

BOE Approved – 08/12/2024



**Licensed  
Employee Handbook  
2024-2025**

# TABLE OF CONTENTS

<b>Acknowledgment of Receipt of Handbook .....</b>	<b>vi</b>
<b>Introduction.....</b>	<b>vii</b>
<b>Equal Employment Opportunity.....</b>	<b>vii</b>
<b>Mission Statement.....</b>	<b>vii</b>
<b>Teaching and Learning.....</b>	<b>1</b>
Curriculum.....	1
Instructional Materials.....	1
Lesson Plans .....	1
Homework .....	1
Promotion/Retention .....	1
Exceptional Students .....	1
Student Psychological Services.....	1
Testing Program .....	2
<b>Reports .....</b>	<b>2</b>
Progress Reports.....	2
Report Cards.....	2
Attendance.....	2
Accidents .....	2
Child Abuse.....	2
Vandalism.....	3
Violent Acts.....	3
<b>Schedules.....</b>	<b>3</b>
Parent-Teacher Conferences.....	3
Professional Development Days.....	3
Work Schedule .....	3
Additional Duty .....	4
Duty Free Lunch.....	4
Planning Periods.....	4
Faculty Meetings .....	4
Grading Periods.....	4
<b>Benefits and Compensation.....</b>	<b>4</b>
Leave .....	4
Family Medical Leave .....	4
Military Leave.....	6
Legal Leave.....	8
Jury Duty .....	8
Participation in Community Activities .....	8
Political Activities .....	8
Pay Day .....	8
Lump Sum Payments.....	9
Loyalty Oath.....	9
Reimbursement/Travel Expenses .....	9
Salary Withholding.....	9
Salary Reduction Plan .....	9
KPERS (Kansas Public Employees Retirement System) .....	9

<b>Records.....</b>	<b>10</b>
Personnel Records .....	10
Required Records .....	10
License.....	10
Address Changes.....	10
Driving Records .....	10
Student Records.....	10
<b>Conduct.....</b>	<b>11</b>
Prohibited Substances.....	11
Tobacco Use .....	11
Relations with Students .....	12
Supervision of Students.....	12
Confidentiality.....	12
Sexual Harassment .....	12
Racial Harassment.....	13
Bullying .....	14
Gifts .....	14
Solicitations .....	14
Tutoring For Pay .....	14
Absences/Substitutes .....	15
Dress Code .....	15
Conflict of Interest.....	15
Outside Employment .....	15
Criminal Convictions .....	15
Termination .....	15
<b>District Procedures .....</b>	<b>15</b>
Board Policy .....	15
Assignment and Transfer.....	16
Personal Records .....	16
Reduction in Force .....	17
Resignation.....	17
Exit Interviews .....	17
Job Descriptions .....	17
Evaluations .....	17
Employee Development .....	17
Complaints/Grievances .....	17
Discrimination Complaints.....	18
Chain of Command .....	18
Drug and Alcohol Testing .....	18
Communications.....	18
Field Trips .....	18
Fund Raising.....	19
Interrogation and Investigation of Students.....	19
Searches of Students and Property .....	19
Student Privacy Rights .....	19
Release of Students from School During the Day.....	20
Maintaining Proper Control.....	20
Requests for Records.....	20
For Opt-Out .....	20
Distribution of Materials .....	20
Posters .....	20
Orientation.....	20

Personal Property .....	21
Use of Personal Vehicle .....	21
Weapons .....	21
Telephone Use .....	21
Maintenance Requests .....	21
<b>Health .....</b>	<b>21</b>
Bloodborne Pathogens .....	21
Communicable Diseases .....	21
Health Examinations .....	22
HIPPA Policy .....	22
Automated External Defibrillators .....	22
Medications, Administering .....	22
Hazardous Waste .....	23
Asbestos .....	23
Pest Control .....	23
Animals and Plants .....	23
<b>Safety and Security .....</b>	<b>23</b>
Accidents, Reporting of .....	23
Workers' Compensation .....	23
Safety Rules .....	24
Safety Units .....	24
Drills and Evacuations .....	25
Emergency Closings .....	25
Safety Practices .....	25
Security .....	25
Securing Work Area .....	25
Keys/Fobs .....	26
Staff Identification Badges .....	26
Crisis Plan .....	26
Violent Acts .....	26
Emergency Safety Interventions .....	26
<b>Student Conduct .....</b>	<b>27</b>
Student Handbook .....	27
Student Conduct .....	27
Discipline Procedures .....	27
Attendance Policy .....	27
Tardiness .....	27
Dress Code .....	27
Corporal Punishment .....	27
Bullying by Students .....	27
Suspension/Expulsion .....	28
Reporting to Law Enforcement .....	28
Concealed Observations .....	29
<b>Equipment and Supplies .....</b>	<b>29</b>
Computers .....	29
Copying and Duplicating .....	30
Ordering Procedures .....	30
Requisitions .....	30
Vehicle Request .....	30
Staff Online Activities .....	31

## ***Introduction***

USD 417 is committed to providing a high-quality educational experience for all of our students. District employees will endeavor to exemplify the highest standards of ethical and professional comportment. We will work to create a learning environment that nurtures students to fulfill their potential. And, working in conjunction with parents and community, we will strive to provide a safe and productive educational experience for each and every child. In this, our work will be guided by the policies established by the USD 417 Board of Education for which many of these policies are covered in this Handbook.

## ***Equal Employment Opportunity (GAAA)***

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin. The board shall hire employees on the basis of ability and the district's needs.

See "Discrimination Complaints."

