

# **Golden Plains**

**Unified School District 316**

**Thomas County, Kansas**

2012-2013

## **Classified Staff Handbook**

**Approved: 6/2011**

**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 will be kept on file in the clerk's office.

I, {Employee's Name}, do hereby acknowledge receipt of the classified staff handbook. I have read, and I understand the contents. Further, I understand:

- This handbook is not an employee contract. Further, this handbook is not to be considered as either an express or implied contract between the school district and the employee. No employee has authority to create an employee contract by modification of this document.
- Anytime the superintendent is mentioned in this manual, his/her designee is implied.
- As a condition of employment, employees agree to follow rules and regulations which have been adopted by the board.
- This handbook may be changed or modified and items added or deleted at any time recommended by the superintendent and approved by the board.
- Classified employees are employees-at-will and employment may be terminated at any time, with or without cause. Classified employees employed pursuant to a written contract may still be employees-at-will in accordance with the written contract and employment may be terminated as provided in the written contract.

Date: \_\_\_\_\_ Signature of Employee: \_\_\_\_\_

## **INTRODUCTION**

This handbook is designed to inform classified personnel about employment information whether required by law, regulation, board policy or practice. Also, it assists district administrators in administering laws, regulations, and board policy or practice.

## **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.*

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

*See "Recruitment," p. 18.*

## **MISSION STATEMENT**

The mission of Golden Plains Unified School District No. 316 is to coordinate and further the efforts of the parents, community, administration, faculty, and staff to provide the best education possible for each student enrolled in our district.

## **DEFINITIONS**

### Full-time employee

A full-time employee's normal work year is twelve months, the work day is at least seven hours, and the work week is at least 35 hours.

### Part-time employee

A part-time employee's normal work year is less than twelve months, the work day is less than seven hours, and the work week is less than 35 hours.

### Substitute or temporary employee

A substitute or temporary employee is hired by the district to work the assigned duties of a full-time or part-time employee who is absent from work.

## **BENEFITS AND COMPENSATION**

The board may provide certain employment benefits for classified employees.

### **Health Insurance and Life Insurance**

The board shall pay \$350 per month towards group health insurance and life insurance provided that the employee participates in the district's health insurance program.

### **Leaves and Absences**

Leaves of absence may be granted to classified employees.

*See Appendix A for a sample leave notification form.*

## **Procedure for Requesting Leave**

An employee on paid leave during the year shall be compensated at his/her regular rate of pay while absent from work, if the following conditions are met: the requested leave is available in the employees account; and the employee requests leave on the leave request form and the request for leave is submitted in a timely way.

## **Payment for Paid Leave**

Payment for paid leave shall not exceed the contracted hours per day for each absence.

## **Bereavement Leave**

Employees may use accumulated sick leave to attend any funeral the employees feels obligated to attend.

## **Personal Business or Emergency Leave**

Full-time employees shall be granted three days of personal or emergency leave each school year. Requests for personal leave are to be approved by the building principal/superintendent at least 24 hours in advance, except in the case of an emergency.

Leave cannot be used the day before or after a holiday, vacation, or first and last days of school unless prior approval by the Superintendent.

This leave is non-accumulative.

## **Sick Leave**

Sick leave shall be granted to contracted employees in proportion to their employment contract as it relates to hours, days or months on duty at the rate of one day per month cumulative to 60 days. Sick leave may be used for illness of the employee or person living in the employee's household. Sick leave may also be used for critical illness of the employee's immediate family. Immediate family includes spouse, father, father-in-law, mother, mother-in-law, brother, brother-in law, sister, sister-in-law, children, grandmother, grandfather, or grandchild.

There shall be no payment for unused sick leave when an employee ceases employment with the district.

## **Family and Medical Leave**

Family and medical leave as required by federal law shall be granted for a period of up to 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for the birth or adoption of a child within a 12-month period.

Leave is available for the following:

- (1) the birth of a son or daughter of the employee and to care for the newborn child;
  - (2) the placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed child;
  - (3) to allow the employee to care for the employee's spouse, son, daughter, or parent with a serious health condition;
  - (4) a serious health condition of the employee that makes the employee unable to perform the functions of his or her job;
  - (5) any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and
  - (6) the need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member
- Eligible employees are, for reason (6) only, entitled to a combined total of 26 workweeks of leave during a 12-month period.

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

This leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, or sick 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 of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave if he or she has been employed by the district for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave.

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 the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree prior to the commencement of the leave. The board may terminate group health coverage if the employee's portion of the payment is not received within 30 days of the due date, so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least 15 days prior to the termination.

