buses will depart from the school promptly after dismissal unless otherwise instructed by school officials. Once the driver has shut the door, students are not to chase after

the bus or run along side of the bus. If a student misses their bus, they are to return to the school to make other arrangements.

Students who are moving in or around the buses while they are parked are in "The Danger Zone." Extra caution must be exercised. Once the students board the bus, they are expected to stay on the bus and be seated.

## **EXITING**

As the school bus is approaching a designated stop, students should pay attention and be ready to exit once the bus is stopped and secured. Stay seated until the bus comes to a complete stop. No student should ever walk down the aisle of the bus while the bus is moving.

The amber warning lights signals will be activated before the bus stops. Once the bus is stopped and the door is opened, the red warning lights will be activated signaling all traffic to stop. The driver will allow adequate time for each student to unload.

Students need to look before stepping off of the bus as well as while crossing roadways. All students crossing in front of the bus should watch the driver for assistance. Be alert for vehicles that do not stop when the bus is unloading.

All students should immediately walk away from the bus as they un-load. Students should never touch the school bus while they are walking away. No one should ever stand, walk, or cross the street directly behind the school bus. Students should never try to retrieve any item that may end up under the school bus. Students should cross all streets at the intersections while walking to or from the bus stop. They should obey all traffic signals and signs along the way.

## **STUDENT CONDUCT CONTRACT**

All riders and parents must turn in the Rider's Contract form located in the back of this handbook during the first week of riding. Failure to return this form may result in loss of riding privileges. If any information changes once the contract is on file, it is the parent's responsibility to inform the school of the changes. Schools will then notify Transportation. Parents should allow three days for processing. Parents are responsible for student transportation until information is processed.

## **LOST ITEMS**

Bus drivers are not responsible for lost items or stolen items while on the bus. Any article found on the bus by the bus driver will be retained for the student for the next few days. If the item is not claimed, the item can be collected at the District Office.

## **RESTRICTED AREAS**

USD 417 buses will not enter dead end streets or enter personal property except when approved by the Director of Transportation. Use of private property requires approval by the property owner.

## **FIELD TRIPS/ACTIVITY TRIPS**

All bus safety rules apply to riding the bus to school-sponsored events. The bus driver has overall responsibility for the bus and safety of all passengers; however, the sponsor is expected to actively promote a safe environment on the bus by monitoring student activity.

## **SCHOOL CLOSING**

When schools have to close due to weather or other unforeseen circumstances, all student families will be notified by the school announcement system. School closing information will be broadcast over WIBW television station. Information is also available by calling the USD 417 hotline at 620-767-6985. If early dismissal is necessary, principals and teachers will be certain that no child is released until arrangements for proper supervision have been made. If special arrangements are made, school officials will communicate such with the bus driver involved. When schools in USD 417 are closed due to weather or unforeseen circumstances, we will not transport students to classes held in Emporia. This will include Flint Hills Area Vocational Technical College.

## **INCLEMENT WEATHER CONDITIONS**

Buses may be detained as circumstances dictate, at the school or diverted to a safer location in the event of bad weather. Delivery of students will continue as appropriate conditions occur. Students should follow the driver's instructions, remain calm and quiet so the driver can receive proper safety information over the district radio. Parents are encouraged to meet the bus at their students designated bus stop to allow for orderly delivery of all students. Parents are discouraged from meeting the bus at other locations other than the designated stop.

## **BUS ACCIDENTS**

Most bus accidents are minor in nature. The bus driver will notify the Transportation office and the administrator on duty will respond to the scene. All students are required to remain with the bus and cannot leave with parents until released by authorities. Parents are expected to cooperate with staff. Law enforcement and emergency

personnel each have important actions to complete to ensure that each student rider is safe and properly accounted for. The school will be notified in the event of an accident. In the event of a serious accident, every attempt will be made to notify the parent or guardian.

### **EMERGENCY EQUIPMENT**

School buses are equipped with standard emergency equipment such as, a fire extinguisher, reflective triangles, blood borne pathogens spill kit, first aid kit and a seat belt cutter.

Emergency windows, doors and roof hatches are equipped to make a buzzing sound to alert the driver if students lift one of those handles. Students who sit by these windows or doors are not permitted to lift the red handles or open these exits at any time unless the driver is evacuating the bus or the students are being trained on emergency evacuation. Students who tamper with these exits may lose riding privileges.