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

## ***Mission Statement***

*USD 417 employees, parents, and patrons, through their cooperative efforts, assure district students of the knowledge, skills, and attitudes necessary to develop into lifelong learners who respect themselves and others, contribute to their communities, and succeed in a changing world.*



## ***Teaching and Learning***

Curriculum IC	<p>Board-approved district goals and learning objectives shall be used by the staff as the basis for developing and implementing instructional programs.</p> <p>Board approved curriculum may be found on the USD 417 website.</p>
Instructional Materials IF	<p>All textbooks, videos, software, and other instructional materials used in the district must:</p> <ul style="list-style-type: none"><li>• Support the district’s instructional goals and learning objectives; and</li><li>• Meet all copyright and fair use guidelines.</li><li>• All videos should be previewed to ensure appropriateness of content for use with students.</li></ul> <p>Videos and other instructional materials may not be used in the classroom solely for recreational purposes.</p> <p>See “Copying and Duplicating”</p>
Lesson Plans IKI	<p>Each teacher shall develop, maintain and follow lesson plans that conform to the board-approved curriculum, the district’s educational goals and the expected student learning outcomes. A copy of lesson plans shall be available to the principal and to substitute teachers. Curriculum guides can be located on the USD 417 website.</p>
Homework IHB	<p>Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.</p>
Promotion/Retention JFB	<p>Teachers may recommend students for promotion when they have demonstrated mastery of the board-approved learning objectives.</p> <p>The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.</p>
Exceptional Students JQ	<p>All programs for exceptional students shall be managed in accordance with the local plans for exceptional students, the policy and rules of the local board, and the rules and regulations of the state board of education.</p>
Student Psychological Services JGD	<p>Various psychological services are available to students through the district, cooperative special education programs, the county and state. Results of any such psychological service, testing program or consultation services will be kept in strict confidence by school authorities and shall be governed by policies JR through JRD. The process for identifying a student shall follow the guidelines in the Kansas Special Education Services Process Handbook. See your building administrator for access to this handbook.</p>

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

See “Final Examinations,” and “Testing Schedule.”

## **Reports**

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

Report Cards JF;IHAH  
Report cards shall be issued to each student at the end of each 9 weeks/trimester for each subject taken. Reasons for deficiencies and/or failures shall be given.

Attendance (Student) JB  
Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording attendance shall be assigned to the teacher on forms prescribed by the superintendent. See “Attendance Policy.”

Accidents JGFG  
Any school employee who discovers an accident on school property or at a school-sponsored event, shall follow the rules for the care of an injured students and report the accident to the building principal or designated representative.

If the person requires medical treatment, the employee shall:

- Send for medical help;
- Make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- Notify the principal or designated representative;
- Follow bloodborne pathogens guidelines;
- Call parents or guardians. If the parent is not available, follow the emergency contact information located on the student enrollment forms.
- Complete the accident report form and turn into the office.

Child Abuse GAAD  
Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the Department of Children and Families (DCF) office (800-922-5330) or to the local law enforcement agency if the DCF office is not open.

It is recommended the building administrator also be notified after 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.

Vandalism  
EBCA

Employees shall report any vandalism to their immediate supervisor.

Violent Acts  
EBC

Any district employee who knows or has reason to believe any of the following has occurred at school, on school property, or at a school sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use, or disposal of explosives, firearms, or other weapons as defined in current law. It is recommended that the building administrator also be notified.

Administrative, professional or classified employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the superintendent:

- Any pupil who has been expelled for conduct which endangers the safety of others;
- Any student who has been expelled for the commission of felony type offenses;
- Any student who has been expelled for possession of a weapon;
- Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- Any student who has been tried and convicted as an adult for any felony, except theft involving no direct threat to human life.

See "Security."

## ***Schedules***

Parent-Teacher  
Conferences  
JFAC

Teachers will make themselves available for parent conferences at mutually convenient times.

The principal will schedule building wide parent teacher conferences as addressed in policy IHA.

Professional Development  
GBRC

All appropriate employees shall attend professional development sessions unless excused by the superintendent. Professional development programs may use all or a portion of the workday.

Work Schedule  
GBR

Certified personnel must be at their assigned area, on time, during each duty day. Any teacher who finds it necessary to leave while supervising students shall first secure approval from the principal. Building and playground assignments shall be made by the principal.

Regular attendance is required of all employees subject to leave provisions in district policy or the negotiated agreement, as appropriate. Excessive

absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

*See other provisions in the negotiated agreement.*

Additional Duty  
GRBE

The board may establish other educational assignments that may extend beyond the school day or time class is in session. Compensation for such assignments, if any, will be as specified in the negotiated agreement.

*See other provisions in the negotiated agreement.*

Duty Free Lunch

*See provision in the negotiated agreement.*

See "Lunch."

Planning Periods

*See provision in the negotiated agreement.*

Faculty Meetings  
GBRD

Staff meetings for certified personnel shall be called by the administration.

Grading Periods

See "Report Cards."

## ***Benefits and Compensation***

Leave\*  
GBRH, GARI,  
GARID

*See provisions in the negotiated agreement.*

### Family and Medical Leave (GARI)

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

Leave is available because of:

1. The birth of a son or daughter of the employee and to care for the son or daughter;
2. The placement of a son or daughter with the employee for adoption or foster care;
3. The need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or
4. A serious health condition of the employee that prevents the employee from performing the job functions.
5. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and
6. the need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of

kin of the service member. Eligible employees are, for reason (6) only, entitled to a combined total of 26 workweeks of leave during a 12-month period.

