

2017-2018

CERTIFIED

HANDBOOK

**USD 320
CERTIFIED HANDBOOK
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of Policies and Procedures**

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Introduction

The goals of the personnel policies set forth in this handbook are to create the best possible educational climate for the students of Unified School District 320. These policies are designed to prevent misunderstanding by the personnel of the district about their duties and privileges.

The following policies have been approved by the Board of Education of USD 320 and shall serve as guidelines for your employment. This handbook is presented as a matter of information and direction regarding policy, benefits and other useful information. 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.

This handbook is not an employee contract. Further, this handbook is not incorporated in, or made a part of, any employee contract. Further, this handbook is not to be considered as either an express or implied contract between the USD 320 and the employee. No employee has authority to create an employee contract by modification of this document. As a condition of employment, employees agree to follow rules and regulations that have been adopted by the Board of Education.

NOTE: Anytime the superintendent is mentioned in this handbook, his/her designee is implied.

The Board of Education, the administration and certified staff are proud to have you as part of the certified staff of Wamego Unified School District 320. You have been selected for the position you hold because your qualifications indicate that you are the best person to fill the position.

Equal Opportunity Employer

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin. See "Discrimination Complaints," p. 16. See policy GAEA, KN.

The board shall hire employees on the basis of ability and the district's needs. See "Recruitment," p. 17. See policy GAAA.

Mission Statement

*Wamego USD 320, a progressive and committed school district,
in a cooperative effort with families and community,
will educate students to be responsible, problem solving citizens
who produce quality work in their individual pursuit of excellence
by offering relevant, academically challenging and diverse learning experiences.*

OBJECTIVES

All students will:

- *Engage in productive behavior while in school.*
- *Produce quality work.*
- *Be self-motivated and goal oriented.*
- *Master curriculum or their individual achievement programs.*

STRATEGIES

1. *We will develop a comprehensive curriculum with valid, measurable outcomes and the assessment tools necessary to accurately measure student progress toward those outcomes.*
2. *We will cultivate self motivation and productive behavior in students.*
3. *We will develop strategies that will require students to create and monitor personal and academic goals.*
4. *We will effectively communicate with students, parents, and community to form strong partnerships.*
5. *We will define the basic characteristics of quality student work, and develop a plan to communicate those to our community.*

BELIEFS

- ❖ *The family is the primary influence on a child's development.*
- ❖ *A community has a significant supporting role in the growth and development of its members.*
- ❖ *All people are responsible and accountable for their own actions.*
- ❖ *Society is enhanced by the development of its members.*
- ❖ *Change is necessary for growth.*
- ❖ *Excellence is achievable and worth pursuing.*
- ❖ *All people have a capacity to learn.*
- ❖ *Higher expectations promote higher results.*
- ❖ *Learning is a lifelong process.*
- ❖ *Each individual is valuable.*

PARAMETERS

- ◆ *Decisions that affect students will be based on student needs.*
- ◆ *We will treat everyone with respect.*
- ◆ *We will not tolerate actions that are not in the best interest of students.*
- ◆ *We will not tolerate actions by staff which undermine the purpose of the district.*
- ◆ *We will not tolerate ineffective employees.*
- ◆ *We will not tolerate consistently negative attitudes from our employees which detract from our purpose.*

Teaching and Learning

Exit Outcomes	See individual curriculum notebooks.
Curriculum IC & IC-R	Board-approved district goals and learning objectives shall be used by the staff as the basis for developing and implementing instructional programs.
Instructional Materials IF	<p>All textbooks, videos, software, and other instructional materials used in the district must:</p> <ul style="list-style-type: none">• support the district’s instructional goals and learning objectives; and• meet all copyright and fair use guidelines. <p>Videos and other instructional materials are to be used as a supplemental, not primary, teaching aides. All audio and audio/visual material to be used in the instruction of USD 320 students must be previewed in its entirety by the classroom teacher and/or librarian and approved for use by the building administrator.</p> <p>See “Copying and Duplicating,” p. 29.</p>
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. A copy of lesson plans shall be available to the principal and to substitute teachers.
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.
Grading IHA, JF	Refer to individual building handbooks. See “Progress Reports,” p. 4, and “Report Cards,” p. 5.
Make-Up Work IHEA, JBD	<p>It is the student’s responsibility to request make-up assignments from teachers following an excused or unexcused absence.</p> <p>Teachers shall promptly provide make-up assignments and shall require them to be turned in according to individual building timelines unless special arrangements are made.</p>

Promotion/Retention
JFB

Teachers may recommend students for promotion when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the school intervention committee after receiving information from parents/guardians, teachers and other appropriate school personnel.