### **EMERGENCY EVACUATION**

Practice emergency evacuation drills are performed every semester of the school year. Every rider must participate unless special instructions are designated by school staff.

Students must stay calm and quiet; be ready to listen to instructions from the driver. Excessive noise will make it difficult for everyone to hear. Follow the driver's instructions. They are in charge of the bus and have been trained to take actions to protect all students.

The following procedure is an example of a rear door evacuation:

- The rider nearest the door will open the emergency door, exit, and hold it open.
- The second rider nearest to the door will exit and assist the first rider in helping other students exit the bus.
- Evacuation will start with the seat closest to the door.
- The third rider to exit will act as the guide and will lead the other students to a safe place, usually 50 giant steps away from the bus.
- Once outside the bus, follow the guide, stay together, and follow the driver's instruction as safe, quick, and as complete as possible.
- The driver is usually the last person off the school bus.

The driver is trained to evacuate the bus if an emergency is present. The driver will assess the situation and make a decision to evacuate or keep the students on the bus.

## **AFTER SCHOOL ACTIVITY BUS**

In order for a student to ride the after school activity bus, they must be participating in a school-approved activity such as sports, cheerleading, or tutoring. They must sign up daily at their school for this service. Failure to sign up and/or failure to sign up and then not ride may result in loss of this service.

The Board of Education has designated the following locations as bus stops for activity and athletic bus runs for the 2014-2015 school term:

West-South Route: Wilsey Main Street (by library) Wilsey Corner, Cottonwood Corners, Dunlap Fire Station;

North Route: Pleasant Ridge Church, Dwight corner, PHES; PHMS

State transportation regulations require written parental approval for loading or unloading students at the following locations:

Wilsey Corner, Wilsey Main Street

Dunlap Road

Cottonwood Corners

Dunlap Fire Station

Pleasant Ridge Church

Dwight / Hwy 177 Corner

Delavan Community Building (activity trips only)

If a student is to be unloaded at one of the above stops, please complete the Activity Trip Permission Form available at each school.

Due to safety consideration, we will not unload a child at a designated stop where transportation from the stop to home is not apparent.

**SPECIAL NEEDS TRANSPORTATION** In order to qualify for Special Needs transportation, the student's I.E.P. team must determine that special transportation is needed as a related service. Regular education students with temporary medical conditions or injuries may qualify for temporary special transportation. Please contact the Transportation Director for more information.

**PRESCHOOL PROGRAM** Parents must provide information to the school on a completed Transportation Request Form in order to initiate bus service. Preschool

students that live in the prairie heights area meet the bus at Prairie Heights Elementary or Prairie Heights Middle School for transport to Council Grove in the morning. If the preschool student has a sibling riding a regular route bus, that student may be allowed to ride to school if the residence is more than five miles from the school. Transportation following school is provided to Prairie Heights Elementary School and Prairie Heights Middle School. Parents must be present to pick up their child from these locations. The bus driver must see a parent / guardian before letting the student off the bus. If no parent/guardian is seen, the student will be taken into the office at the Prairie Heights school by the bus aide. If it happens more than one time, it could result in the student not being able to ride the bus.

### **STUDENTS ATTENDING SCHOOL IN EMPORIA (USD 253 and FHTC)**

Transportation will be provided by USD 417 to Emporia daily as per the USD 253 and FHTC calendar.

### **STUDENTS ATTENDING NON-RESIDENTIAL USD 417 SCHOOL**

If a student has been approved to attend a USD 417 school other than their assigned residential school, transportation is the responsibility of the student's family. A student may be permitted to receive transportation services if they meet the bus on the established route at a stop to be determined by the Director of Transportation or where the bus begins/ends the daily route. The bus stop location will not alter the existing route either at the time of initial approval or as a part of future designs of transportation routing.

### **STUDENTS REQUESTING TO RIDE A DIFFERENT BUS HOME OR TO SCHOOL WITH A FRIEND OR TO ANOTHER LOCATION**

Buses are assigned to routes based on the number of riders on the route. If a student would like to ride home or to the school with a friend, prior approval is needed. In the event a bus does not have the capacity to accommodate all the riders, students who are assigned to that bus route will have priority.