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

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

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

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

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

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

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

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

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

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

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

#### Military Leave GARID

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

Reemployment rights extend to persons who have been absent from work because of "service in the uniformed services." The uniformed services consist of the following military branches:

- Army, Navy, Marine Corps, Air Force or Coast Guard.
- Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve.
- Army National Guard or Air National Guard.
- Commissioned corps of the Public Health Service.
- Any other category of persons designated by the President in time of war or emergency.

"Service" in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

- Active duty.
- Active duty for training.
- Initial active duty for training.
- Inactive duty training.
- Full-time National Guard duty.
- Absence from work for an examination to determine a person's fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) years limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual's service. The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. If necessary, the employer must provide training

or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.

Individuals must provide advance written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving.

Notice is not required if military necessity prevents the giving of notice; or, the giving of notice is otherwise impossible or unreasonable.

Accrued vacation or annual leave may be used (but is not required) while performing military duty. The individual's timeframe for returning to work is based upon the time spent on military duty.

Time Spent On Military Duty	Return to Work or Application for Reemployment
Less than 31 days:	Must return at the beginning of the next regularly scheduled work period on the first full day after release from services, taking into account safe travel home plus and eight (8) hour rest period.
More than 30 but less than 181 days:	Must submit an application for reemployment within 14 days of release from services.
More than 180 days:	Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

- The application for reemployment is timely;
- The five-year service limitation has not been exceeded; and,
- Separation from service was under honorable conditions.

If documentation is not readily available or it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment

requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions should be directed to Veterans' Employment and Training Service, U.S. Department of Labor.

Kansas law also requires reemployment if an individual is called to active duty by the state.

#### Legal Leave

Legal leave shall mean time away from the job for prosecuting or defending a legal action or for testifying either in a court of law or before an administrative body. If a teacher is a plaintiff in an action against the district, this rule shall not apply. Time away from the job shall be taken as provided in the negotiated agreement.

*Refer to the negotiated agreement.*

#### Other Leaves

*Refer to the negotiated agreement.*

See "Absences/Substitutes."

#### Jury Duty

*Refer to the negotiated agreement.*

#### Participation in Community Activities GAH

Prior permission must be obtained from the superintendent for participation in any non-school community activity which takes place during duty hours.

#### Political Activities GAHB

Staff members elected or appointed to a public office which restricts the employee's ability to complete contractual obligations may be required to take unpaid leave for a period of time determined by the board or may be terminated.

Staff members holding a public office, which in the judgment of the board is less than full-time, shall request unpaid leave from the superintendent at least one week in advance.

An employee who must be absent from school to carry out the duties of a public office must take a leave of absence without pay for the duration for the public office.

#### GCRK

Staff members shall not use school time, school property or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issues.

#### Pay Day

Payday is the 20<sup>th</sup> of each month unless the 20<sup>th</sup> falls on a weekend or holiday. In these instances, payday is the last working day prior to the 20<sup>th</sup>. See "Salary Reduction Plan," below.

New Employees

Licensed employees in their first year of employment with USD 417 have the option to receive their annual salary in 13 equal payments beginning in August.

Lump Sum Payments

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

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

Loyalty Oath

As required by current law, all employees must sign a loyalty oath and file the oath with the clerk before beginning employment and to be eligible for a paycheck.

Reimbursement/Travel Expenses  
GAN

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

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

Employees claim reimbursement on a district requisition or mileage form.

Salary Withholding

For changes to withholding, contact the district payroll clerk.

Salary Deduction/Reduction Plan  
GAL, GAOF

The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). If an employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his her direct supervisor, or to the district bookkeeper.

*Refer to the negotiated agreement.*

Kansas Public Employees Retirement System

Employees who meet the qualifications for the Kansas Public Employees Retirement System must become a member. An employee contribution as determined by current law will be made each pay date.

Requests for information or questions about procedures should be directed to the Clerk of the Board.

## ***Records***

Personnel Records CN, GAK	<p>Personnel files required by the district shall be confidential and in the custody of the record's custodian and/or the superintendent. Employees have the right to inspect their files during regular business hours upon proper notice and under the supervision of an administrator.</p> <p>See "Confidentiality."</p>
Required Records	<p>Each licensed employee must have the following records/forms on file with the director of personnel before the first day of employment:</p> <ul style="list-style-type: none"><li>• Employment application;</li><li>• KPERS enrollment form (if employee is eligible);</li><li>• W-4 withholding certificate;</li><li>• Social security number;</li><li>• Loyalty oath or affirmation;</li><li>• Health form (if working directly with students);</li><li>• Driver's license and driving record (if required for position);</li><li>• INS form (proof of identity);</li><li>• Current teaching license;</li><li>• Verification of employment (if applicable);</li><li>• Health insurance enrollment;</li><li>• Section 125 enrollment forms;</li><li>• Verification of sick leave (if applicable);</li><li>• Sick leave enrollment forms; and</li><li>• Direct deposit authorization.</li></ul>
License	<p>Licensed staff must have a current license on file. A paycheck will not be issued to any licensed staff member whose license is not current.</p> <p>Application for license renewal is the responsibility of the licensed employee, not the principal or secretary.</p>
Address Changes	<p>All address changes must be made with the district office before the end of the pay period in which the changes took place.</p>
Driving Records EDAA	<p>It shall be the responsibility of all drivers of district vehicles to annually provide documentation to the superintendent of the validity of license certification by the Kansas Department of Revenue. If a license is suspended or revoked at any time, such suspension or revocation shall be immediately reported to the superintendent and the driver shall cease driving a district vehicles until the license is restored.</p>
Student Records JR, JRA, JRB, JRC	<p>All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. The general public shall not be allowed to inspect a student's personal record files. The custodian of student records shall disclose the student's educational records only as provided for by law and in policy.</p>



Information about a homeless child's or youth's living situation shall be treated as a student education record, and shall not be deemed to be directory information. Only school officials with a legitimate educational interest may inspect student records without permission from the parent/guardian or eligible student.