Special Education
JQ

Refer to individual building referral procedures.

Testing Program
II

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

In the administration of standardized tests, licensed staff (teachers, administrators and others) shall not:

1. Provide inappropriate test preparation
2. Modify test administration procedures.
3. Provide inappropriate assistance to students during test administration.
4. Change or fill in answers on student answer sheets.
5. Provide inaccurate data on student information sheets.
6. Discourage or exclude certain students from taking the test.
7. Engage in any other practice to artificially raise student scores without actually improving underlying student achievement.

Failure by staff to follow district guidelines and/or state testing directions is grounds for termination.

Reports

Progress Reports
JF
IDC

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

Report Cards

Report cards shall be issued to each student at the end of each

JF semester for each subject taken. Reasons for deficiencies and/or failures shall be given.

Attendance (Student)
JB Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording attendance shall be assigned to the teacher on forms prescribed by the superintendent. See "Attendance Policy," p. 27.

Accidents
JGFG Any school employee who discovers an accident on school property shall report the accident to the building principal or Human Resource Department timely. Failure to notify his or her supervisor within 20 calendar days of the accident/injury may bar payment of workers' compensation benefits.

If the person requires medical treatment, the employee shall:

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

If an employee present is qualified to administer first aid, that aid may be given. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program or the school nurse. See "First Aid," p. 24.

If an accidental injury to any USD 320 employee arises out of and in the course of employment, a claim based upon such injury may be compensable. In the event of an injury on the job, whether or not there is a need to seek medical care, the employee should:

1. Notify his or her supervisor immediately. Failure to notify his or her supervisor within 20 calendar days of the accident/injury may bar payment of workers' compensation benefits.
2. Obtain from his or her building principal's office, complete, and return the Report by Injured Employee (*Appendix A*). The employee's direct supervisor will secure the Report by Eyewitness as appropriate, routing to the department head (if different than supervisor) and to the USD 320 District Office timely.
3. The injured employee must consult with the District' designated medical provider. This provider is Via Christi West facility in Manhattan Kansas. Via Christi West is located at 315 South Sethchild Road, Manhattan

Kansas. The employee must notify the medical provider at that time of the circumstances of the injury and that worker's compensation benefits may be applicable. If the employee self-selects a physician who is not authorized or agreed upon by the School District, the School District is responsible for only the first \$500 in medical bills from such self-selected physicians.

4. Submit all billings for services to the USD 320 District Office as they are incurred.
5. Provide to the USD 320 District Office, within two working days, copies of all doctor's orders.

The Workers' Compensation Law clearly states that compensation is not payable where the injury disability, or death was contributed to by the employee's use or consumption of alcohol or any drugs, chemicals, or and other compounds or substances, including but not limited to any drugs or medications which are available to the public without a prescription from a health care provider, prescription drugs or medications, any form or type of narcotic drugs, marijuana, stimulants, depressants or hallucinogens. Under the law, the employer may require the employee to submit to a test for the presence of any or all of the above named prohibited substances in his or her system after a work related accident.

If the injured worker refuses to submit to a post accident chemical test, all workers' compensation benefits shall be forfeited by the employee. **Injuries received during participation in** recreational or social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

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

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

Accidents may be duly investigated by an appointed safety investigation officer(s). If the investigation determines that employee misconduct or the omission of proper conduct contributed substantially to the cause of the accident, the employee may be subject to administrative action up to and including termination. If the accident results in injury; and the injury is deemed to result from employee misconduct or the omission of proper conduct, the employee may be charged for the resultant medical care.

Any employee involved in an accident on the job that required medical attention will be required to submit to a post-accident chemical test. Chemical tests will be administered at Via Christi West located in Manhattan KS, unless a medical emergency facility is used. In the event treatment is received at any location other than the designated medical provider, a chemical test

should be administered at that location. Any employee who refuses to consent and cooperate in this type of required test or who tests positive for the use of prohibited substances in accordance with this policy, will be subject to disciplinary action, up to and including termination from employment. All information from an applicants or an employee's chemical tests will be confidential to the extent required by law.

See "Workers Compensation," p. 13-14.