**CGES/MS BUS STOP INFORMATION** Students not assigned to bus routes may ride to a bus stop that is not assigned to them following dismissal. This is done in an effort to accommodate parents needing transportation for their student to other activities in town. The student and parent are responsible to communicate daily so parents will know the location the student will be unloaded. USD 417 is not responsible for students unloading at an incorrect location.

## **STEPS TO STUDENT CONSEQUENCES FOR RIDER BEHAVIOR**

Step 1: Each student will be given an opportunity to correct or change their behavior with a verbal warning from the driver.

Step 2: Failure to correct the behavior will result in a written warning from the driver and generate a call to the home to initiate involvement. If the parent/guardian is not able to be reached, the driver will speak with the Principal.

Step 3: If similar behavior continues, the driver will report the activity on a second written warning. The Principal/Transportation Director will determine the appropriate bus suspension/consequences to the school. The school is responsible for notifying the home and the transportation team regarding suspensions/consequences.

Step 4: If similar behavior continues, bus riding privileges will be revoked for the remainder of the school year and transport will become parent responsibility.

The Principal/Transportation Director may suspend or revoke the transportation privilege or entitlement of any student that exhibits a behavior in which immediate consequences are necessary.

## **PARENT'S RESPONSIBILITY**

Read and discuss with your student(s) the contents of this bus rider's handbook. If you have any unanswered questions or concerns, contact Transportation. Please inform your student(s) of the bus number, name and location of their bus stop.

Please have your student(s) at the bus stop at least 10 minutes prior to the actual departure time. It is recommended you wait with your child at the bus stop. If you cannot be at the stop, and the bus is late, instruct your students to return home and contact their parent / guardian for instruction. Please discuss what a privilege it is to ride the school bus and how it helps your family. Behavior on the school bus is discussed at length in this handbook.

Remind your student to tell you, a teacher, a principal, or the bus driver if they have a concern about a situation on the bus.

Once you have covered the safety information with your child, complete, sign, and return the bus rider's contract found on the last page to the bus driver within the first week of riding the school bus.

The parent is responsible for the transportation of their student(s) to and from school during suspension from any bus. This includes field trips and activity buses.

If a student isn't riding, it is the parent's responsibility to notify their bus driver or the Transportation Department at 767-5192 to advise us not to go to the pickup point. This is not required if your child is picked up at a town stop. If the bus comes by three consecutive days and the student doesn't ride, the bus driver will notify the Transportation Director. The stop will be placed on hold until the parent notifies the Transportation Director.

USD 417 Board Approval 7/14/14

2014-2015  
**BUS RIDERS CONTRACT**  
USD 417 PUBLIC SCHOOLS TRANSPORTATION DEPARTMENT

---

Student's Name (Print)

---

School

Grade

Bus #

---

Home Address

City

State

Zip Code

We have read and discussed the School Bus Riders Safety Handbook and we agree to abide by the rules. I /We give permission for the student's information to be maintained by the Transportation Department to be used for Safety and Student Management Purposes.

---

*Student's Signature*

*Date Signed*

---

*Parent / Guardian Name (Print)*

---

Parent / Guardian Name (Signature)

Date Signed

Email Contact: \_\_\_\_\_

Home # \_\_\_\_\_ Work #: \_\_\_\_\_

Cell: \_\_\_\_\_ Other #: \_\_\_\_\_

Please complete and return this contract to the bus driver within the first week of riding. If the driver does not receive it riding privileges may be affected.

# ATHLETIC/ACTIVITIES HANDBOOK

2014-15

## **I. Mission Statement of the Athletic Department**

Morris County USD 417 considers athletics to be an integral part of the comprehensive high school and middle school. Our program provides experiences that will help students physically, mentally, socially and emotionally. It is recognized that school athletic programs are educationally based and we have an obligation to fulfill this element of our school programs. It is our belief that by promoting sportsmanship at all levels, the athletic program instills pride, reinforces a sound value structure, and enhances individual self-esteem. It also promotes the image of our school and our district.

*The athletic mission of the USD 417  
community is to develop character and integrity of student/athletes through the  
virtues of encouragement, hard work, and commitment while promoting a competitive  
spirit.*

## **II. Injuries**

Athletes are to be informed by the coaches to report all injuries to them. This includes injuries that occur both on and off the playing field.