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 is practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of the following within 5 business days, absent extenuating circumstances:

- a. whether or not the employee is eligible for FMLA leave;
- b. the reasons that leave will or will not count as family and medical leave,
- c. any requirements for medical certification,
- c. employer requirement of substituting paid leave,

- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
  - e. right to be restored to same or equivalent job, and
  - f. any employer required fitness-for-duty certifications.
- 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 a 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 or for a qualifying exigency as described in section (5) above, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

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

### **Military Leave-GARID**

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

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

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

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

- 1. Active duty
- 2. Active duty for training
- 3. Initial active duty for training
- 4. Inactive duty training
- 5. Full-time National Guard duty

6. Absence from work for an examination to determine a person's fitness for any of the above types of duty.

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

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. If necessary, the employees provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at a cost of up to 102 percent of the full premiums. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.

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

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

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

<i><b>Time spent on Military duty</b></i>	<i><b>Return to work or application for reemployment</b></i>
Less than 31 days	Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.
More than 30 but less Than 181 days	Must submit an application for reemployment within 14 days of release from service.
More than 180 days	Must submit an application for reemployment Within 90 days of release from service.

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

1. the application for reemployment is timely;
2. the five-year service limitation has not been exceeded; and
3. separation from service was under honorable conditions.

### **Holidays-GCRH**

The following paid holidays will be observed by full-time employees New Year's Day, Good Friday unless school is in session, Memorial Day, Independence Day; Labor Day, Thanksgiving Day, and Christmas Day. Part-time personnel are entitled to the following paid holidays: New Year's Day, Labor Day, Thanksgiving Day, and Christmas Day.

If the holiday occurs on Saturday or Sunday, the full-time or part-time employee will not receive pay. Holiday pay is equal to the number of contracted hours in the work day.

Temporary employees are not eligible for holiday pay.

### **Vacations-GCRH**

Full-time, twelve-month employees shall accrue vacation time at a rate of one day per month.

Employees with more than 15 years of service will accrue vacation time at the rate of 1.25 days per month.

Maximum accumulation of vacation leave is 20 days. Vacation time must be used within two years of accrual.

Approval for use of vacation must be arranged two weeks in advance with the immediate supervisor, principal or superintendent.

Application for use of vacation time must be made on the regular "Leave Notification" form. Vacations must be approved by both the immediate supervisor and the superintendent..

*See Appendix A for a sample leave notification form.*

Part-time and temporary employees are not eligible for vacation pay.

Employees leaving the district may choose to be paid for accrued vacation time at the employee's regular daily rate of pay.

### **Activity Passes**

The board shall make available to each classified employee with a pass to district-sponsored activities with the exception of specified athletic tournaments and KSHSAA events. The employee may volunteer to work athletic events for \$5 per night. The spouse of any employee volunteering to work two athletic events will be issued a pass as defined above.

### **Pay Day**

Salary checks for classified employees on a monthly pay schedule will be issued on the tenth day of each month. In the event a pay day falls on Saturday, on Sunday or on a holiday, the checks will be distributed on the last work day before Saturday, Sunday, or holiday. The cut-off date for each pay period is the last day of the month.

## **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 of duties of the district's employees when approved in advance by the superintendent.

Requests for reimbursement shall be submitted on a "Request for Reimbursement" form and have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available.

For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the board.

*See Appendix B for sample reimbursement form.*

## **Salary Reduction Plan GAL**

All classified employees age 19 or older normally working 17.5 or more hours each week may participate in a district salary reduction plan. Plan options include:

- American Fidelity Assurance Company for Salary Protection and Disability Insurance, Group Term Life Insurance, Cancer Insurance, Medical Reimbursement Account, and Dependent Day Care Account;
- Blue Cross and Blue Shield of Kansas;
- Farm Bureau Insurance for Group term life and or individual life insurance;
- Home Life Insurance Company for Salary Protection and Disability Insurance;
- KPERS Optional Term Life Insurance;

The board may change, add or delete benefit options included in the plan.

A participant may elect to terminate his/her Payroll Reduction Agreement or modify the benefits elected only if his/her family status has changed. A participant has a change in family status upon marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of a spouse. The participant shall supply written verification to the district of such change and must make any termination or election changes within thirty days of the date of such change in family status. A participant desiring to make such change may discontinue participation or reduce benefits or elect new or increased benefits subject to the requirements of the particular nontaxable benefit selected and consistent with the change in family status.

## **Annuity Plan**

All classified personnel normally working 17.5 or more hours per week may be eligible to participate in a "tax-sheltered" annuity plan. The minimum level of participation is \$200.00 per year.

Upon employment, newly hired personnel will be given the opportunity to select an annuity from a board approved list of companies.

Current employees may make changes and/or additions in annuity plans within the following guidelines:

- Enrollment may include only one agreement per tax year. The salary reduction agreement must be submitted to the Superintendent on or before August 10 of each year a new election is made.
- Redirecting money to different providers is not considered a new contract. Redirection of funds may occur during a 30 day period beginning October 1 and January 1 of each year.
- Classified personnel are responsible for informing their annuity companies and the clerk of changes in their annuity plans. The district will not notify companies of changes. Proper documentation from the annuity company must be presented prior to the change.

