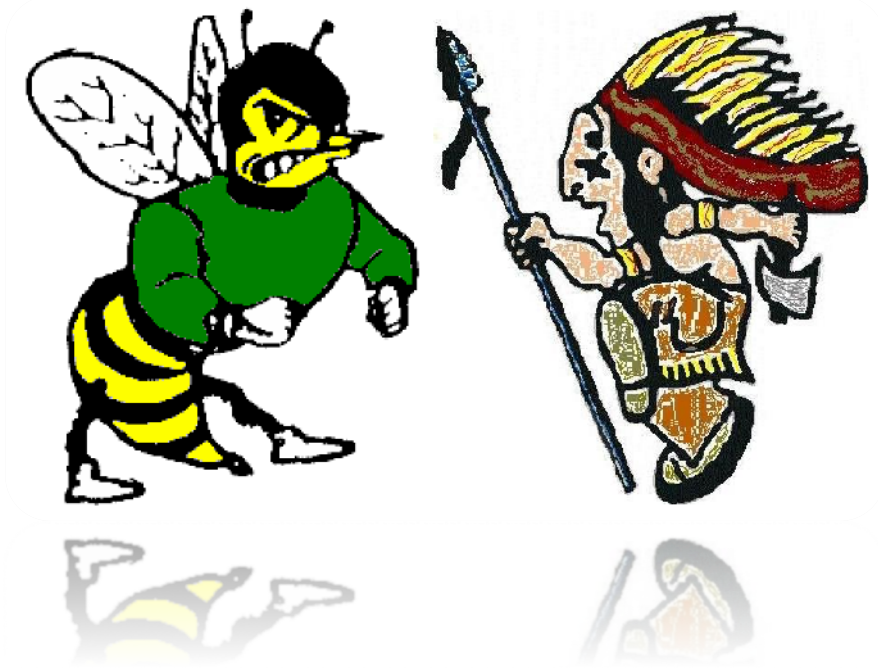


USD 505

Staff Handbook

and

Procedure Manual



2017-2018

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Acknowledgment of Receipt of Handbook

Employees are required to sign a statement annually acknowledging the receipt of the handbook and for other provisions.

Please see the **last page of this document**: *Acknowledgment of Receipt of Handbook*.

Sign and submit the ***Acknowledgment of Receipt*** to the superintendent no later than end-of-day, **September 22, 2017**.

INTRODUCTION

Using This Handbook

All topics are listed in alphabetical order. If there is a corresponding KASB policy code, it has been recorded to the right of the topic to cross-reference policy language.

This handbook is approved by the board and contains enforceable district policy.

Provisions of the negotiated agreement are not placed in the handbook. Negotiation issues are starred* and the reader is referred to the negotiated agreement. Provisions of the student handbook are not placed in this staff handbook. The student handbook explains all rules, regulations, and guidelines for students. All staff should be familiar with the student handbook. The negotiated agreement, the student handbook, and the staff handbook should be considered a three-volume reference guide for all staff.

Other resources and sources which might be helpful include the following:

- USD #505 Negotiated Agreement
- USD #505 Student Handbooks
- USD #505 Board Policy
- Greenbush, PDP Toolbox (www.pdptoolbox.org)
- Greenbush, Home Page (www.greenbush.org)
- SEK Interlocal Home Page (www.sekconnection.com)
- KSDE Home Page (<http://ksde.org>)
- KSDE Teacher Licensure (www.ksde.org/cert/cert.html)
- KSHSAA Home Page (www.kshsaa.org)

Equal Opportunity Employer

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

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

Mission Statement

The mission of USD #505 is to provide an environment which offers every student the opportunity to receive a meaningful education.

Educational Goals

Students at USD #505, with the help of the district's staff, shall...

1. Improve academic, vocational, and life skills.
2. Promote a positive self-concept.
3. Develop good physical, mental, and emotional health habits.
4. Develop skills needed to be a productive citizen.
5. Encourage creativity and aesthetic appreciation.
6. Promote global awareness.

BOARD OF EDUCATION...

The board of education meets the 2nd Monday of every month beginning at 7:00 PM. The board meetings are held in Chetopa with the following exceptions: for the months of September, December, March, June, board meetings are held in St. Paul.

Members are the following: Rocky Billings, Tammy Bushong, Jeff Corn, Michelle Feagan, Craig Sanders, Mark E. Smith, and Mike McCracken.

ADMINISTRATION...

Bobbi Williams

bwilliams@usd505.org

Superintendent of Schools, Transportation Director, Federal Compliance Coordinator, Civil Rights Coordinator, Hearing Officer for Free/Reduced Meals, Food Service Program Representative, Freedom of Information Officer, District Attendance Officer, District Truancy Officer, Special Education Records Custodian

Angie Durborow, Chetopa

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K-12 Principal, K-12 Truancy Officer, K-12 Student Records Custodian

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K-12 Principal, K-12 Truancy Officer, K-12 Student Records Custodian

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District Director of School Improvement, District Curriculum Coordinator

Becky Smith, St. Paul

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Kirby Honeycutt, Chetopa

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District Technology Coordinator

Russell Lingerfelt, St. Paul

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St. Paul Technology Coordinator

Clerk of the Board

Terri Ross

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Business Manager, KPERS Representative, Public Records Custodian, Federal Food Services Program Custodian, E-Rate Coordinator

Office Staff:

Krystal Adams

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Chetopa K-12 Secretary, Chetopa Activities Accounts, Chetopa Attendance Clerk

Jeanette Severt

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St. Paul Secretary, St. Paul Activities Accounts, St. Paul Attendance Clerk

Activities Directors:

Dennis Orns (Chetopa)

dorns@usd505.org

Mark Terlip (St. Paul)

mterlip@usd505.org

Our School District.....

Because we are 1A schools, we ask more of ourselves and of our students. We push our students and staff to be their best. We expect more from our people and they are rewarded in return.

The attendance centers for USD #505 are located in Chetopa and St. Paul, Kansas. Salary and fringe benefits are very competitive with other schools in the area. The district is a group provider for BC/BS health insurance.

The junior and senior high schools belong to the KSHSAA. Conference affiliation for both high schools is the Three Rivers League. League membership for the junior high schools is with the Mineral Belt League.

The district receives its special education services from the Southeast Kansas Interlocal #637 in Pittsburg and its general education services from Greenbush.

Chetopa and St. Paul offer a pleasant and safe environment in which to work and play. The district boasts attendance rates above the state average and reports minimal violent acts against staff and students.

Student performance on the State Assessments in reading, writing, math, science, and social studies are at or above the state average. All schools have met AYP. Several Standards of Excellence have been met and the Challenge Award has been received twice.

• Absences/Substitutes...GBRJ

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.

If you know you are going to be gone, fill out the form and notify your building secretary so she can make arrangements for a substitute. Substitute teachers are short in supply, so make your request early.

If you are sick in the morning, call your building **principal** at home/cell. He/she will try to get a substitute for you. Please try to call before 7:00 AM. Immediately upon your return to school, you need to complete the absence form and submit it to your building secretary. All forms are found in each building office. On the "Absence" form, circle whether this is a *request to be absent* or a *report of being absent*. Fill out the form in its entirety.

If you leave during the day, you must contact your building principal before doing so. Never leave the campus without informing your principal or building secretary. Sometimes they try to find you and can't...because you're not there! We don't like to misplace our teachers.

Substitutes for Paraeducators: A substitute will be retained for a paraeducator only if that para works one-on-one for the majority of the day with a special needs student.

Substitutes for Media-Clerks: A substitute will be retained for a media-clerk to ensure that the library is open and available to students and staff.

- **Accidents ...JGFG**

Any school employee who **witnesses an accident** on school property shall report the accident to the building principal. The employee shall complete a Student Accident Report.