Injuries should be referred to the trainer for diagnosis. If no trainer is available, a member of the staff certified in first-aid should do the evaluation. If an injury requires post practice care such as ice, elevation, anti-inflammatory or the injury caused the student to miss practice the coaching staff is required to inform the student's parents that evening. **If an injury requires professional medical attention, an injury report should be filed with the building AD. The report should be turned in within 24 hours.**

An athlete that received medical attention (whether it be at the school site or visiting a doctor/hospital on their own) is NOT allowed to return to practice or participate in a contest until the trainer and/or athletic department and head coach receive written permission from his/her physician. The head coach should turn all releases in to the athletic director.

### **KSHSAA Head Injury Guideline:**

1. If a student suffers, or is suspected of having suffered a concussion or head injury during a sport competition or practice session, the student: (1) must be immediately removed from the contest or practice and (2) may not again participate in practice or competition until a health care provider has evaluated the student and provided a written clearance for the student to return to practice and competition. The National Federation (NFHS) and the KSHSAA recommend that the student should not be cleared for practice or competition the same day the concussion consistent sign, symptom or behavior was observed.

### **III. Facilities and Equipment**

It is the coach's responsibility to see that the equipment for their sport is properly secured and stored at the end of the season. A full inventory on the athletic director's form is required to be turned in 2 weeks after the completion of their season. All school issued equipment is to be returned to the coach following the season. The coach is to maintain an inventory of his/her equipment and submit that inventory at the conclusion of each season. If equipment/uniform is not returned, any and all awards earned by an athlete will be withheld until such equipment is returned or restitutions have been made.

Coaches are encouraged to assist with improvements to their facilities. However, any and all alterations must be coordinated through the athletic director to ensure that district procedures and guidelines are not violated.

Facilities are not exclusive to a particular sport. Sports that are in season have priority of facility usage. The care of that facility during practice time is the responsibility of the coach. All staff has the responsibility for all facilities at all other times. Leave the facility better than you found it. There are some specific items that all need to be concerned with:

- No shoes (except wrestling) allowed on the wrestling mats
- No tables or chairs are to be left in the gyms (if you use tables or chairs in the gym, take them out when you are finished)
- Storage space is limited. Make sure items are stored properly in the storage closet so as not to limit access.

**FACILITIES USED BY STUDENTS FOR ATHLETICS ARE TO BE SUPERVISED BY AN ADULT AT ALL TIMES. A DISTRICT EMPLOYEE CANNOT CHECK OUT HIS/HER KEYS TO A NON-DISTRICT EMPLOYEE. IF A DISTRICT EMPLOYEE ALLOWS ANOTHER ADULT INTO A BUILDING TO SUPERVISE STUDENTS, THE DISTRICT EMPLOYEE IS STILL RESPONSIBLE FOR THE CLEAN UP AND LOCK UP OF THAT FACILITY.**

### **IV. Athletic Travel**

#### **District Bus/Van Transportation:**

Transportation arrangements utilizing district bus or vans shall be arranged by the head coach and Athletic directors. Departure times should be requested that allow for adequate (Approximately 1 hour prior to game time) warm-up time for the team at the destination but departure times should also be requested to minimize loss of school time. Coaches are to submit their team's travel needs at the beginning of their season. In the event that a contest has to be rescheduled or new contest is scheduled, coaches are to contact the athletic director to have those transportation arrangements made.

Students will only be allowed to ride home with another parent with approval from the student's parents and school officials. Parents will have to sign a district permission form releasing the district of any liability and specifically naming the other parent to whom we are to release their child. It is desired that this form be signed and returned to the athletic director by 9:00 am the morning of the event. **See Alternate Transportation Form on District Website**

**Parents are required to sign-out their students if they are taking them home privately.**

*If students must provide their own transportation for practice: Parental Authorization needs to be on file before practice starts.*

**\*Students that have been suspended from riding district busses are not allowed to ride the bus for athletics or activities and will only be allowed to compete/preform if they are brought to the event by their parent(s).**

#### **Coach's responsibilities while traveling on bus:**

- Provide the driver with the roster of players that will be traveling upon entering the bus. (Roster should include list of Emergency Contacts and Telephone Numbers)
- Sponsors are encouraged to have the address and location of the destination. If parking instructions are available, please give those to the driver.
- If additional stops are to be made, those must be on the transportation request (eating at restaurants, stopping for coaches to board bus, etc.
- Drivers will inform sponsor of seating arrangements of the groups. Generally this is boys in the front, girls in the back.
- It is the coach's responsibility for player conduct while traveling. Coaches must take an active role in the student behavior to support a safe trip. Please sit throughout the bus and refrain from constant cell phone use.
- Food may be permitted. Any trash is the responsibility of the player. Liquids must be in a plastic bottle with a screw-top lid. No exceptions. This includes sponsors and coaches.
- Provide the driver with the roster of players that will be traveling home upon departure.
- All trash must be placed in provided containers prior to end of trip. Sponsor will walk through bus to ensure this.
- Sponsors will wait until all students have rides home upon arrival back at school.