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

See "Requests for Records.", and "Confidentiality."

## **Conduct**

Prohibited Substances  
GAOA, GAOB, LDD

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

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

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

Employees shall not 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. See "Criminal Convictions."

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.

Tobacco Nicotine Use  
GAOC

The use of tobacco products in any form and/or of any nicotine delivery device is prohibited for staff members in any school building owned or operated by the district; within 10 feet of entrances, open windows, and air intake vents of such buildings; in other district facilities; and in school vehicles. Any use of tobacco products or nicotine delivery devices on district property shall be only in areas designated for such purpose. For the purposes of this policy, "nicotine delivery device" means any device that can be used to deliver nicotine to the person inhaling from the device.

Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

Relations with Students  
GAF

Employees shall maintain professional relationships with students which are conducive to an effective educational environment. Staff members shall not submit students to bullying, harassment, or discrimination prohibited by board policy. Employees shall not have any interaction of a romantic or sexual nature with any student at any time regardless of the student's age or status or consent.

Staff members shall not submit students to sexual harassment or racial harassment. See "Sexual Harassment" and "Racial Harassment."

Supervision of Students  
JGFB

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

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

After-School Supervision

Students who have been under the supervision of a school employee and whose parents have not arrived to pick them up from the school shall not be left unsupervised. Teachers shall attempt to contact parents to come pick up their child from the school. If the teacher cannot get in contact with a parent, the teacher will call the building principal for directions on how to address the situation.

Confidentiality

Student Information

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

Personnel Information

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

Sexual Harassment  
GAAC

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. Retaliation against a person who reported an act of sexual harassment is unacceptable. The person will be subject to disciplinary action including possible termination.

The district encourages all victims of sexual harassment and person with knowledge of such harassment to report the harassment immediately. Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with the principal or the superintendent. See "Complaints."

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.

Racial Harassment  
GAACA

Racial harassment is unlawful discrimination on the basis of race, color or national origin. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, program or events. Racial harassment against individuals associated with the school is prohibited whether or not the harassment occurs on school grounds.

No student, employee or third party is to racially harass any student, employee or other individual associated with the school. No district employee should discourage an employer or student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provision of this policy. Any violation of this policy by an employee shall result in disciplinary action, up to and including termination.

Racial Harassment can be physical or verbal or written or graphic. Any employee that has been harassed or has witnessed it should report it to the principal. No employee should discourage a fellow employee or student from reporting such claims. Retaliation against an employee or student reporting such claims will not be tolerated.

Bullying GAAE	<p>The board of education prohibits bullying in any form either by any student, staff members, or parent towards a student or by a student, staff member, or parent towards a staff member, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.</p> <p>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 pending a hearing and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.</p>
Gifts GAJ	<p>Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a class or school-related activity.</p> <p>Staff members are prohibited from receiving gifts in excess of \$10 from vendors, salesmen or other such representatives. For the purposes of this policy, food is not considered to be a gift. Premiums resulting from sales projects sponsored by the school shall become the property of the school.</p>
Solicitations KDC	<p><u>Solicitation of Employees</u> Unless permission is granted by the appropriate supervisor, solicitation of employees by any vendor, student, other school district employee or patron during normal duty hours is prohibited.</p> <p>Agents, solicitors, and salesmen shall not be permitted to take time of teachers or students from educational activities.</p>
GAG	<p><u>Solicitations By Employees</u> No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items that may directly or indirectly benefit the school employee.</p> <p>No employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal.</p> <p>See “Conflict of Interest” and “Fund Raising.”</p>
Tutoring for Pay GBRGB	<p>Teachers shall not receive pay for tutoring or private instruction at school unless approved in advance by the board. See “Solicitations By Employees.”</p>
Absences/Substitutes GBRJ	<p>Whenever a teacher is to be absent from teaching duties, the teacher shall notify the principal as early as possible or shall arrange to have some other person notify the principal.</p> <p>See “Leaves” and “Lesson Plans.”</p>

Dress Code GAM	The board encourages appropriate dress for all district employees.
Conflict of Interest GAG	District employees are prohibited from engaging in any activity that may conflict with or detract from the effective performance of their duties. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.  See “Solicitations By Employees.”
Outside Employment GBRG	The board reserves the right of exclusive access to the professional services of licensed employees in accordance with the terms of the contract.  Licensed employees shall not engage in outside employment that impairs the effectiveness of their instructional service.
Reporting of Arrests, Charges and Indictments	<b><u>Employees shall notify the superintendent if they are arrested for, charged with, or convicted of a criminal offense (including entering a plea of guilty or nolo contendere) other than a minor traffic violation (i.e., speeding parking, or a lesser violation). Notice must be in writing, must include all pertinent facts and must be delivered to the superintendent no later than the next scheduled business day following the arrest, charge, or conviction, unless the employee is hospitalized or incarcerated, in which case the employee must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the employee must report the disposition and pertinent facts in writing to the superintendent no later than the next business day following adjudication.</u></b>
Termination GBN	Willful or consistent violation of board policy may result in disciplinary action up to and including termination.  See “Board Policy.”