If the person requires medical treatment, the employee shall:

(1) send for medical help; (2) make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and (3) notify the principal or designated representative.

If an employee present is qualified to administer first aid, that aid may be given.

If an **employee is injured** on the job, the employee must file a report with the board clerk within **24 hours**. The board clerk will supply the injured employee with the appropriate forms to complete. (The employee has 24 hours to report any injury to the clerk and to receive the appropriate forms to complete.)

The employee must keep copies of all doctor's orders and provide a file copy to the district central office. The employee must inform the doctor or hospital that he/she is covered by the district workers' compensation plan.

Employees must notify the employer within 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from the district office. (From the time the employee receives the appropriate forms from the clerk, the employee then has 10 days to complete the forms and submit them to the board clerk.)

- **Activity Passes**

All staff, certified and classified, will receive activity passes for home events at their respective schools for themselves and their immediate family members.

- **Address Changes**

All address and phone number changes must be made with the clerk and the superintendent before the end of the pay period in which the changes took place.

- **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.

- **Appropriate Use of Equipment and Supplies**

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

- **Asbestos**

Note: The following serves as the required annual notification to employees regarding the asbestos management plan if asbestos is present in district facilities.

An asbestos management plan has been developed for the district. A copy of the management plan is available from the superintendent's office.

- **Assignment and Transfer...GBE**

The board retains the right to assign, reassign, and transfer certified personnel.

- **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. The teacher shall keep a hardcopy record within the classroom grade book and through the district's student management software, Power School.

Grade school teachers take roll in the morning AND report their lunch count when first period begins. Grade school teachers take roll again after returning to the classroom after lunch.

JH/HS teachers take roll every period and report their lunch count first period.

- **Behavior Code (Student)**

Certified staff shall consistently enforce the behavior code.

The behavior code for students is printed in the student handbook.

All procedures for classroom discipline must be approved by and filed with the principal, and shall be explained by the teacher to the students at the beginning of the school year and at other appropriate times.

- **Bloodborne Pathogens ...GARA**

NOTE: The following serves as the required annual notification to employees regarding the board policy on bloodborne pathogens: The exposure control plan for bloodborne pathogens is available for review from the school nurse and/or the superintendent of schools.

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

- **Board Policy**

Employees shall be familiar with and follow all policies and regulations established by the board of education.

- **Building Opening and Closing Time**

The main building is opened each morning at 7:25 AM. The building is secured by the afternoon custodians at the close of the after-school programs.

Teachers have been issued keys/control cards which will gain them admittance to their work areas. Teachers are not to share their keys with any other person. Any lost keys/cards shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property. Teachers shall be charged \$25 for a lost control card and \$100 per exterior/interior key with a maximum fee (per incident) of \$200. There shall not be a fee charged for lost cabinet or padlock keys.

- **Buy Locally**

Employees are required to buy supplies, equipment, and materials locally if at all possible. Employees must include local businesses in their bidding process and price quotes. It may cost a bit more and may require more organization. However, our local businesses support our teams, projects, and students. We, in turn, need to support them.

- **Calendar**

District employees are encouraged to give input on the creation of the school calendar. The school calendar is **usually** completed in December and is usually adopted by the board in January.

- **Certificate (License)**

Certified staff must have a current certificate (license) on file. A paycheck will not be issued to any certified staff member whose certification/licensure is not current.

Application for certificate/license renewal is the responsibility of the certified employee not of the principal or secretary.

Ready to renew your license? The directions for renewal are on your current license. Get the application forms from the KSDE website (<http://www.ksde.org>) under Teacher Licensure. Complete the parts of the form that you can and submit the form to the superintendent so she can fill out the part she needs to. When you are finished with the form, be sure that it has been embossed with the appropriate school stamp.

Questions about your certificate/license?

Please contact the consultant assigned to the numbers that correspond to the last 4 digits of your social security number.

Nikk Nelson, nnelson@ksde.org

785-291-3371, [1000-1999](#), [7000-7999](#)

785-291-3678, [2000-2999](#), [3000-3999](#)

Sungti Hsu, shsu@ksde.org

785-291-3573, [0000-0999](#), [5000-5999](#), [6000-6999](#)

Lori Adams, ladams@ksde.org

785-296-3835, [8000-8999](#)

Diana Stephan, dstephan@ksde.org

785-296-2280, [9000-9999](#)

- **Chain of Command**

The correct chain of command is to go to your immediate supervisor. The next link is the building principal; next is the superintendent; next is the board of education. Don't skip links, it makes the chain weak.

For the chain of command for technology needs, see Appendix A.

- **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, **is required** to promptly report the matter. The employee may report to the building administrator or may directly report to one of the following: **Statewide Reporting (800-922-5330) or SEK Regional (866-548-6703)**.

The building administrator may assist the staff member with the reporting.

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.

- **Class Schedule**

The administrative staff will create class schedules and assign teachers.

- **Coaching and Sponsoring**

When you have signed a supplemental contract to coach or sponsor, you have added more responsibilities to your load. The coach/sponsor is responsible for overseeing the program or activity, supervising the students, and caring for the equipment and supplies.

Coaching and sponsoring is a supplemental duty and those duties associated with the activity shall not interfere with or supersede the primary teaching duties or primary contract duties of the coach/sponsor.

Coaches/sponsors must be sure to follow the guidelines in sports rules books, KSHSAA manuals, and the student handbook. It is the coach's/sponsor's obligation to be informed of these rules and regulations. Read thoroughly each month's *KSHSAA Journal*.

The following are the coaches' guidelines for all sports (**SEE ALSO: *The Coach and Activity Director Handbook***):

ALL SPORTS: COACHES' GUIDELINES

See Coach and Sponsor handbook for additional clarification

District Wide Athletic Contract

The board has adopted a district wide athletic contract which outlines the guidelines for acceptable and unacceptable student athlete behavior. Each coach has the right to add his or her own guidelines, but no guideline may be eliminated from the District Contract. The District Contract must be signed by both the athlete and a parent and returned to the coach by the end of this first week of practice.

Practice

Submit a copy of practice schedules (dates and times) that deter from a normal after school practice to the AD, Principal, and Superintendent. Include this first week's two-a-days, all early morning practices, and Saturday practices. There will be no practice on Sundays except if the team is involved in State-level post-season competition.

No practice will be longer than three and one-half hours (that includes cleaning up and leaving the building). The coach is the last to leave after practice; be sure lights are off, doors are closed and locked, equipment and supplies stored appropriately.

When school is dismissed early for bad weather, after school practice will also be cancelled. When school is called off prior to beginning in the morning because of bad weather, practice may not be held until after 1:00 PM and then only if you have permission from the HS principal.

Handbook (Local and State) Items

Be sure to follow guidelines in sports rules books, KSHSAA manuals, and the student handbook. KSHSAA regulations state that there is to be **NO practicing with mixed building level squads**. Be sure you know the rules of on- and off- season coaching. If you aren't sure, ask the AD or the principal! Read your monthly KSHSAA Journal carefully.

Supplies

Do not waste materials or supplies. Have managers or assistants be responsible for these things. Do not overstock your kits. Carry your kits with you even at practices. Practice the proper blood clean-up procedures at practice and at meets; take no chances with your or your athletes' health. If you anticipate needing something or running out of something, let the AD know ASAP so those supplies can be ordered and picked up. You are NOT to order anything on your own or without an approved requisition.

Coaching and sponsoring, continued...

Uniforms

You are to check out and in all uniforms and equipment. Be sure that you run an inventory of who checked out what so that you can be sure it has been returned. Make it clear that athletes are NOT to get extra equipment, kit supplies, or other “stuff” from the storage areas without your knowledge or authorization.

Under no circumstances should uniforms be left in piles on locker room floors. You are responsible for the care and treatment of the school’s uniforms.