#### **2. Lodging**

When it is necessary to for teams to stay overnight for multiple day contests/tournaments, lodging arrangements will be made by the athletic director. A roster of athletes and coaches is to be submitted and the number of rooms will be calculated based upon 4 athletes per room and 2 coaches per room.

#### **3. Conduct**

Athletes are to be monitored on out of town trip at all times by school personnel. Athletes are to be supervised at all times while attending out of town trips. Athletes and coaches are representatives of the school and their dress should be

appropriate for the designated activity.

Athletes who violate conduct expectations will be suspended from their activity until a conference has occurred with the AD and coach.

A team taking a trip beyond regulary scheduled games or practice, such as watching a college game, is permissable if approved through the athletic director and transpertation director. There are stipulations that must be met:

- A bus driver must be available and willing to drive that date
- All expences for the trip will be paid for by the team or non-school group including: Milage, Driver's Wage, Driver's Meal(s) and a ticket to the event for the driver

#### **V. Standards for Athletic Awards and Presentations**

Each sport has a minimum standard for awarding a letter. That lettering requirement should be written down and communicated to parents in the preseason meeting. When an athlete receives their first athletic letter, they will be given a chenille letter. For all letters received thereafter only a service bar will be issued.

Season record sheets are to be turned into the athletic director two weeks following the conclusion of the season. The coach will issue letter certificates.

**Coaches are to adhere to lettering standards.** Special considerations such as managers, 4-year senior participants, and injured athletes should be submitted to the athletic director for review. Any athlete who quits, resigns or is dismissed from a team before the season has ended, forfeits all rights to earn a letter in that sport, **and forfeits any right to be nominated for post-season honors.**

#### **VI. Post Season Celebrations**

Post-season celebrations are at the head coaches' discretion; they are to celebrate the team's achievement. Post-season celebrations are for individual teams and not to combine high school and middle school teams.

#### **VII. Practices**

**Practices are to meet the following guidelines:**

- Coaches should have a written practice plan for each practice conducted.
- Each practice plan should have water breaks written into the schedule.
- All elements of practice are to be monitored by a staff member. Senior/captains do not have the authority to begin any phase of practice in the coaches' absence. This includes warm-up/stretching and cool-down sessions.
- Coaches should be the first to arrive and last to leave the locker room. Locker rooms are not to be unmonitored. At least one coach should be present at the site until all athletes have left.
- Practices should be limited to 2.5 hours in length.
- Practices are NOT to be conducted on Sunday (including "optional practices"). Were there a rare occasion where during a weekend seeding meeting that a postseason game get assigned to a Monday, an exception could be granted by the

district athletic department.

- Inclement weather warnings are issued by the athletic director or building administration. These warnings are initially issued by text message. Inclement weather warnings are non-negotiable and are to be acted upon immediately. Emergency action plans should include procedures for dealing with weather issues.
- In the advent of potential weather issues including thunderstorms or excessive heat cautions will be sent via email at 2:30 PM by way of email and text message.
- In the event of a school being cancelled all practices, games and activities will be cancelled as well. **\*Exceptions are possible if there were to be a KSHSAA event the next day or a game/tournament were still carried out as scheduled. The schools administrative team will grant any exception.**

#### **VIII. From the KSHSAA Manual:**

##### **During the school year and but not during the season of sport/activity:**

- A school coach may not coach their athletes in the same sport.
- A school coach may coach senior athletes in the same sport following the conclusion of the school season.
- A school coach may not check out player equipment to students (helmet, pads, team jersey, pants, etc.).
- A school coach may check out team equipment to students (balls, implements, etc.).
- A school coach may attend camps or clinics.
- A school coach may not attend camps or clinics with their athletes.
- Students may attend camps or clinics but may not attend camps with their coach.
- A school coach may transport (but not in school vehicles) students to non-school competitions in their sport.
- A school coach may not be reimbursed for transportation costs by the school or booster club.
- A school coach may not transport students to camps or clinics in their sport.
- Students may play on non-school teams but there are restrictions on the number of same school squad teammates, which may be rostered, practice, or play together on non-school teams.
- School conditioning programs may not be sport specific and shall only include weights, running, conditioning and general skill development (not a sport specific skill).
- Sport specific equipment may not be used in conditioning programs.
- Off-season conditioning programs must be open to the entire student body and participants must furnish their own clothing.