### ***District Procedures***

Board Policy	Employees shall be familiar with and follow all policies regulations and handbooks established by the board of education. Handbooks are considered policy.
Assignment and Transfer GBE	The board retains the right to assign, reassign and transfer licensed personnel.

Personnel Records  
GAK

Personnel files required by the district shall be confidential and in the custody of the records custodian and/or the superintendent. Employees have the right to inspect their files upon proper notice under the supervision of an appropriate supervisor. All records and files maintained by the district should be screened periodically by the custodian of records.

All personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured.

Requests for References

Unless otherwise allowed by law, a request by a third party for release of any personnel record shall require the written consent of the employee, and shall be submitted to the records custodian who shall respond to the request as the law allows.

Upon receipt of a written request district officials may provide information regarding past and present employees to prospective employers in compliance with current law. Information that may be provided will include:

- employment date(s);
- job description and duties while in the district's employ; last salary or wage;
- wage history;
- whether the employee was voluntarily or involuntarily released from service and the reasons for the separation;
- written employee evaluations which were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.

Immunity Provided

Unless otherwise provided by law, an employer who responds in writing to a written request concerning a current or former employee from a prospective employer of that employee shall be absolutely immune from civil liability for disclosure of the information noted above to which an employee may have access.

Prohibition on Aiding and Abetting Sexual Abuse

Pursuant to the federal Every Student Succeeds Act, the board prohibits the board, individual board members, and any individual or entity who is a district employee, contractor, or agent from assisting a district employee, contractor, or agent in obtaining a new job if the board, individual, or entity knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. For the purposes of this policy, it shall not be deemed assisting in obtaining a new job if the aforementioned individuals or entities participate in the routine transmission of administrative and personnel files in accordance with law and this policy.

Reduction in Force GBQA	<i>Refer to the negotiated agreement.</i>
Resignation GBO	The board shall consider any licensed employee’s resignation, which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district.  <i>Refer to the negotiated agreement.</i>
Exit Interviews GBO	An exit interview may be conducted prior to an employee leaving the district.
Job Descriptions GACB GACA	A job description for each category of licensed employee will be developed by the superintendent. A copy of each job description is filed with the clerk and will be available for inspection during regular office hours.
Evaluations GBI	The board-approved policy and instrument governing evaluation of licensed employees is filed in the central office with the clerk of the board.
<i>See forms page on website for copies of evaluation documents</i>	Evaluation documents on individual employees shall be available to the superintendent, assistant superintendent, other administrators under whose supervision the licensed employee works and others authorized by law.  See “Personnel Records.”  <i>Refer to the negotiated agreement &amp; board policy.</i>
Employee Development GAD	All plans for self-improvement involving expenditure of district funds, or which require time away from the employee’s assigned responsibilities shall be approved in advance by the superintendent.
Complaints/Grievances GAE	Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee.  If the complaint is covered by the grievance procedure, refer to the negotiated agreement or board policy.  If the complaint is not covered by the grievance procedures, the complaint shall be in writing, filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent’s decision shall be final.
Discrimination Complaints KN	Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district’s programs and activities is prohibited. The Superintendent of Schools has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education

Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

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

See "Complaints/Grievances."

Chain of Command  
Solving Problems

Employees are to follow the proper "chain of command" by first contacting your immediate supervisor for resolution of problems. Exceptions may be made if the supervisor is the source of the complaint, for example, in a situation involving sexual or racial harassment. See GAAC and JGEC for details. If neither of these policies apply, employees shall first discuss all concerns with their immediate supervisor before taking additional action. In the absence of the Principal, contact should be made with the appropriate District Administrator for serious situations that cannot wait for the next day for a solution.

Drug and Alcohol Testing  
GAOD

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

Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate regulations.

Compliance with the required elements of the testing program is a condition of employment as a driver in the district.

Communications  
KBE

When approved by the building principal, notes, attendance center announcements or other school-related information may be sent home with students.

See "Distribution of Materials" and "Posters."

Field Trips  
IFCB

Field trips may be approved by the principal when reasonable educational objectives can be established.

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal for approval and received by the district office prior to the last Wednesday of each month for the following month.

The teacher shall notify parents/guardians of a forthcoming field trip using forms designated by the principal.



Fund Raising School  
JK

Student fundraising must be related to school sponsored activities.

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

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

Interrogation and  
Investigation of Students  
JCAC

No one may interrogate or investigate a student on school grounds except the principal, superintendent, or administrator designated by the superintendent.

Searches of Students and  
Property  
JCAB, JCABB

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

Searches of students or property shall be conducted in accordance with the rules approved by the board. Teachers shall not search students or property. No law enforcement officer shall search students or property without a search warrant.

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

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 Department of Children and Families (DCF) intervention, social security number information, and professional misconduct back-ground 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.

Release of Students from School During the Day  
JBH

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

Teachers shall not allow students to run errands requiring the student to leave school grounds during the school day unless leaving the school property is a part of that specific curriculum and then only with a signed parental consent form.

Maintaining Proper Control  
GAO

Each employee is responsible for maintaining proper control in the school. An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance which threatens physical injury to others.

Requests for Records  
CN, JR, JRA, JRB,  
JRC

For Records  
All requests for records should be forwarded to the official custodian of records.

See section on "Records."

For Opt-Out  
IKCA, IKDA

All opt-out requests should be referred to the principal.