Communicate

Keep the AD, principal, and superintendent informed of confrontations with students and parents. We need to know what’s going on and what you’re dealing with so we can support you and your program.

Acceptable Behavior

- ✓ There will be **no** use of vulgar or profane language from the coaches or the athletes during practice or during events.
- ✓ Our players will show good sportsmanship at all times. There will be no show of out-of-hand anger by an athlete which embarrasses the player, the coach, the patrons, or the district. Examples would be kicking the bench, throwing a helmet, using profanities, or other out-of-control displays. The player will be benched or removed for the remainder of the game and may receive further disciplinary action. The same is true for the coach: no tantrums, argumentative behavior, or display of out-of-control anger.
- ✓ If a player receives a technical foul or unsportsmanlike conduct call from the official, that player is to be benched for the remainder of the game and may receive further disciplinary action.
- ✓ If a coach receives a technical foul or a reprimand from the official, he/she may receive further disciplinary action from the administration.
- ✓ Athletes will support each others’ teams. They will sit together and cheer for other school teams.
- ✓ There will be no displays of unsportsmanlike conduct against opposing teams. There will be no cheers or actions of a derogatory nature against our competitors. We will treat our visitors with respect and we will be respectful when we are the visitors.
- ✓ Student athletes should address the coaches with titles, for example: Coach Terlip; sir; ma’am; Mrs. Blackledge, Coach, etc. Do NOT allow your athletes to address by your last name only.
- ✓ The coach is to have a professional relationship with his or her athletes. The coach is a mentor and counselor and teacher to the student. The coach is not a pal or a buddy to the student. Recognize the boundaries of the relationship between coach and athlete and do not cross that line.

Travel Discipline / Event Discipline

The **coaches** are in charge of the discipline of their teams **while traveling and while at school events**.

Your athletes must know what is expected of them while traveling and while at visiting school sites:

- ✓ When traveling together as a mixed group, there is to be no girl/boy sitting together on the bus. One gender sits in front of the bus and the other gender sits toward the back with the coaches sitting between.
- ✓ The coaching staff sits between the groups of athletes, not at the front of the bus.
- ✓ No standing or walking in the aisles while the bus is moving.
- ✓ Trash is to be picked up and disposed of upon return home.
- ✓ The coach is the last person to leave after practice and upon return of an away event. You don’t leave until every athlete has left the premises. Be sure that the doors are closed and locked and that the lights are turned out. Do not leave a child alone at school or on school premises while he/she is waiting for a ride home.
- ✓ At track meets, only the TEAM or school personnel is allowed on the field or in the team’s “area.”
Students who are not out for track are not to be allowed to be with the team during a meet.
 - ✓ Absolutely NO public display of affection. There will be no warnings for this behavior. If a student or students cause the team embarrassment, they are off the team.

Appropriate Dress

On meet day, team representatives and coaches should dress appropriately. Coaches represent the school and may not wear dirty clothes, rumpled clothes, or other embarrassing apparel. No blue jeans or blue jean shorts may be worn by a coach. Football and track coaches may wear shorts that are appropriate. Coaches and their assistants should make an effort to wear coordinating “uniforms.”

Locker Rooms and Away Sites

The coach is responsible for his/her athletes’ behavior and cleanliness in our own locker rooms as well as at meet sites. Enforce a strict standard of “pick up after yourselves” and “stow your gear where it belongs.”

Team Notebooks

Carry your team notebooks with you at all times (practice and meets). They contain emergency info, what to do in case of an accident, insurance info, parent consent forms, transportation log, etc.

Encourage Academic Behavior

Encourage your athletes to do their best in class as well as on the field. Support your athletes’ teachers when it comes to holding a student in from practice for extra homework help or for disciplinary reasons.

• 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 so a proper reporting may be made as required by statute.

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

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

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

• **Communications ...KBE**

Staff at each building and level receives a weekly bulletin as well as a district weekly bulletin. A master calendar is posted *by the superintendent's* office in Chetopa and in the main office in St. Paul upon which district events are scheduled. In addition, teachers should check their e-mail at least daily for communications from administration.

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

There is no such thing as too much communication. The superintendent will communicate with you face-to-face as much as that is possible, but the primary mode of communication between staff and the superintendent is through e-mail. Please be sure to check your e-mail at least daily for communications from the superintendent.

E-mailing is effective; however, the use of district computers (e-mail and internet) is for district business. Teachers should never be on the computer for communication purposes when they have students in the classroom. There is no expectation of privacy when using district computers.

At both campuses, another effective communication tool is voice mail.
Always read the district newsletter for important information about the district.
And, of course, check your mail boxes for printed messages.

• **Complaints/Grievances**

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*.

If the complaint is not covered by the grievance procedure, 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.

- **Computers ...IIBG**

USD 505 Chetopa - St. Paul is pleased to offer internet access for staff and patron use. In order for staff and patrons to use the internet, they must read, understand, and sign the following acceptable use policy each year.

ACCEPTABLE USE POLICY

1. The school computer network has been set up to allow internet access for **educational purposes only** including but not limited to:
 - 1.1. Classroom activities
 - 1.2. Research activities
 - 1.3. Exchange of project-related ideas, opinions, and questions
2. Student use of the internet is **contingent upon parent/guardian permission**. Parents/guardians may revoke approval at any time.
3. Student use of the internet is **contingent upon district administration permission**. Any district administrator may revoke approval at any time for any length of time.
4. Students will have access to school provided e-mail addresses for educational purposes only.
5. Legal and ethical use of internet resources will be enforced, including but not limited to:
 - 5.1. Users will respect copyright/trademark of all information
 - 5.2. Users may not use vulgar, derogatory, or obscene language
 - 5.3. Users may not access web sites or news groups that contain materials that are obscene or promotes illegal acts
 - 5.4. Users shall not intentionally misrepresent themselves or others
 - 5.5. Hate mail, harassment, discriminatory remarks, and other antisocial behavior are prohibited
6. Game playing may be allowed for educational purposes only.
7. Messaging and access to educational chat rooms may be allowed for educational purposes only.
8. Users have **no expectation of privacy**. Material created and/or stored on the district network is not guaranteed to be private. Network administrators may review system files to ensure its proper use.
9. Users may not download, copy, or store application programs, software, shareware, or freeware without prior permission from the network administrator.

Students who violate these rules or any other classroom rules relating to computer or mobile device use are subject to disciplinary action up to and including suspension or expulsion from school.

Teachers are responsible for closely and directly supervising their students when they work on computers and use on-line resources.

- **Confidentiality**

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to SRS interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose 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 be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties up to and including termination.

Students and staff have the right to expect confidentiality. In addition to the rights provided by federal law (FERPA), staff should respect the rights of other staff members and of students by not discussing school issues with each other or with non-school personnel within the community. A student's grades, behavior, discipline, or personal problems should not be the topic of idle gossip and loose conversation. Be professional in your attitude and demeanor; respect each others' rights; respect the confidence placed in you by your students and colleagues.

- **Conflict of Interest**

GAG

District employees are prohibited from engaging in any activity which may conflict with or detract from the effective performance of their duties.

No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

- **Contract Procedure**

The offer of an employment contract or renewal of an employment contract shall be presented in duplicate. The certified employee shall sign and return both copies within the time period designated by the superintendent. Upon receipt of the signed copies, the contract will be presented to the board for approval.

- **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. A copy of the "fair use" doctrine will be made available to all school employees.

- **Credit Cards**

Purchases may be made with credit cards once a requisition has been approved. Each building principal and the business clerk has a credit card and Wal-Mart card. Purchases may not be made without advance approval (the requisition) from the superintendent. The credit card along with the requisition and sales-receipt(s) must be returned immediately to the building principal or business clerk.

There are two parts to the Wal-Mart credit card: (1) tax exemption card and (2) the actual credit card. Always present the tax exemption card to the cashier BEFORE s/he begins to check.