**During the school year and during the school season of activity:**

- A student may not practice with or play on a non-school team in the same sport/activity.
- A student may play on a non-school team in a different sport (subject to the school squad limitations).
- A student may receive private instruction at any time of the school year (NOTE: Private is defined as one student receiving instruction from one person during the period of instruction).
- A student may not attend camps or clinics in the same sport/activity.
- A student may attend camps or clinics in different sports/activities.
- A student may serve as a clinician for a camp conducted by their school coach for their sport/activity.
- A student may not serve as a clinician for a camp conducted by outside agencies.

**During the summer:**

- All school coaches **may** attend camps or clinics.
- Students **may** attend camps or clinics.
- A school coach **may** transport (but not in school vehicles) students to non-school competitions in their sport. (Schools or booster clubs may not reimburse the coach for transporting students.)
- A school coach **may** transport (but not in school vehicles) students to camps/clinics in their sport. (Schools or booster clubs may not reimburse the coach for transporting students.)
- All school coaches **may** coach teams including students who would play for the coach the following year from the Saturday immediately preceding Memorial Day through Saturday of SCW #2.
- Beginning Sunday of SCW #3 and ending Saturday of SCW #4 **football, volleyball and basketball coaches may** instruct students in groups limited to a maximum of three for basketball, four for volleyball, five for 8-man football and six for 11-man football when those students initiate a request for individual help/coaching instruction from their coach. (Coaches are not permitted to require players to attend sessions)
- During SCW #3 & 4 a **basketball, volleyball or football coach may** supervise an open-gym but no instruction may be given.
- Beginning Sunday of SCW #5 and concluding Sunday of SCW #7 only voluntary weights and conditioning programs are permitted. **Football, volleyball and basketball coaches may not** have contact with their athletes for sport specific instruction.
- Coaches other than basketball, football and volleyball coaches **may** continue coaching summer teams during SCW # 3, 4, 5, 6. They may not conduct a camp or clinic for their potential players during these weeks.
- Coaches **MAY NOT REQUIRE** students to attend camps/clinics/individual work out sessions, or weights and conditioning during the summer.

- Coaches in all sports **may** conduct a one-week sports camp for team members who would be on their team next year. These camps must conclude on Saturday of SCW #2.
- Students are considered part of the high school program immediately upon graduation from the junior high or middle school. Students are considered a member of the middle/junior high school program immediately after being promoted to the 7th grade.
- Coaches **may** supervise conditioning programs, which are not sport specific for the students who may play for the coach the next school year.
- During the summer period, students **may** play on teams which include any number of students from their same school squad. There are no roster limitations on students from the Saturday before Memorial Day until the Tuesday after Labor Day.
- A school coach **may** check out team equipment to students (balls, implements, etc.)
- To be eligible to attend a coach's one-week camp, students must have been enrolled and in attendance at the coach's school the previous year.
- New students attending a junior high/middle school or high school for the first time must have been enrolled and in attendance at that middle/junior high school's feeder school (s) the previous year.
- New students (summer transfer) must pre-enroll at the new school before attending a coach's camp.
- Students are limited to attending only one coach's camp per sport.

## **IX. Coaching Expectations**

The following are coaching expectations that are necessary and required in all sports. These expectations are a summary of the administration, coaching, performance, relationship, and legal elements by which our coaches are evaluated.

### Administration of the Sport

- Communicate team policies, goals, and selection processes to athletes and parents at preseason parent meetings.
- Make sure that all athletes participating have submitted a KSHSAA Physical Form, Concussion Form, and Code of Conduct Form to the athletic director.
- **Inform athletes of the risk of injury.**
- Game/Meet Preparation-See that equipment setup, transportation, and itineraries are accounted for.
- Practice/Game supervision-Delegate staff to see that practice and locker facilities are monitored at all times. Be the last ones to leave the building. Check to see that the locker room and building are locked.
- Maintain accurate individual and team statistics. Provide a season summary of team record at end of season to the AD.
- Complete and submit all tournament forms before deadline dates.
- Award letters and post-season awards at the appropriate time.