Distribution of Materials  
KI

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

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

Posters  
KI

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

Orientation

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

Personal Property

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

Use of Personal Vehicle

Employees are not to transport students in their personal vehicles without permission from their principal and parental consent. The teacher must

have proof of insurance and a valid driver's license and provide this information to the building principal.

Weapons  
KGD

Employees are prohibited from carrying weapons on school property.

Telephone Use

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

Maintenance Requests

All maintenance needs should be requested using the appropriate form and be turned in to building administration to be signed then forwarded to the district office for approval and assignment.

## ***Health***

Bloodborne Pathogens  
GARA

The exposure control plan for bloodborne pathogens is available for review from the district nurse, each school's office, or on the district's website.

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

Communicable Diseases  
GAR

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, school principal, and school nurse so a proper reporting may be made as required by current law.

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

The employee shall be allowed to return to duty upon recovery from the illness, when authorized by the employee's physician.

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

See "Health Examinations," below.

Health Examinations

As a condition to entering or continuing employment, licensed employees must present a district-approved form to the clerk, completed by a health care professional, which states "that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established. If at any

time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. (K.S.A. 72-5213)

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

HIPPA Policy  
ECA

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

Staff Training Required

The district shall provide appropriate and timely professional development activities regarding HIPAA requirements.

Compliance Required

All staff shall abide by HIPAA requirements and maintain the confidentiality of protected health information. The district shall provide notice to staff and students as required by law.

Automated External  
Defibrillators  
JGCBA

The board has authorized the use of Automated External Defibrillators in school buildings. Qualified persons are allowed to use the devices when appropriate. A "qualified person" means an employee who has:

- completed a course in cardiopulmonary resuscitation or a basic first aid course of training that included cardiopulmonary resuscitation training;
- has completed a course of training in the use of automated external defibrillators and;
- demonstrated proficiency in the use of an automated external defibrillator.

Employees who wish to be trained in use of an automated external defibrillator, or who may have questions about these devices are urged to contact their supervisor.

Medications,  
Administering  
JGFGB

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

Hazardous Waste  
EBBA

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 that lists the specific contents.

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

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

Asbestos

An asbestos management plan has been developed for the district. A copy of the management plan is available from district maintenance supervisor.

Pest Control

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

Animals and Plants  
ING

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

## ***Safety and Security***

Accidents, Employee  
Reporting of

If an employee present is qualified to administer first aid, that aid may be given. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program or the school nurse. See "First Aid"

Workers Compensation  
GAOE  
See also JGFG

### Coverage

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

An injured employee must notify the designated employer's workers' compensation coordinator (the BOE Clerk at the District Office) within 20 days of the injury or within 30 days of repetitive trauma in order to be eligible for benefits.

### **EMPLOYEE'S RESPONSIBILITY**

1. Notify your supervisor AND the workers' compensation coordinator (BOE Clerk) immediately after an injury. Your supervisor will provide you

with “Information for Injured Employees,” as well as the “Report of Injured Employee” – please fill this report out as soon as reasonably possible. Your supervisor will investigate the accident and provide the workers’ compensation coordinator with as much information as possible.

2. Seek medical attention at a district-approved facility (Morris County Hospital Medical Clinic) 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.

#### SUPERVISOR’S RESPONSIBILITY

1. Provide the injured employee with the “Information for Injured Employees” form, as well as 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 Report.” 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 workers’ compensation coordinator (BOE Clerk) at the district office in a timely manner.

#### Testing-

The board, through its designated workers’ compensation coordinator, may require a post-injury chemical test as authorized by K.S.A. 44-501 et seq., and, if such test is refused, all workers’ compensation benefits shall be forfeited by the employee.

#### Choice of Physician-

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. However, if the injured employee refuses to use the designated provider, benefits will be limited to \$500.00.

See “Accidents.”

#### Safety Rules

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

#### Safety Units EBB

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

Appropriate safety signs and other safety items are to be posted on or in the near vicinity of potentially dangerous areas and devices.

Teachers shall periodically review the safety rules with students during the school year.

Drills and Evacuation  
EBBE

Teachers shall explain the plan for emergency drills and evacuation to students during the first full week of school.

Teachers shall be familiar with and follow specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. Teachers shall post the evacuation plan in their classrooms.

Emergency Closings  
EBBD

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/TV station WIBW TV/Radio to broadcast a school-closing announcement.

The district will use the notification system to notify parents and employees of school closings

Safety Practices

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

Security  
EBC

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

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

It is recommended the building administrator also be notified.

Securing Work Area

Employees are expected to lock or otherwise secure any files, records, safes, tools, computers, vehicles or other district equipment at the close of each workday and other appropriate times.

See "Personal Property."

Keys/Fobs

The building principal is responsible for issuing keys, FOBs, and PINs and maintaining a current and accurate list of all people who have been issued any of the above listed in order to gain entrance to any district buildings. No keys or fobs shall be duplicated.

Keys and FOBs must be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building.

Keys, FOBs, and PINS shall not be loaned to anyone. Any lost keys and/or FOBs, or compromised door code PINs shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property. The district may bill the employee for the replacement cost of lost keys or FOB cards, and/or cost of re-keying doors/locks if deemed necessary.

**Staff Identification Badges** An identification badge shall be issued to each employee at the time of initial employment. Badges shall be worn when the employee is on duty, and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge may be obtained from the building administrator or immediate supervisor. A temporary badge must be returned at the end of that day. The loss of a permanent badge shall be immediately reported to the building administrator or immediate supervisor, which will issue a replacement badge at a cost to the employee of \$5.00. Badges remain the property of USD 417 and shall be returned to the building administrator at the time of resignation, retirement or termination.