Each vehicle has a Conoco credit card. When returning a vehicle to the campus, the driver must fill the gas tank and record information in each vehicle's transportation log. The driver must enter the driver number (written on the credit card envelope) and enter the CORRECT odometer reading at the gas pump. Always get a receipt and leave the gas receipt in the credit card envelope.

- **Criminal Convictions**

Any employee convicted of a felony, of driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement.

- **Crisis Plan**

Each classroom and staff member is issued a copy of the most current crisis plan. Staff shall receive in-service training. Each staff member is required to instruct students in the processes of the crisis plan.

- **Curriculum**

IC

Board-approved district goals and learning objectives shall be used by the staff as the basis for developing and implementing instructional programs.

The district curriculum coordinator shall communicate effectively with the staff and administrative staff regarding curriculum alignment, State curriculum requirements, and KSDE up-dates throughout the year. The district curriculum coordinator may call for curriculum council meetings for the purpose of staff in-put and staff instruction.

- **Discipline Procedures**

Each teacher shall develop and submit to the building principal for approval classroom discipline procedures. The district shall use the tenets of Great Expectations for the basis of expected student and staff behaviors.

- **Discrimination Complaints**

GAEA, KN

NOTE: The following serves as annual notification to employees regarding the board's policy on non-discrimination:

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. Dr. Bobbi Williams, USD #505, 430 Elm Street, Chetopa, KS 67336, phone 620-236-7959, 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. Complaints of discrimination will be resolved using the district's discrimination complaint procedure.

- **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.

Materials shall not be placed in teachers' mailboxes by outside persons.

- **Dress Code (Employees)* ...GAM**

The board encourages appropriate, professional dress for all district employees. (Refer to the negotiated agreement.)

- **Dress Code (Student)**

Certified staff shall consistently enforce the student dress code. Staff shall enforce the dress code and shall notify the building principal of those students who are in violation of the dress code. First hour teachers shall report to the building principal any student who is non-compliant with the student dress code. (Refer to the building student handbook.)

- **Drills and Evacuations ...EBBE**

The district maintains a **crisis plan**. A copy of the plan is located in each classroom. Each teacher shall review the crisis plan with students.

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.

- **Driving Records ...EDAA**

NOTE: The following serves as notification to bus drivers that they must document the validity of their license certification each year:

It shall be the responsibility of all school bus drivers to annually provide documentation to the superintendent of the validity of license certification by the Kansas Department of Revenue. If a school bus driver's 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 school bus until the license is restored.

- **Drug and Alcohol Testing ...GAOD**

NOTE: The following serves as annual notification to employees regarding the board's policy on drug and alcohol testing for those required to maintain a commercial driver's license.

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

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

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

- **Drug Free Schools and Communities Act / Drug Free Workplace ...GAOA, GAOB**

NOTE: The following serves as the required annual notification to employees regarding the board policy on drug free schools/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 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.

- **Duty Free Lunch***

Certified staff have the option of a 30 minute duty free lunch period. Teachers may volunteer for lunch duty and receive their meal for free.

Refer to the negotiated agreement.

- **Evaluations ...GBI**

The board-approved evaluation instrument governing evaluation of certified employees is filed in the central office with the clerk of the board and with the superintendent.

Evaluation documents on individual employees shall be available to the superintendent and other administrators under whose supervision the certified employee works and others authorized by law.

See also: the negotiated agreement. All staff are subject to evaluation by their immediate supervisors, the building principal, and/or the superintendent. Certified staff have job descriptions and are part of their evaluation packets. Classified job descriptions are being revised. Job descriptions for supplemental duties are being developed.

The evaluator will schedule goal setting sessions, observations, and post-observation conferences with each individual being evaluated.

- **Exit Interviews**

An exit interview may be conducted prior to an employee leaving the district.

- **Facility Scheduling**

The use of any district owned facility shall be scheduled with the building principal or superintendent.

- **Faculty Meetings***

Staff members are required to attend scheduled faculty meetings and other types of school related meetings as directed by the board of education, the superintendent, or the building principal.

Refer to the negotiated agreement.

- **Faculty Workroom**

The district provides a space in each building to be used as a teachers' workroom and lounge. The district provides a refrigerator, coffee machine, coffee, and accessories. It is the duty of the staff to pick up after themselves and to keep the workroom, kitchenette, refrigerator, and coffee machine cleaned and in respectable order.

It is the teachers' responsibility to keep the teachers' workrooms cleaned. It's pretty simple, really, just put away what you get out, clean the area you mess up, wipe the table when you have smeared it, throw your trash in the trash can, wash your own dishes and cups, and take turns (set up a schedule and post it on the 'fridge door) cleaning out the 'fridge and microwave. **It's your space, so take care of it.**

- **Family and Medical Leave**

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

Family and medical leave is available because of...

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

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

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

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

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave.

Family and Medical Leave, continued...

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.

• **Field Trips ...IFCB**

Field trips may be approved by the principal when reasonable educational objectives can be established. Because of the serious recession and budget constraints, field trips and educational trips are being held at a minimum this school year.

Advance requests for field trips shall be submitted by the teacher to the principal at least three weeks in advance using the correct forms:

- Request for Field Trip (submit to principal)

If the field trip is approved, complete the following forms and submit to the appropriate person:

- Transportation request (submit to transportation director)
- Student Permission for Field Trip (teacher completes the specifics, distributes to students for parent signatures, student returns to teacher)

Also, notify the cooks if the students need sack lunches or will not be eating in the cafeteria on the day of the field trip.

• **First Aid ...JGFG**

First aid shall be administered to students and staff by the appropriate building employee.

• **Forms, Forms, Forms**

Forms, FAX cover sheets, district letterheads, and all needed forms are located in each building office. Soon, the district website will have a secure log-in site where forms may be accessed.

Building secretaries will have copies of **time sheets** and **bus vouchers** for hourly employees. These are due no later than the **2nd day of the month**. It is the responsibility of the employee to submit his/her time sheets and bus vouchers. **BE SURE you are using the current year's form!**

- **Fundraising**

Organizations and classes may raise funds for school and community service, major school events (class trips/field trips), and special equipment (such as weight lifting equipment or sport specific training equipment and team shoes or other required equipment not provided by the district). Funds may not be raised for personal gain including but not limited to attending camps (except cheer), purchasing t-shirts or other personal apparel, or providing meals. Fundraisers for the school year must be submitted in writing for approval by and scheduled through the building principal and superintendent before September 15 of each school year so no two organizations are raising funds at the same time. Organizations/classes may hold only one fundraiser per school year in which the community is solicited to purchase items except for class concession stands. Organizations may host additional events in which they provide an activity or service to the community at a cost. Organizations, classes, or individual students may not solicit the community for cash donations. Sponsors are encouraged to select fundraisers consisting of quality products where at least 40% profit is earned. Organizations hosting a tournament where an entry fee is charged are expected to pay for awards and hospitality through entry fees.

Policy may be waived through Board approval only.

Fundraisers not associated with the school/district (team camps, etc) must specifically state that is it not a school fundraiser and must name the organization or individuals fundraising.

- **Gifts ...GAJ**

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.

Employees are prohibited from receiving gifts from vendors or sales representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school.

- **Grading and Grading Periods**

USD #505 provides four quarterly reporting sessions. At the beginning of each quarter, the student's grades begin anew even though the two quarter grades are cumulative and form one semester grade.

Quarterly grades are based on points. Semester grades are based on the total points from each quarter. Letter grades are NOT averaged to get the semester grade.

The semester grades are separate from each other and have no weight upon each other with the exception of elementary and junior high students whose grades reflect the entire year. Senior high students earn semester credits toward their graduation requirements.