**Coaching:**

- Teach sportsmanship and respect for authority.
- Be knowledgeable and a teacher of fundamentals of the sport.
- Condition athletes to meet the sport's physical demands.
- Uniformly evaluate the skills of your players and quantitatively document those skills when squad selection/player cuts are necessary.
- Prepare athletes mentally, physically, and emotionally for the contests.
- **Show self-control and poise at contests. Proper Sideline Decorum is Essential. NON-VARSTIY CONTEST WILL USUALLY NOT HAVE VARSITY LEVEL OFFICIALS – DEAL WITH IT.**
- Scout and prepare for opponents.
- Evaluate players after each contest.
- Be knowledgeable about the prevention and care of athletic injuries.
- Be a good role model for your players and the community.
- Prepare your assistants. Coach your coaches.

**Performance:**

- The team and players should exhibit sound execution of the fundamentals of the sport.
- Practices should be organized. There should be a seasonal outline as well as lesson plan for every practice.
- The team and players should exhibit positive attitudes and cooperative teamwork.
- All athletes should display good sportsmanship at all times.
- Expectations for winning –
  - Varsity
  - Win against inferior talent
  - Win a minimum of 50% against similar talent

**Non-Varsity:**

- Winning is important but is not the end goal. Development of skills and playing time should be a bigger priority. No records or standings are kept for non-varsity contest

**Relationships:**

- Maintain working relationship with head and assistant(s) coaches. Head coach is responsible for evaluation of assistants.
- Cooperate with other coaches in the administrations of your program.
- Cooperate with other faculty in their academic requirements of your athletes. Attend all professional development in services before any practice.
- Maintain a good relationship with the media and provide program/athlete information for local media.
- Keep players informed about their progress.
- Use fair and impartial treatment of all players.

- Work for the future of each player (job, college, scholarship)
- Keep parents informed.
- Support and work with the booster club.
- Assist with the administration of league, regional, and state tournaments.

#### **Professional Growth:**

- Attend coaches' meetings and KSHSAA rules meetings.
- Attend clinics/workshops (USD 417 will reimburse up to the cost of the KSHSAA Coaching School for each coach)
- Be a member of local, state or national associations.
- Read current literature pertaining to the sport (books, magazines, special circulations).

#### **Legal Duties of a Coach:**

- Provide a safe practice or competitive environment.
- Properly plan and supervise all practices and competitions.
- Develop site-specific emergency response plans.
- Evaluate athletes for injuries and respond with approved first-aid/emergency response techniques.
- Watch for any indications of head injuries and follow the proper protocol if there is any indication of head injury or concussion. Always error on the side of caution in this matter.
- Match or equate athletes appropriate with focused attention to maturity or developmental differences. Using non-students, other than USD 417 staff, for any physical contact drills or scrimmages is prohibited.
- Provide or maintain appropriate, safe, and properly fitted equipment.
- Supervise appropriately before, during, and following practice, conditioning or competition.
- Keep thorough records.
- Know, document, post, and implement school and team policies.

#### **X. Evaluation**

Head coaches will be evaluated within 3 weeks of the conclusion of the season; the coach should set up a meeting time with the AD. At this time all post season records should have been submitted on a Google Doc including a final team roster, a list of all results for the program that season, a list of letterman and any other applicable post season awards, an up to date inventory and a Wants, Needs and Wish list for the future of the program. Prior to that meeting the coach should complete an evaluation of his/her assistant(s), a self-evaluation, and a season record sheet.

## **XI. INSURANCE**

A student's participation in interscholastic athletics shall be provided insurance through the Kansas State High School Activities Association against injury or any mishap as a result of their participation in a KSHSAA sanctioned activity. KSHSAA insurance coverage begins after the first \$25,000 dollars of expenses, which is the parent/guardians responsibility.

## **XII. Dual Participation**

This policy must be adhered to; to guarantee protection and cooperation for the coaches, participants, administration and parents.