Failure to wear the badge as required may subject the employee to disciplinary procedures.

**Crisis Plan  
EBBF, EBBD** Teachers are responsible for knowing and implementing the district crisis plan in the event of an emergency. Teachers are responsible for students in their care during an emergency situation. A copy of the District Crisis Plan is available at all building offices and the district office.

**Violent Acts (Reporting  
of)  
EBC** See “Security.”

**Emergency Safety  
Interventions  
GAAF** The board of is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined in board policy. The board of education encourages all employees to utilize other behavioral management tools, including preventing techniques, de-escalation techniques, and positive behavioral interventions strategies.

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraints;
- Using face-up (Supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of medical or psychiatric condition;



- Use of mechanical restraint, except:
  - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
  - Any device used by law enforcement officers to carry out law enforcement duties; or
  - Seatbelts and other safety equipment used to secure students during transportation.

## ***Student Conduct***

Student Handbook	All licensed staff shall read, be familiar with and enforce the rules and regulations established in the student handbook(s).
Student Conduct JCDA	Licensed staff shall consistently enforce the rules of student conduct.  The behavior code for students is printed in the student and staff handbooks. See “Discipline Procedures.”
Discipline Procedures	All procedures for classroom discipline must be approved by the principal, explained by the teacher to the students at the beginning of the school year and at other times as appropriate, and filed in the principal’s office.
Attendance Policy JBD	The Board of Education has defined what constitutes excused/unexcused absences and “significant part of the day”. Teachers are expected to follow these definitions when recording absence information.
Tardiness	Teachers are expected to follow school rules regarding the recording and reporting of tardiness.
Dress Code JCDB	Licensed staff shall consistently enforce the student dress code, which is spelled out in student handbooks.
Corporal Punishment JDA	Corporal punishment shall not be permitted in the district.
Bullying by Students JDDC	<p>Bullying is prohibited in USD 417. Bullying means: 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:</p> <p>Harming a student or staff member, whether physically or mentally;</p> <ul style="list-style-type: none"> <li>• Damaging a student’s or staff member’s property;</li> <li>• Placing a student or staff member in reasonable fear of harm; or</li> <li>• Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property.</li> </ul> <p>Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but</p>

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

USD 417 will not tolerate these actions by students or staff.

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

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

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited.

Discipline guidelines for student bullying can be found in the student handbook.

Suspension/Expulsion  
JDD

A student may be suspended or expelled, for reasons set forth in Kansas law and board policy, by the following licensed personnel: superintendent, principal, assistant principal.

If a teacher believes a student has committed an act, which should result in a suspension or expulsion, the teacher shall report the incident to the principal.

#### In-School Suspension

Teachers are expected to get all assignments for students assigned to in-school suspension to the building office.

Reasons for suspension may also require an employee to fill out a report to law enforcement.

Reporting to Law  
Enforcement  
JDDB

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- in possession of a weapon,
- in possession of controlled substance or illegal drug; or
- to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the {principal/superintendent} shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Concealed Observations  
KGB

Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from recording students, employees, and/or board members

surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with JGGA; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

## ***Equipment and Supplies***

### Computers IIBG

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal projects is prohibited without prior permission of the employee's supervisor. A copy of the district's Technology Policies and Procedures, including the Acceptable Use Procedures, are located on the district website. All staff members are expected to read and abide by these policies.

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

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

### No Right to Privacy

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

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

Ownership

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

Secure Files

All employees must secure files containing confidential student information. See "Confidentiality."

Internet

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

Copying and Duplicating  
ECH

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

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

Ordering Procedures  
DJEG

All purchasing of materials, supplies, equipment, and other items must adhere with procedures established by the district's business office. See "Requisitions" below.

Requisitions

All requisitions are to be approved by the building administrator and sent to the district office for approval. Any purchases made prior to securing approval may result in disciplinary action.

Vehicle Request

A request for the use and scheduling of a district vehicle is to be submitted to the building principal for approval. An electronic transportation request form is to be used; this form can be found on the district website under Staff>Staff Resources>Employee Forms. Submission of this request should be done well in advance of the need for the vehicle. Principals are to submit all requests to the district office by the last Wednesday of the month which precedes the date for which the vehicle is needed.

Employees are responsible for re-fueling vehicles and returning a completed vehicle use form which includes mileage information.

Staff Online Activities  
11BGC

Employees are encouraged to use district electronic mail other district technology resources to promote student learning and communication with parents of students and education-related entities. If those resources are used, they shall be used for the purposes directly related to work-related activities. Technology-based materials, activities, and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

District employees, including, but not limited to, classroom teachers and extracurricular activity coaches and sponsors, may set up blogs and social networking accounts using district technological resources and following district policy and guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

In order for district employees and activity sponsors to utilize a social network site for instructional, administrative, or other work-related communication purposes, they shall comply with district guidelines linked in policy 113GC.