- **Greenbush**

Greenbush offers so many enrichment activities and materials! The district pays big bucks to belong to several programs. Take advantage of our membership to these consortiums. Check out the web site <http://www.greenbush.org> for more information, interesting sites, registration to workshops, and other useful information.

- **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.

- **Health Examinations**

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

- **Homework ...IHB**

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

- **In-service Days**

In-service days will be scheduled during the contract year. Staff and the PDC will have input for in-service topics, agendas, and programs.

- **Instructional Materials**

Instructional materials, as well as the procedure for acquiring these materials, are available from the building principals.

All textbooks, videos, software, and other instructional materials used in the district must...

- ... support the district's instructional goals and learning objectives; and
- ... meet all copyright and fair use guidelines.

Videos and other materials may not be used in the classroom solely for recreational or entertainment purposes.

- **Job Descriptions ...GBBA**

A job description for each category of employee has been developed. Job descriptions are available in each office.

- **Jury Duty***

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 Terri Ross, Clerk of the Board.

- **Keys (Control Cards)**

The superintendent is responsible for issuing keys (and/or control cards) and maintaining a current and accurate list of all people who have been issued these. Staff members are prohibited from duplicating keys.

Keys/cards should be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building. Keys/cards/fobs shall not be loaned to anyone. Teachers shall not share their keys/cards.

Any lost keys/cards shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property. Teachers shall be charged \$25 for a lost control card and \$100 per exterior/interior key with a maximum fee (per incident) of \$200. There shall not be a fee charged for lost cabinet or padlock keys.

- **Leaves***

The district provides each staff member with personal and sick leave days. Sick leave days may also be used for attendance at funerals and/or bereavement leave. The district allows for jury duty and court appearances when subpoenaed. The district provides reimbursement for unused sick leave days upon retirement. For complete "leave" information, *refer to the negotiated agreement.*

Other Leaves* *Refer to the negotiated agreement.*

- **Leave Without Pay**

There is no Leave Without Pay, except for FMLA. Staff (certified and classified) who have used all of their leave and are not on FMLA may be dismissed by the board.

- **Leaving Campus**

All staff are expected to remain on the job during the day. Some staff have a 30-minute duty-free lunch and may use that time as they wish. Planning periods, however, are to be used for school and academic purposes; staff should not expect that planning time to be "free" time, it is to be used for lesson planning, grading papers, and taking care of other job-related responsibilities. If a staff member finds it absolutely necessary to leave the campus, s/he should notify the building principal or the office secretary.

- **Lesson Plans ...IKI**

Each teacher shall develop, maintain and follow lesson plans which conform to the board-approved curriculum, the district's educational goals, and the expected student learning outcomes. Lesson plans should reflect State Standards. A copy of the teacher's lesson plans shall be made available to the principal by the beginning of classes on Monday (or the first day of each week).

- **Library Services**

The district provides media centers at each campus. The district employs a director of library services/media specialist who is assisted by media clerks. The libraries are open during school hours. Efforts are made to open libraries for additional time outside the regular school day. Teachers should coordinate with the librarian/media clerk to schedule library and research times for each respective library / media-center.

- **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.

- **Lump Sum Payments**

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

- **Lunch**

Lunch count: All teachers, at the beginning of the student day, are to report into their respective building attendance software the number of lunches for each day.

Dining: Certified staff members have the option of a 30-minute duty free lunch. Certified staff members may also volunteer to supervise students during the lunch period and then receive their meal for free.

- **Maintenance Requests**

All maintenance needs should be requested using the appropriate "Work Order" form and be turned in to the building principal or head of maintenance.

- **Medications, Administering ...JGFGB**

The appropriate district employee shall supervise the administration of medications to students. The supervision of any medications shall be in strict compliance with the rules and regulations of the board.

District employees (teachers, coaches, classified staff, certified staff) other than the school nurse may **not** dispense or administer **any** medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

- **Orientation**

All certified employees shall receive orientation at the beginning of each school year. Teachers new to the district may receive one additional orientation day at the beginning of the year and shall be compensated per the negotiated agreement.

- **Outside Employment ...GBRG**

The board reserves the right of exclusive access to the professional services of certified employees in accordance with the terms of the contract.

Certified employees shall not engage in outside employment which impairs the effectiveness of their instructional service.

- **Paper**

In Chetopa, the copier and printer paper are located in the teachers' work room; additional copiers are located in the HS library and central office. The rolls of colored paper are located in the elementary school east of the nurse's station. In St. Paul, the rolls of colored paper are located on a rolling cart in the elementary building by the work room. Copiers are located in the office and the library.

- **Parent-Teacher Conferences**

Organized Parent / Teacher Conferences are scheduled two times during the school year and are indicated on the approved school calendar.

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

- **Pay Day***

Salary is paid on or before the 15th day of each month. In order to receive pay on the 15th, the district strongly encourages the employee to use direct deposit.

Refer to the negotiated agreement.

- **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.

- **Personal Vehicle, Use of**

The district provides transportation for student activities and staff training. If, however, it becomes necessary for an employee to transport students in his or her personal vehicle, the employee must provide proof of adequate insurance and a valid driver's license to the principal prior to transporting students. The employee must have administrative approval before transporting students in his or her personal vehicle.

When approved in advance, compensation shall be made at the rate adopted by the board. Use the "Requisition" form to apply for mileage compensation. When district transportation is available but the employee elects to use his or her personal vehicle, compensation shall not be made.

- **Personnel Files ...CN, GAK**

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

- **Pest Control**

The district periodically applies pesticides inside buildings. Any request for additional pest control should be made to the head of maintenance.

Information regarding the application of pesticides is available from the board clerk.

- **Planning Periods***

Certified staff shall have daily planning periods. *Refer to the negotiated agreement.*

- **Posters ...KI**

Posters must be approved by the principal and must have the principal's signature before being displayed in designated areas.

- **Posting of vacancies**

When a teaching vacancy becomes available, the district will inform the current staff via e-mail of the opening one day prior to public posting of the vacancy.

- **Pride**

Take pride in your school, in your students, and in your work. Dress professionally and set a good example for your students. Dress in school colors on game days; participate in homecoming and spirit week activities. Don't be shy about being loyal to your school and to your district.

Take pride in the things the district provides for you. Help take care of your room, the equipment, and campus. Pick up after yourselves; be responsible for your work areas; return equipment and materials to their proper places.

- **Professional Development and PDP Toolbox**

Keep up-to-date in your profession. Use the PDP Toolbox to request attendance at workshops and seminars that will help you be better at your jobs. If you need help with your PDP Toolbox, please contact Jim Nave, Toni Overman, or Marcia Gard. SEE ALSO: *Staff Development*.

- **Professional Library**

The district is committed to building a professional library. Your requests and suggestions for titles and subject areas would be appreciated. The professional libraries will be located in the media centers.

- **Progress Reports ...JF**

Periodic reports either written, by telephone, or individual conference with the parent(s) may be made to parents during the interim between formal reports being issued. Staff shall contact parents of students who are failing to master the learning objectives or whose grades have shown a decrease since the last formal reporting period.

Formal reports (report cards) shall be made to students and parents not fewer than seven days following the end of each established grading period.

Beginning with the fourth week of each quarter, teachers shall issue progress reports (also called interim reports) to the building principal's office for all students. The building principal shall forward one copy of the report to the parent. Parents are encouraged to contact the teacher upon the specific recommendations or comments noted on the report.

- **Racial Harassment ...GAACA**

NOTE: The following serves as annual notification to employees regarding the board's policy on racial harassment:

The Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment on the basis of race, color, or national origin. Racial harassment will not be tolerated in the school district. Racial 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.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination.

All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Racial Harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color, or national origin in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities, or programs of the school;
2. Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile working environment;
3. Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial harassment may result from verbal or physical conduct or written or graphic material.