1. Students wishing to dual must attain a cumulative 3.0 GPA to be considered for dual participation eligibility will be determined through an application process.
2. Students must declare a primary activity prior to the start of dual participation.
3. Parents, coaches, student and Athletic Director must be present at a conference to discuss expectations of the student from each coach.
4. Acclimation Period- The first two weeks of the season will be an acclimation period. At the end of 2 weeks of practice there will be a meeting to include student, both coaches, AD and parents to discuss the students role on each team and make a calendar that includes:
  - a. Playing dates for both activities and participation in those dates
  - b. Practice and competition times and dates
  - c. Travel expectations and arrangements for competition dates and practicesAny general adjustments needed to give the student the best ability to be successful may be made at this time. The student will also be allowed to choose one sport at this time with no repercussion.
5. Designated primary sport will ALWAYS take precedent on days of conflict.
6. Students may participate in only 10 competition dates that affect loss of school time. No student shall participate in more than 2 "all day" events. Exceptions must be approved by the administration.
  - a. Total dates for activities are:
    - i. Baseball / Softball: 10 dates (20 games)
    - ii. Track: 8 events
    - iii. Golf: 8 events
    - iv. Volleyball: 36 competition points
    - v. Cross Country: 8 dates

\* Competition dates exclude regional, sub -state and state level competitions
7. Dual participation will only be allowed in fall and spring competition seasons
8. Were a student to quit a sport after the 2-week acclimation period they would be held to the schedule they had created.
9. Students will not be allowed to drive to competition events. Parent(s) must provide transportation and accompany students to "extra" competition dates.
10. Adjustments of the students plan may be made with mutual consent of all parties involved to assure success of the student.

## **XII. Principles of a 7-12 Program**

### **Varsity:**

- To enhance technical and fundamental skills
- To promote team unity
- To compete at the highest level
- To help student/athletes obtain college opportunities
- To compete for FHL and 3A championships

### **Junior Varsity:**

- To enhance skills for varsity competitions
- To improve skills in competition settings
- To familiarize squad members' competition strategies
- To win competitions

### **Freshman:**

- To develop fundamental skills
- To teach basic competition strategies
- To encourage student/athletes to continue their participation in the program throughout high school
- To win competitions

### **Middle School:**

- To introduce fundamental skills and plays used by the high school program
- To teach individuals how to work as a group
- To allow each player a chance to play
- To promote our program via summer camps
- To have fun and promote your particular sport

### **Elementary:**

- To promote our program via summer camps
- To be visible in the schools and community
- To promote your particular sport



July 14, 2014

**Farmer & Drovers Donation**

Accept the monetary donation and approve the purchase and installation of two digital marquee signs

Motion \_\_\_\_\_ Second \_\_\_\_\_ Action \_\_\_\_\_



July 14, 2014

POLICY



Approval of KASB recommended Policy IDEA.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Action \_\_\_\_\_

**IDAE**    **Student Privacy Policy**  
(See BCBK, ICA, ICAA, II, and JR et seq.)

**IDAE**

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

**Student Data Restrictions**

Any student data submitted to or maintained in a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (“FERPA”).

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian’s signature; and 2) shall state student data submitted to or maintained in a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school

performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

\*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. "Biometric data" includes measurable biological or behavioral characteristics that can be used for automated recognition of an

individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Select Student Surveys

No test, questionnaire, survey, or examination containing any questions about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

- the parent or guardian is notified in writing; and
- the parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.

Students may be questioned:

- in the provision of psychological services,
- conducting of student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Collection of such information in these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.

Approved: KASB Recommendation – 7/03; 6/04; 4/07; 6/14

Presented for BOE approval at July 14, 2014  
meeting

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted or authorized by the board or administration. The district shall provide parents notice of their rights under the Protection of Pupil Rights Amendment annually, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

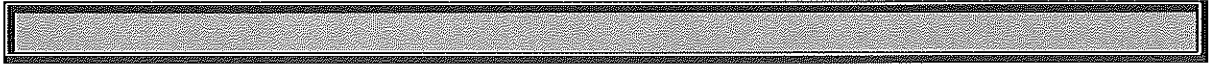
*Note: The reader is encouraged to review policies and regulations for related information.*

Approved: 7/03



July 14, 2014

Dates for Budget



JULY 14, 2014

2014-15 Budget Presentation:

BOE action needed to approve to be published and hearing date set

AUGUST 11 , 2014

Budget Hearing and Approval of Budget

(At least 10 days following approval for publication date)

August 25<sup>th</sup> - all of above completed so Budget can be submitted to KSDE and Morris County Clerk.