Automated External Defibrillators

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

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

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

Child Abuse GAAD

Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

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

District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

Vandalism
EBCA

Employees shall report any vandalism to their immediate supervisor.

Violent Acts
EBC

See "Security," p. 26.

Schedules

Class Schedule

Refer to individual building class schedules.

Facility Scheduling
KG

When school facilities are not in use for school programs, they may be made available to recognized community organizations whose activities are of general interest to the community.

Special Events Scheduling
IFCB

Special events such as assemblies, pep rallies, activities, sports, field trips, etc. are scheduled through individual building principals and/or activities directors.

See "Field Trips," p. 20.

Calendar

See *Appendix B* for current year calendar.

Parent-Teacher
Conferences
JFAB
JFAC

Teachers shall be available for student conferences at mutually convenient times. A schedule for parent-teacher conferences is established annually by the building principals. See District Calendar (*Appendix B*) for current schedule.

Refer to Article IV of the Negotiated Agreement for leave provisions on parent-teacher conference days.

Teacher In-Service/Work
Days

See District Calendar (*Appendix B*) for current schedule.

Work Schedule
GBR

See Article X of the Negotiated Agreement.

Sign In/Sign Out

Refer to individual building handbooks.

Planning Periods

See Article XI of the Negotiated Agreement.

Faculty Meetings

Refer to individual building handbooks.

GBRD

Benefits and Compensation

Leaves

See Article IV of the Negotiated Agreement.

GARI

GBRH

GBRI

GBRIBA

GBRID

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 12-month period measured forward from the date any employee's first FMLA leave begins. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or placement for adoption of a child, foster care or to care for a child with a serious health condition.

Leave is available because of:

1. The birth of a child of the employee and to care for the child (must be taken within 12 months of the child's birth or placement and may not be used intermittently or on a part-time basis without the prior approval of the superintendent);
2. The placement of a child (under the age of 18) with the employee for adoption or foster care (must be taken within 12 months of the child's birth or placement and may not be used intermittently or on a part-time basis without the prior approval of the superintendent);
3. The need to care for a spouse, child (under the age of 18 unless they are incapable of self-care due to a mental or physical disability limiting "major life activities" as defined by the Americans with Disabilities Act), or parent of the employee (does not include a parent "in-law" of the employee) because of a serious health condition; or
4. A serious health condition of the employee that prevents the employee from performing the job functions.
5. A qualifying exigency arising because the spouse, son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to achieve active duty in the Armed Forces).
6. A spouse, son, daughter, parent or next of kin of a covered service member if they need care from the eligible family member. Eligible employees are, in this case, entitled to a combined total of 26 workweeks of leave during a 12-month period.

Employees taking leave for a serious health condition of themselves or an immediate family member (reasons 3 or 4) need not provide medical records for leave due to a serious medical condition. However, the District may request that, for any leave taken due to a serious health condition, an employee provide a medical certification confirming that a serious health condition exists, and the employee shall provide, in a timely manner, a copy of such certification to the District.

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. The employee shall pay any employee portion of the cost 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, (i.e. for the birth or adoption of a child), 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 (of the employee's or the employee's immediate family member's serious medical condition);
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.

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, the superintendent may require an instructional employee to continue leave until the end 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.

Other Leaves

Refer to Negotiated Agreement and board policies listed above for other types of leave available to teachers.

All requests for leave will be made using the Skyward Business Accounting program. Teachers will need to contact the district office to establish a user name and password in order to access the program. The building principal will approve all leave requests.

Also, see "Absences/Substitutes," p. 17.

Jury Duty
GBRI-R-2

An employee called to jury duty may be paid regular school wages if the employee endorses all jury duty pay, except reimbursement for mileage and subsistence, over to the district. An employee who is released from jury duty, or from providing testimony under court order as a representative of the school district, before 3:00 p.m. is to report back to his or her respective school to resume his or her duties.

Activity Passes

Activity passes allowing free admission to any school sponsored activity are issued to all certified staff members.

Pay Day

Teachers are paid on the 22nd of each month. If the 22nd falls on a weekend or holiday, payday will be the business day preceding the 22nd.

Thirteen Paycheck Option

New teachers to USD #320, who have never been employed by a school district as a certified teacher, will have the option of

receiving thirteen (13) paychecks instead of the regular twelve (12), with the first paycheck being paid on August 22. A certified teacher's total salary would be divided by 13, instead of 12 and the first paycheck would be received on the regular payday of August 22. Interested individuals are required to file the necessary paperwork with the district clerk within the first three (3) days of duty.