- **Recruitment**

The superintendent will recruit personnel to fill existing or proposed vacancies and recommend the board hire the most qualified candidate.

- **Reduction in Force* ...GBQA**

Refer to the negotiated agreement.

- **Reimbursement/Travel Expenses ...GAN**

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

Requests for reimbursement shall have all receipts attached. No reimbursement will be allowed for claims without proper receipts.

Reimbursements will be made for any out-of-pocket expense directly associated with the district-approved event, such as meals, registration, and lodging. Reimbursement will not be made for personal incidentals (snacks, personal items, souvenirs, etc.) or for bar tabs. The district will not reimburse meals from inappropriate or of-questionable-taste establishments as determined by the superintendent of schools.

For the authorized use of a personal car, the staff member shall be reimbursed at a mileage rate established annually by the board. If a district vehicle is available and the employee elects not to take the district vehicle, then no reimbursement shall be made to the employee for use of his/her personal vehicle.

Reimbursement claims for expenses and for mileage shall be filed on a "Requisition" form with receipts attached and the beginning-ending odometer reading indicated.

- **Report Cards ...JF**

Report cards shall be issued to each student at the end of each quarter for each subject taken. Reasons for deficiencies and/or failures shall be given.

Progress reports are also sent to each parent for each child at the end of each mid-term.

- **Requests For Records ...CN, JR, JRA, JRB, JRC**

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

- **Required Records**

Each certified employee must have the following records/forms on file with the clerk of the board:

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

- **Requisitioning**

For district purchases: An employee must have an approved requisition before making any purchase. *The employee completes the requisition and submits it to the superintendent for approval. The business manager or superintendent will process the order. See also: Credit Cards.*

For activity account purchases: An employee must have an approved activity account requisition before making any purchase. The employee completes the activity account requisition and submits it to the building principal for approval. The building principal and/or the building secretary will process the order.

An employee may make a purchase using personal funds with an approved requisition. The district will reimburse the employee so long as the requisition was approved in advance of the purchase and a sales receipt is attached to the requisition. The “vendor” then would be the employee. (The “vendor” is the person being paid, not necessarily the place where the purchase was made.)

At the end of the year, each employee will have the opportunity to complete requisitions for the following year. The employee must meet the deadline to ensure purchase of the requisitioned item. Requisitions received after the deadline will be considered and may require board of education action. It is a good idea to keep track of what you need and use during the current year so your requisitions for the following year will be more accurate.

- **Relations with Students ...GAF**

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.

- **Resignation ...GBO**

The board shall consider any certified employee’s resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district. *See Also: the negotiated agreement (resignation, liquidated damages).*

- **Safety Practices**

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

- **Safety Rules**

At the beginning of school, each teacher shall review safety rules with students, including fire and tornado drill procedures.

In addition, each teacher shall review the crisis plan implementation with students.

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

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

- **Saving Money**

Just TRY to help the district save some money. In this deep-recession, every penny counts. Try to do these things:

- Turn off the lights when you leave your room.
- Use a real coffee cup instead of wasting disposable cups.
- Use the “messed up” copier/printer paper for scratch paper for math, webs, rough drafts.
- Make only copies you need. Don’t over-produce.
- Do NOT use the district copiers to print personal items (Christmas letters, pictures, etc.)
- Make use of the equipment and material we already have. **Check with each office for supplies before ordering more.**
- Simply take care of what we have so it will last longer.
- Report any problems with equipment immediately to the building principal or custodian.
- Do NOT alter the thermostat settings.
- Keep the inner entrance doors closed to minimize escaped cool/heat.
- Do whatever you can to save a penny or a nickel; it adds up!

- **School Nurse**

The district employs a full-time school nurse who in turn oversees the proper administration of medications, reviews the health records of all students, and manages the health needs of students.

- **Searches of Students and Property ...JCAB, JCABB**

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

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

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

- **Securing Work Area**

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

All entrance/exit doors will be locked at all times with these exceptions:

1. The front, main entrances will be open until 8:00 AM and then locked.
2. **The building principal will develop a duty plan for staff to supervise the courtyard doors in the morning before classes begin and between classes.**

Students who are late returning to class must use the front entrance doors and get a pass before returning to class.

- **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 the building administrator who in turn shall report 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.

- **Sexual Harassment ...GAAC**

NOTE: The following serves as annual notification to employees regarding the board's policy on 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 {name of coordinator of federal compliance}, the principal or 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.

- **Solicitations**

Solicitation of Employees ...KDC

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

Solicitations by Employees ...GAG

No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service, or other items which may directly or indirectly benefit the school employee. The district web network / e-mail shall not be used to solicit students or staff or anyone else. 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.

- **Special Education ...JQ**

If a student causes concern because of his or her academic performance or behavior, the interrelated case manager should be contacted. Pre-assessment must be completed before a student will be tested. Other services may also be appropriate for students and their specific needs. For more information, see the respective building level interrelated case manager: Regina Hanson (Chetopa Elementary), Michael Kipp (Chetopa Jr/Sr High), Debra Carlson (St. Paul).

The IEP or 504 plan of a student shall be strictly followed. The interrelated room managers will work with the general education teachers in planning and providing for special needs students. Teachers of special needs students should attend any IEP meeting held for their students.

Work with the inter-related room case manager and the assigned paraeducator. The classroom teacher is responsible for providing the accommodations on the child's IEP or 504. Do not place yourself or the district in jeopardy of litigation by ignoring or dismissing the child's individual education plan.

It is the district's responsibility to meet the demands of federal laws PL 94-142 (Education for All Handicapped Children Act) and PL 105-17 (Individuals with Disabilities Education Act).

The child's IEP or 504 Plan is a legal document which indicates the services and accommodations to be provided for the child by the district. These services and accommodations must be carried out as written. It is, therefore, very important that you attend scheduled IEP or 504 Plan meetings. A classroom teacher does not have the right to refuse a special education student into his or her classroom, nor does a classroom teacher have the right to refuse to meet the requirements of the IEP or 504 Plan.

- **Special Events Scheduling**

Special events shall be scheduled with the building principal. Forms are available in all offices which cover (1) the request to have a field trip, (2) student-parent permission forms.

- **Special Services and Counseling Services**

In addition to special education services, students may qualify for other special services.

Both elementary schools are Schoolwide Title schools. Cynda Jarrett directs the Title services for Chetopa Elementary. Becky Smith is the director of Title services at St. Paul Elementary.

The district receives other special education services from the Southeast Kansas Interlocal #637.

The district provides counseling services. Marti Tuck (7-12 at St. Paul), Brian Smith (K-12 at Chetopa) will assist students with academic and personal counseling.

- **Staff Development ...GAD**

All plans for staff development involving expenditure of district funds, or which require time away from the employee's assigned responsibilities, shall be approved in advance by the superintendent.

Professional Development Council

The professional development council is responsible for managing the certified staff's professional development points and also serves in an advisory capacity to the superintendent when planning in-services and professional development opportunities.

The PDC consists of an administrator, the board clerk, and three staff members elected by the certified staff. The district may provide training opportunities to the PDC to keep them up-to-date with changing state requirements and technological changes in managing the program.

See also: Professional Development. When you think you'd like to attend a workshop that will help you become a better teacher, apply for the workshop through the PDP Toolbox.

Some questions have been raised about what the district will provide for staff members attending workshops, either district requested or personally requested. It has been the habit of the district over the last few years to provide registration fees, lodging, meals, and transportation to workshops when they are district requested. Meals will be reimbursed so long as they are reasonable requests. Define reasonable, you say? **Each district employee is allotted \$25 per day for meals**. In addition, the district recommends leaving a gratuity of between 10% and 15%, depending on the size of the group. The gratuity is NOT included in the \$25/daily meal allotment. Reimbursements will be made for any out-of-pocket expense directly associated with the district-approved event, such as meals, registration, and lodging.