## Alphabetical Listing of Handbook Topics

Absences/Substitutes, 14 **GBRJ**  
Accidents (reporting of), 23 **JGFG**  
Accidents, 2 **JGFG**  
Acknowledgment of Receipt of Handbook, vi  
Additional Duty, 4 **GBRE**  
Address Changes, 10  
Animals and Plants, 23 **ING**  
Asbestos, 23  
Assignment and Transfer, 16 **GACE**  
Attendance Policy, 27 **JB**  
Attendance for Students, 2 **JB**  
Automated External Defibrillators, 22 **JGBA**  
Benefits and Compensation, 4  
Bloodborne Pathogens, 21 **GARA**  
Board Policy, 15  
Bullying by Staff, 14 **GAAE**  
Bullying by Students, 27 **JDDC**  
Chain of Command, 18  
Child Abuse, 2 **GAAD**  
Communicable Diseases, 21 **GAR**  
Communications, 18  
Complaints/Grievances, 17 **GAE**  
Computers, 29 **IIBG**  
Conduct, 11  
Confidentiality, 12 **JR**  
Conflict of Interest, 15 **GAG**  
Copying and Duplicating, 30 **ECH**  
Corporal Punishment, 27 **JDA**  
Counseling Services, 3 **JGD**  
Criminal Convictions, 15  
Crisis Plan, 26 **EBBF, EBBD**  
Curriculum, 1 **IC**  
Discipline Procedures, 27  
Discrimination Complaints, 18 **KN, GAAA**  
Distribution of Materials, 20 **KI**  
District Procedures, 15  
Dress Code (employees), 15 **GAM**  
Dress Code (student), 27 **JCDB**  
Drills and Evacuations, 25 **EBBE**  
Driving Records, 10 **EDAA**  
Drug and Alcohol Testing, 18 **GAOD**  
Drug Free Schools and Communities Act, 11 **GAOA, LDD**  
Drug Free Workplace, 11 **GAOA**  
Duty Free Lunch, 4  
Emergency Closings, 25 **EBBD**  
Emergency Safety Interventions, 26 **GAAF**  
Employee Development, 17 **GAD**  
Equal Employment Opportunity, vii  
Equipment and Supplies, 29  
Evaluations, 17 **GBI**  
Exceptional Students, 1 **JQ**  
Exit Interviews, 17 **GBO**  
Faculty Meetings, 4 **GBRD**  
Family and Medical Leave, 4 **GARI**  
Field Trips, 18 **IFCB**  
Fund Raising, 19 **JK**  
Gifts, 14 **GAJ**  
Grading Periods, 4  
Hazardous Waste, 23 **EBBA**  
Health, 21  
Health Examinations, 22  
HIPPA Policy, 22 **ECA**  
Homework, 1 **IHB**  
Instructional Materials, 1  
Interrogation and Investigation of Students, 19 **JCAC**  
Introduction, vii  
Job Descriptions, 17 **GACB, GACA**  
Jury Duty, 8  
Kansas Public Employees Retirement System, 9  
Keys/Fobs, 26  
Leave, 4 **GBRH**  
Legal Leave, 8  
Lesson Plans, 1 **IKI**  
License, 10  
Loyalty Oath, 9  
Lump Sum Payments, 9

Maintaining Proper Control, 20 **GAO**  
 Maintenance Requests, 21  
 Medications (administering), 22 **JGFGB**  
 Military Leave, 6 **GARID**  
 Mission Statement, vii  
 Observation, Concealed 29 **JGB**  
 Opt-Out, 20 **IKCA, IKDA**  
 Ordering Procedures, 30 **DJEG**  
 Orientation, 20  
 Outside Employment, 15  
 Parent-Teacher Conferences, 3 **JFAL**  
 Participation in Community Activities, 8  
**GAH**  
 Pay Day, 8  
 Personal Property, 21  
 Personnel Records, 10, 15 **CN, GAK**  
 Pest Control, 23  
 Planning Periods, 4  
 Political Activities, 8 **GAHB**  
 Posters, 20 **KI**  
 Professional Development, 3 **GBRC**  
 Progress Reports, 2 **JF**  
 Prohibited Substances, 11 **GAOA, GAOB, LDD**  
 Promotion/Retention, 1 **JFB**  
 Racial Harassment, 13 **GAACA**  
 Records, 10 **CN, JR,**  
 Reduction in Force, 17 **GBQA**  
 Reimbursement, 9  
 Relations With Students, 12 **GAF**  
 Release of Students from School During  
 the Day, 20 **JBH**  
 Report Cards, 2 **JF**  
 Report to Law Enforcement, 28 **JDDB**  
 Requests for Records, 20 **CN, JR, JRA, JRB, JRC**  
 Required Records, 10  
 Requisitions, 30  
 Resignation, 17  
 Safety Practices, 25  
 Safety Rules, 24  
 Safety and Security, 23  
 Safety Units, 24 **EBB**  
 Salary Reduction Plan, 9  
 Salary Withholding, 9  
 Searches of Students and Property, 19  
**JCAB**  
 Securing Work Area, 25  
 Security, 25 **EBC**  
 Sexual Harassment, 12 **GAAC**  
 Solicitations, 14  
 Staff Development, 17  
 Staff Identification Badges, 26  
 Student Conduct, 27  
 Student Handbook, 27  
 Student Privacy Rights, 19  
 Student Psychological Services, 1 **JGD**  
 Student Records, 10 **JR, JRA, JRB, JRC**  
 Supervision of Students, 12 **JGFB**  
 Suspension/Expulsion, 28 **JDD**  
 Tardiness, 27  
 Telephone Use, 21  
 Termination, 15 **GBN**  
 Testing Program, 2 **II**  
 Testing Schedule, 2  
 Tobacco Use, 11 **GAOC**  
 Travel Expenses, 9 **GAN**  
 Tutoring for Pay, 14 **GBRGB**  
 Use of Personal Vehicle, 21  
 Vandalism, 3 **EBCA**  
 Vehicle Request, 30  
 Violent Acts, 3 **EBC**  
 Weapons, 21 **KGD**  
 Workers Compensation, 23 **EBAA, GAOE**  
 Work Schedule, 3 **GBR**