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.

Loyalty Oath

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

Reimbursement/Travel Expenses
GAN

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

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

Reimbursement/travel expenses and necessary documentation shall be submitted to the District Office by the 25th of the month for payment after the next regularly scheduled board meeting

See *Appendix D* for sample reimbursement form.

Salary Reduction Plan

Refer to Article V of the Negotiated Agreement.

Annuity Plan

Refer to Article V of the Negotiated Agreement.

Kansas Public Employees Retirement System

Employees who meet the qualifications for the Kansas Public Employees Retirement System must become a member. An

employee contribution as determined by current law will be made each pay date.

Requests for information or questions about procedures should be directed to the Human Resources Office.

Workers Compensation
EBAA

Notice of Accidents

Employees must notify the employer within 20 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your Human Resources Department. See “Accidents,” p. 5. Also, see *Appendix A* for an accident report form.

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. Safety Performance Standards

We are each responsible for performing our duties adequately and properly. Proper policies and procedures must be followed.

All employees are expected to respect their coworkers and should not behave in a manner that obstructs or hinders other employees from completing their duties.

All accidents, even those not resulting in injury, should be reported to your supervisor timely, preferably within 24 hours of occurrence.

USD 320 expects that employees will act in a manner that is safe for themselves, their coworkers and our students, and will follow appropriate safety procedures at all times.

Employees are encouraged to contact human resources or their supervisor to report unsafe acts or unsafe working conditions.

Employees found to be participating in unsafe acts or not following safety procedures are subject to discipline, up to and including termination.

Records

Personnel Records
GAK

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

See “Confidentiality,” p. 15.

Required Records

Each certified employee must have the following records/forms on file with the Human Resources Officer before the first day of employment:

- Employment application;
- KPERs enrollment form (if employee is eligible);
- W-4 withholding certificate; K-4 state withholding certificate
- KBI Records Check
- Social security number;
- Loyalty oath or affirmation;
- Health form;
- Driver’s license and driving record (if required for position);
- I9 form (proof of identity);
- Current teaching certificate;
- Health insurance application or waiver
- Benefit election form
- Acceptable Use Policy
- Blood Borne Pathogen Form
- Receipt of Certified Handbook Form

Certificate

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

Application for certificate renewal is the responsibility of the certified employee.

Address Changes

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

Driving Records
EDAA

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.

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.

See "Requests for Records," p. 21, and "Confidentiality," p. 15.

Conduct

Prohibited Substances

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

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. See "Criminal Convictions," p. 17.

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.

Tobacco Use
GAOC

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

Bullying by Staff
GAAE

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

Relations with Students
GAF

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

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.

Confidentiality

District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the information processed by district employees is confidential, and law governs its release; for example, driver records and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) intervention, social security number information, and professional misconduct background checks.

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

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

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

Sexual Harassment
GAAC

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

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

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with the principal or the superintendent. See "Complaints," p. 19.

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.

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.

Solicitations
KDC

Solicitation of Employees

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

See "Fund Raising," p. 20

Tutoring for Pay
GBRGB

The board does not promote nor provide for the private tutoring of students. If it is determined that a student needs tutoring, follow procedures outlined in board policy GBRGB.

Attendance
GBR

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

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

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.

See “Leaves” p. 8, and “Lesson Plans,” p. 3.

Dress Code
GAM

The board encourages appropriate dress for all district employees.

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.

Criminal Convictions

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

Termination

Willful or consistent violation of board policy may result in disciplinary action up to and including termination. See “Board Policy,” below.

District Procedures

Board Policy	Employees shall be familiar with and follow all policies and regulations established by the board of education.
Recruitment	The superintendent will recruit personnel to fill existing or proposed vacancies and recommend the board hire the most qualified candidate.
Contract Procedure	The offer of an employment contract or renewal of an employment contract shall be presented in duplicate. The certified employee shall sign and return both copies within the time period designated by the superintendent. Upon receipt of the signed copies, the contract will be presented to the board for signature and a fully executed copy shall be returned to the employee.
Assignment and Transfer GBE	The board retains the right to assign, reassign and transfer certified personnel.
Reduction in Force GBQA	Refer to Article XVII of the Negotiated Agreement
Resignation GBO	<p>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. The board does assess monetary penalties for resignations occurring two weeks after the third Friday in May. Teachers resigning after the legal date of two weeks after the third Friday in May through June 30th will be assessed \$1000 in liquidated damages. Teachers resigning July 1 – July 31 will be assessed \$2000 in liquidated damages. If the teacher resigns or fails to honor the terms of the contract on or after August 1 and before the end of the contract term, the liquidated damages shall be \$4000. See Policy GBO/GBO-R.</p> <p>Teachers who submit resignations early shall be compensated for their advance notice by the district. See Article VII, item E. of the Negotiated Agreement.</p>
Job Descriptions GBBA	The superintendent will develop a job description for each category of certified employee. A copy of each job description is filed with the clerk and will be available for inspection during regular office hours.
Evaluations	Refer to Article XVI of the Negotiated Agreement.