Reimbursement will not be made for personal incidentals (snacks, personal items, souvenirs, etc.), personal purchases, or for bar tabs. The district will not reimburse meals from inappropriate or of-questionable-taste establishments as determined by the superintendent of schools.

- **Storms and Emergencies**

The superintendent will make the call for closings or cancellations due to storms or emergencies.

The superintendent will make the call in the mornings before 6:00 AM when possible. Be sure to follow the calling tree when notifying your colleagues.

Each room should have a copy of a crisis plan. See the building principal for a copy of the crisis plan if there is not one in your room.

- **Student Handbook**

All certified staff shall read, be familiar with, and shall enforce the rules and regulations established in the student handbook. The student handbook is board policy and shall be enforced. The student handbook is located on the district webpage. Look for the button on the right which corresponds to your building.

- **Student Loans, Cancellation and/or Deferment**

Do you have a student loan? As a teacher in USD 505 Chetopa - St. Paul, you will qualify for a deferment or forgiveness. Go to this link of the KSDE website: <http://www.ksde.org/Default.aspx?tabid=1918>

- **Student Records ...JR, JRA, JRB, JRC**

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

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

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

- **Substitutes for Paraeducators**

A substitute will be retained for a paraeducator only if that para works one-on-one for the majority of the day with a special needs student. Substitutes will be retained for media-clerk absences.

- **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.

- **Supervision Schedules**

Teachers are expected to assist in supervising students during the regular work day. Supervision schedules will be created as needed and the staff will receive copies of those schedules with their assignments.

- **Teacher Work Days*** *Refer to the negotiated agreement.*

- **Technology Guidelines**

SEE pages 35-38 for the complete technology "handbook" and the *Technology Chain of Cooperation* which is a work in progress.

- **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 should be made from school phones with the use of a calling card or by calling collect. Unauthorized phone calls from each teacher's PIN number will be billed to that teacher.

It is the responsibility of the classroom teacher to supervise use of the telephone. Students shall **not** use classroom phones for personal calls.

Staff will refrain from using personal cell phones during the school day except during planning time or free time.

- **Termination**

Willful or consistent violation of board policy may result in disciplinary action up to and including termination.

- **Testing Schedule / Final Examinations**

Certain assessments are required in the district: Kansas state assessments, nationally norm-referenced tests (ITBS), locally created assessments, and JH/HS quarterly and final examinations. Schedules shall be made at the beginning of each year for the testing program at each building.

- **Time Sheets**

Hourly employees must submit their timesheets no later than **the second day of each month**. It is the responsibility of the employee to submit his/her timesheet to the superintendent on time.

- **Tobacco Use ...GAOC**

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

- **Tutoring for Pay ...GBRGB**

Teachers shall not receive pay for tutoring or private instruction at school unless approved in advance by the board.

- **Vandalism ...EBCA**

Employees shall report any vandalism to their immediate supervisor.

- **Vehicle Request**

To secure a vehicle for district business or for student transportation (other than normally/regularly scheduled competitive and/or KSHSAA activities), the person responsible must complete a "Transportation Request" form and submit it to the activities directors. The only exception to this is by using the PDP Toolbox when requesting to attend a professional development workshop; the vehicle may be requested electronically through the PDP Toolbox.

Request your transportation for field trips with a form; request your transportation to workshops via the PDP Toolbox. *See Also: Field Trips.*

When using school transportation, there are a few rules and reminders:

These are for everyone...

- a. **Refuel!** When returning from your trip, make sure that you refuel the vehicle at Carm'n'Dales for gas sales (Chetopa) and/or the Chetopa Branch of Bartlett Coop if you return before they close. In St. Paul, use the Conoco station or Smith Oil. There is a gas credit card in each vehicle, except for the diesel vehicles at St. Paul. Insert the card, enter the driver number (found on the card envelope), enter the correct odometer reading, fuel, get a receipt, put the card and receipt back into the transportation notebook, and record your gas purchase in the transportation notebook. Clean the windshield when you fill the vehicle.
- b. **Clean out the vehicle!** It is your responsibility to clean out the whole vehicle upon your return. If you had students with you, make them help you! Clean out from under the seats and from the backs of the seats. Each bus should have a broom. Throw the trash into the trash bin or trash can.
- c. **Return the keys** to the building office or place in the office secretary's mailbox.
- d. **Do not drive on gravel/dirt roads** unless it is absolutely unavoidable. Plan ahead and take the extra time to travel hard-top roads.

For activity drivers...

Complete your driving payment voucher and return to the office secretary. These forms must be submitted during the same month as the activity and no later than the second day of the following month. It is the driver's responsibility to complete this form and submit it on time.

- **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 (for example, hunter safety courses).

- **Work Schedule***

Teachers report no later than 7:35 AM and may leave no earlier than 4:05 p.m. on days when school is in session. On Fridays or days preceding holidays, teachers are dismissed as soon as the last route bus departs school property. *Refer to the negotiated agreement.*

- **Workers' Compensation**

EBA

Notice of Accidents

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

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.

SEE the next pages for the *Technology Handbook*.

TECHNOLOGY HANDBOOK

- **Hardware and software purchase...**

- Teachers, staff, technology staff, or administration makes the initial request
- This request goes to the district technology director for review and approval: this is a buffer for avoiding purchases which will not be compatible with the district or campus network. Additionally, this will remove any possibility of accidental duplication as well as open a discussion with the requesting party about the instructional technology needs of his/her department. It is the responsibility of the tech director to communicate with the requestor when the request has been approved or denied with reason being stated.
- The request is formatted to a requisition by the technology director and initialed as approved by the technology director. The requisition is sent to the superintendent for consideration of purchase. The business manager will inform the requestor whether or not the requisition was approved.

- **Inventory...**

It is the responsibility of each campus tech coordinator (Russell / Kirby) to maintain a campus inventory (hardware and software) of any item valued at \$250 or more. The district office and the district technology coordinator will each store a copy of the inventory and will provide access of this inventory to others on the technology team. A complete, comprehensive inventory will be done at the end of each school term. During the school term, minor inventories may be completed.

- **Laptops...**

- Contracts and student information (these documents are located in the Student Handbook, Appendix W).
- Classroom management... these are on-going projects and suggestions for better utilizing the 1:1 initiative at the high school level:
 - § Efficient use of the machines in the classroom: Machines shall not be turned on or out of their bags unless instructed to do so by the classroom teacher and an assignment has been made
 - § Avoid recreational use (inappropriate use) within the classroom: The teacher will be required to be up and moving around periodically.
 - § Better incorporate laptops within the classroom (syllabus, notes, research, rubrics, goals, reports, etc.): Teachers shall receive training on best practices and above-mentioned materials made available to the student laptop/account. Teachers have access to student folders or teacher-shared folders for students can be created to retrieve document from the teacher.
 - § Develop plans for paperless assignments
- Printing...
 - § What is allowed by whom:
 - Students: school work and school-related material
 - Staff: material related to position
 - § Management: Teachers must monitor this. There is not a great solution to manage this over the network

- **IPADs...**
 - Contracts and student information (these documents are located in the Student Handbook, Appendix W).
 - Devices are to be kept in cases as provided by the district.
 - Classroom management...
 - Efficient use of mobile devices in the classroom. Devices shall not be out and turned on unless instructed to do so by the classroom teacher and an assignment has been made.

- **Network group name...**
 - All Windows machine have a work-group name of "Workgroup" or "USD505".
 - Macintosh machines are similar depending on the naming structure of the Macintosh environment.

- **Power School and Power programs...**

The administrator of this district program is Terri Ross for both/all campuses/schools. It is her responsibility to respond to all Power Program inquiries. Due to whatever reason should she not be able to deal with the PS question within a reasonable amount of time, the next step is to contact the building administrator. When an issue with Power School is encountered, the district Power School coordinator must be contacted.