GBI

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

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 "Personnel Records," p. 12.

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.

Complaints/Grievances
GAE

Refer to Article XII of the Negotiated Agreement.

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee.

If the complaint is covered by the grievance procedure, refer to the negotiated agreement or board policy. If the complaint is not covered by the grievance procedures, the complaint shall be in writing, filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.

Employees are to follow the proper "chain of command" by first contacting your immediate supervisor for resolution of problems. Exceptions may be made if the supervisor is the source of the complaint, for example, in a situation involving sexual or racial harassment. See GAAC and JGEC for details. If neither of these policies apply, employees shall first discuss all concerns with their immediate supervisor before taking additional action.

In the absence of the Principal, contact should be made with the appropriate District Administrator for serious situations that cannot wait for the next day for a solution.

Discrimination Complaints
GAEA, KN

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Ms. Tim Winter, 1008 8th

Street, Wamego, KS 66547, (785) 456-7643, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

Complaints of discrimination will be resolved using the district's discrimination complaint procedure. See "Complaints/Grievances" p. 19.

Drug and Alcohol Testing
GAOD

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

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

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

Communications
KBE

When approved by the building principal, notes, attendance center announcements or other school-related information may be sent home with students. See "Distribution of Materials" p. 21.

Field Trips
IFCB

The principal may approve field trips when reasonable educational objectives can be established.

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal.

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

Fund Raising
JK

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

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

Interrogation and
Investigation of Students
JCAC

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

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.

Release of Students from
School During the Day
JBH

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

Refer to individual building handbooks for sign-out procedures.

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

Hall Passes

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

Requests

For Records

CN, JR, JRA, JRB, JRC

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

See section on "Records," beginning on p. 12.

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.

- Orientation All new certified employees shall receive orientation including the contents of this handbook.
- Personal Property The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. If an employee's personal property is broken, damaged or stolen while the employee is on the job, repair or replacement is the employee's responsibility.
- Use of Personal Vehicle Employees with job assignments in two or more attendance centers in the district shall be allowed reimbursement for actual miles traveled during the regular duty day when travel is authorized in their personal vehicle. Request for Reimbursement shall include travel dates, number of miles traveled, and signature of the employee and signature of the building administrator/superintendent. This must be submitted for reimbursement on a monthly basis.
- Employees may be authorized for the use of a personal vehicle and reimbursement for mileage at such times a school vehicle is unavailable for travel to approved conferences, workshops seminars or other approved meetings.
- Any employee who plans to transport students in his or her personal vehicle must provide proof of adequate insurance and a valid driver's license to the principal prior to transporting students, as the district's vehicle insurance does not provide coverage for personal vehicles. Students are required to wear seat belts whenever they are being transported in personal vehicles.
- Weapons Employees are prohibited from carrying weapons on school property or at school-sponsored events, unless approved in advance and in writing by the superintendent.
- Telephone Use District telephones/FAX machines are for school business only. Use of phones/FAX machines for personal business should be avoided except in case of an emergency. Personal long distance calls made in an emergency must be recorded and reported to the employee's immediate supervisor so arrangements may be made to bill the employee. Reimbursement for incoming and outgoing FAX transmissions will be made to the district by the employee at the following rates:

\$1.00	1 to 3 pages	\$4.00	11 to 15 pages
\$2.00	4 to 6 pages	(\$1.00 for every 4 pages	
\$3.00	7 to 10 pages		above 15 pages)

Maintenance Requests All maintenance needs should be requested using the appropriate form and be turned in to the building and grounds director. See *Appendix E*.

Health

School Nurse A school nurse is available in each of the school buildings on a rotating schedule. See “Administration of Medications,” p. 23, and “Accidents,” p. 5.