- **SOCS...**

Russell Lingerfelt and Kirby Honeycutt are the administrators of the total program. Each campus, however, has a go- to person for help in up-dating and maintaining each school's website.

- **Software downloads...**

Downloading of network-available software without approval of the tech director is strictly prohibited. This does not mean that you cannot download any network-available software, just ASK and GET APPROVAL from the tech director for his review before the download. Why? Because of the possibility of viruses, Trojans, and ad-ware!

- **Software registration...**

When software is purchased by the district for the district, it must be registered with the district (USD 505 Chetopa – St. Paul) not with the individual school. If the software purchased is for one specific campus or school, it should be registered as “USD 505 Chetopa” or “USD 505 St. Paul” for identification purposes.

- **Teacher training...**
 - Quarterly 2-hour training (to receive PDP points)
 - At the request of staff (individual or group) the district tech coordinator will coordinate with campus tech coordinators to provide training per the request. This may also include teachers training teachers. The district tech coordinator will act as the organizer of the training.

- **Who's responsible for what...**

- § SOCS (Russell Lingerfelt/Kirby Honeycutt)
- § Power School / Power Programs (Terri Ross)
- § Laptops /iPad (Campus coordinators: Kirby Honeycutt and Russell Lingerfelt)
- § Teacher Training (Campus Coordinators and/or Superintendent designee)
- § Student Training and Supervision (Campus Coordinators and teaching staff with help, if needed, from the District Tech Coordinator)
- § Purchasing of Hardware and Software (Campus Coordinators make recommendations to Superintendent)
- § Downloading (Permission from Campus Coordinators)
- § Trouble shooting (Campus Coordinators)
- § Classroom software (i.e. CAD, business, computer courses, yearbook)
 - Classroom teachers with support from campus coordinators.
 - Software is managed by the classroom teacher, but installation and maintenance should be managed by the campus coordinator.
 - Yearbook departments usually run their applications from the web, so they have their own log-ins and contact information.

USD 505 Social Media Guidelines

The USD 505 School District realizes that part of 21st-Century learning is adapting to the changing methods of communication. The importance of teachers, students, and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st-Century learning. To this aim, USD 505 has developed the following guidelines to provide direction for instructional employees, students, and the school district community when participating in online social media activities.

Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline teachers if their speech, including online postings, disrupts school operations. The USD 505 social media guidelines encourage employees to participate in online social activities, but it is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced by USD 505 teachers and students is a reflection on the entire district, and is therefore subject to the district's Acceptable Use Policy.

By accessing, creating, or contributing to any blogs, wikis, or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before posting or commenting on any social media outlet, or creating any classroom blog, wiki, or social media forum for the classroom or school.

Classroom use of social media such as Facebook and Twitter

- USD 505 employees are personally responsible for all comments/information they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.
- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a USD 505 employee online, you are now connected to colleagues, students, parents, and the school community. You should ensure that content associated with you is consistent with your work at USD 505.
- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face, and should be in accordance with the highest professional standards.
- By posting your comments, having online conversations, etc. on social media sites, you are broadcasting to the world; be aware that even with the strictest privacy settings, what you say online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum.

- Before posting photographs and videos, permission should be sought from the subject whenever possible. This is especially the case where photographs of
- students and professional colleagues are concerned. Please be mindful of the school's list of students whose images/names are NOT to appear online.
- Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.
- Remember, your social networking site is an extension of your personality, and by that token an extension of your professional life and your classroom. If it would seem inappropriate to put a certain photograph on the wall - is it really correct to put it online?
- Comments made using Facebook or Twitter are not protected by privacy settings. Employees should be aware of the public and widespread nature of such media, and again, refrain from any comment that could be deemed unprofessional.

Notice of Protections Under the Kansas Tort Claims Act

As a teacher employed by Unified School District No. ____, _____, Kansas, you are entitled to protections under the Kansas Tort Claims Act, K.S.A. 75-6101 *et seq.*

1. What is the Kansas Tort Claims Act?

It is the state statutory scheme which allows governmental entities, including public school districts, in the state to be sued for damages caused by the negligent or wrongful acts or omissions of employees, officers, or board members. In cases arising under the Kansas Tort Claims Act, liability is limited to \$500,000 for any number of claims arising out of a single occurrence or accident or to the extent of the district's insurance, whichever is greater. U.S.D. ___'s insurance with regard to tort claims provides liability coverage for such claims up to \$_____. (See K.S.A. 75-6101 *et seq.*)

2. Are there any situations in which a school district may be exempt from liability for negligent acts?

Yes, the law contains several exemptions. A school district and its employees are not liable, under the Tort Claims Act, for damages resulting from:

- Legislative functions, such as adopting or failing to adopt a policy;
- Judicial functions, such as a student or teacher due process hearing;
- enforcement or failure to enforce a statute, regulation, or board resolution;
- Adoption or failure to adopt written personnel policies which protect persons' health or safety;
- Any claim based on the performance of or failure to perform a discretionary function or duty, regardless of whether discretion is abused;
- The assessment or collection of taxes;
- Any claim by an employee which is covered by workers compensation;
- Snow or ice or other temporary or natural conditions on school property;
- The plan or design for the construction or improvement to public property;

- Any claim for injuries resulting from the use of any public property intended or permitted to be used as a park, playground, or open area for recreational purposes, except in cases of gross or wanton negligence; or
- The natural condition of any unimproved public school property.

3. Is the school district liable for all negligent acts of its employees?

No. The district is only liable for acts or omissions of employees which occur in the scope of the employee's employment and which are done with actual fraud or actual malice.

4. Will the district provide me a legal defense for claims under this act?

Generally yes. Upon request of an employee, the district shall:

- Provide for the defense of any civil action or proceeding against you, in your official or individual capacity or both, on account of an act or omission in the scope of your employment with the district; and
- Provide legal counsel to you when you are summoned to appear before any grand jury or inquisition on account of an act or omission in the scope of your employment with the district.
- The district has no right to recover expenses from you for this defense or representation, except as provided in K.S.A. 75-6109, and amendments thereto.

5. Can the district refuse to provide me a defense under the act?

Yes, the district may refuse to provide for the defense of an action against you or to provide you with representation if the district determines:

- The act or omission was not within the scope of your employment;
- You acted or failed to act because of actual fraud or actual malice;
- The defense of the action or proceeding would create a conflict of interest between you and the district; or
- The request was not made in accordance with law.

6. How do I request the district to come to my defense or to provide me with representation?

You must make a request for such inn writing within 15 days of receiving service of process or a subpoena of the action. This request is to be filed with the board of education.

The district may reimburse an you such reasonable attorney fees, costs and expenses as are necessarily incurred in defending a claim against the you for punitive or exemplary damages if: (1) The action or proceeding arose out of an act or omission in the scope of the your employment; and (2) you reasonably cooperated in good faith in the defense of the claim.

I acknowledge that I have been provided with notice protections provided to me in accordance with the Kansas Tort Claims Act.

Teacher Signature

Date

Teacher Name (Printed)

Acknowledgment of Receipt of Handbook

Employees are required to sign this statement annually acknowledging the receipt of the handbook and the other provisions stated below. These acknowledgments are kept on file in the superintendent's office.

I do hereby acknowledge receipt of the certified staff handbook for **2016-2015**.

I have read and I understand the contents. Further, I understand:

1. 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.
2. Anytime the superintendent is mentioned in this manual, her designee is implied.
3. As a condition of employment, I agree to follow the policies, rules, and regulations, including handbooks, which have been adopted by the board.
4. This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board.

Date: _____

Signature of Employee: _____

Printed Name of Employee: _____

**Return in to the superintendent's office
no later than end-of-day, September 21, 2017**