Bloodborne Pathogens
GARA The exposure control plan for bloodborne pathogens is available for review from the school nurse.

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

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

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

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

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

See “Health Examinations,” below.

Health Examinations As a condition to entering or continuing employment, certified employees must present a district-approved form to the clerk, completed by a health care professional, which states “that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from

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

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

First Aid
JGFG

Refer to individual building handbooks for names of staff members certified to administer first aid or CPR and the location of first aid supplies.

See "Accidents," p. 5.

Medications, Administering
JGFG

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

Hazardous Waste

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

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

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

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

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

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

All hazardous wastes must be properly labeled and stored appropriately until they can be disposed of properly. Placing

them in trash containers or the sewer system is not an acceptable disposal method.

Asbestos

An asbestos management plan has been developed for the district. A copy of the management plan is available from Ms. Tim Winter, Superintendent of Schools, 1008 8th Street, Wamego, KS 66547, (785) 456-7643.

Animals and Plants
ING

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes.

Under no circumstances are animals to be transported on school buses.

Teachers must be aware of federal and state laws regulating the handling of animals. (Cf. KSA 21-4310)

If someone is injured by an animal or comes into contact with a toxic plant, the supervising teacher must report the incident immediately to the school office.

Safety and Security

Accidents, Reporting of
JGFG

See "Accidents," p. 5.

Safety Rules

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

Refer to individual building handbooks for specific rules.

Safety Units

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

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

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

Drills and Evacuation
EBBE

Refer to individual building handbooks for specific emergency drill and evacuation procedures.

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

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

Emergency Closings
EBBD

When the superintendent decides that weather threatens the safety of students and employees, she will notify area radio/TV stations to broadcast a school closing announcement.

Employees will be notified via the school messenger system.

Safety Practices

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

Security
EBC

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

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

It is recommended the building administrator also be notified.

Securing Work Area

Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles or other district equipment at the close of each workday and other appropriate times. See "Personal Property," p. 22.

Keys	<p>The operations director is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission.</p> <p>Keys should be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building.</p> <p>Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.</p>
Crisis Plan EBBF	<p>The superintendent, in cooperation with each building principal, develops a plan to deal with crises in each attendance center. Copies of individual buildings' plans are available in their respective buildings. A copy of the general crisis plan is available online at the USD 320 website, USD320.com.</p>
Violent Acts (Reporting of) EBC	<p>See "Security," p. 26.</p>

Student Conduct

Student Handbook	<p>All certified staff shall read, be familiar with and enforce the rules and regulations established in the student handbook(s).</p>
Behavior Code (Student)	<p>Certified staff shall consistently enforce the behavior code.</p> <p>The behavior code for students is printed in each building's student handbook. See "Discipline Procedures," below.</p>
Discipline Procedures	<p>Each teacher shall develop and submit for approval classroom discipline procedures.</p> <p>All procedures for classroom discipline must be approved by the principal, explained by the teacher to the students at the beginning of the school year and at other times as appropriate, and filed in the principal's office.</p>
Attendance Policy JB JBD	<p>Refer to individual building handbooks.</p>
Dress Code	<p>Certified staff shall consistently enforce the student dress code as specified in individual building student handbooks.</p>
Corporal Punishment	<p>Corporal punishment shall not be permitted in the district.</p>

JDA

Suspension/Expulsion
JDD

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

If a teacher believes a student has committed an act that should result in a suspension or expulsion, the teacher shall report the incident to the principal. See "Behavior Code," p. 27.

Equipment and Supplies

Appropriate Use of
Equipment and Supplies

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

Computers
IIBG

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

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use. See "Copying and Duplicating," p. 29.

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

See *Appendix F* for a sample of the district Acceptable Use Policy.

No Right to Privacy

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

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

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

Ownership

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

Secure Files

All employees must secure files containing confidential student information. See "Confidentiality," p. 15.

Internet

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

Copying and Duplicating
ECH

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

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

Ordering Procedures
DJEG

All classroom purchases will be made by completing a requisition on the Skyward Program. Teachers will need to

contact the district office to establish a user name and password in order to access the program. The building principal will approve all purchases.

Vehicle Request

A request to use a district vehicle for a school-related activity must be submitted to the building principal. The request will then be forwarded to the Transportation Director. Teachers will need to contact the district office in order that a review of their driving record can be completed prior to their use of a district vehicle. See *Appendix H*.