## **Kansas Public Employees Retirement System**

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

## **Workers Compensation *EBAA, GAOE***

### Notice of Accidents

Employees must notify the employer immediately but no later than 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office.

*See "Accidents," p. 20. Also, see Appendix C for sample accident report form.*

### Coverage

Benefits are for personal injury from 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.

Any employee who is off work and drawing workers compensation shall be required to provide the clerk of the board with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers compensation shall be restricted as provided by current statute.

### Coordination With Leave Benefits

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or district paid disability insurance payments.

In no event shall the employee be entitled to a combination of workers compensation benefits and salary in excess of his/her full salary. Available paid sick leave may be used for this purpose until 1) available paid sick leave benefits are exhausted; 2) the employee returns to work; or 3) employment is terminated. Sick leave shall be deducted on a prorated amount equal to the percentage of salary paid by the district.

The combined worker's compensation benefits and salary received under allowed sick leave, or other available leave, shall not exceed one full day's pay.

## **Retirement**

Classified personnel planning to retire should notify the superintendent in writing 90 days before the end of the current contract period.

## **Unemployment Compensation**

For answers to questions regarding unemployment insurance policies, benefits and claims see the clerk or contact the nearest Department of Human Resources, District Job Insurance Office.

# **SCHEDULES**

## **Work Schedule GCR**

Time schedules for classified employees will be assigned by the superintendent. The normal work week for classified personnel shall consist of 35 hours per week for full-time employment.

*See "Overtime," below.*

## **Overtime**

There shall be no overtime worked unless approved in advance by the superintendent. All overtime will be paid at the rate required by current law. All approved overtime shall be recorded on the employee's time card.

Overtime pay is paid for hours actually worked in excess of 40 hours. Paid leave shall not be considered as hours worked.

## **Time Cards**

### Full-time and part-time employees

Time cards are required for all hourly employees and must be signed by the employee. All hourly employees shall clock in at the beginning of each work day and clock out at the end of each work day. It shall be considered a violation of this policy if any employee clocks in or out for any other employee. "Forgetting" to use the time clock may also be considered a violation. Such violations may result in disciplinary action including termination.

Time cards shall be submitted to the clerk no later than the first working day following the end of each month.

If it is necessary for an employee to write-in time on a time card, it shall be approved by the employee's supervisor.

### Substitute or temporary employees

Substitute employees or temporary must follow the time card requirements described above. The regular full-time or part-time employee will make a notation on their time card naming the substitute employee and the date(s) worked by the substitute. The district will pay all substitute employees according to the substitute employee wage scale adopted by the Board.

### **Breaks**

All classified personnel are allowed a break if their regular daily schedule calls for four hours or more of continuous work. Breaks are limited to 15 minutes in length and may not be accumulated or added to lunch or dinner hours.

Breaks for meal times occurring during the scheduled workday is not hours worked if the employee is completely relieved from duty for meal time. Personnel are to clock out and in for meal periods when completely relieved from duty for that purpose.

Some employees such as lunch room workers, teacher aides, paraeducators, and secretaries are required to be on duty during meal time. For those employees, the meal period is counted as hours worked. Also, some may receive free meals as part of their compensation. Employees entitled to free meals include:

- Meal recorders
- Breakfast and Lunch Monitors
- Food service workers
- Special education paraeducators required to assist and/or supervise their students with eating.

### **Calendar**

The district calendar is approved by the Board and a copy made available to each classified employee.

### **Facility Scheduling**

District facilities are scheduled for use by the building principal and/or Elementary Secretary. The principal may require a classified employee to be on duty whenever a facility is used by a school group or non-school group or individual.

## 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. 15.*

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.

### **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.

*The School Board discourages school district staff from socializing with students outside of school in person or on social networking websites, including but no limited to MySpace and Facebook.*

### **Personal Communication Devices and Social Media**

Staff possession or use of personal communication devices on district property, in district facilities during the workday and while staff is on duty may be permitted subject to the limitations set forth in this language and consistent with any additional school rules. At no time will a personal communication device be used in a manner that interferes with staff duties and the responsibility for the supervision of students.

A personal communication device is a device, not issued by the district that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor of the device. These devices include, but are not limited to, walkie-talkies, either long – or – short range portable radios, portable scanning devices, cellular telephones, pagers, personal digital assistants (PDAs), laptop computers and similar devices with wireless capacity. This also includes other digital audio video devices such as, but not limited to iPods, radios and TVs.

Personal cellular telephones/pagers and other digital audio and video devices shall be silenced during instructional (or class) time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. Cellular telephones, which have the capability to take photographs or video, shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless expressly authorized by the principal or designee. Laptop computers and PDAs brought to school will be restricted to classroom or instructional related activities only. The district will not be liable for loss or damage to personal communication devices brought to district property and district-sponsored activities.

Staff members will utilize social network sites (e.g., Facebook, MySpace, and Twitter) judiciously by not posting confidential information about students, staff or district business. Staff members will treat fellow employees, students and the public with respect while posting. Communication with students using personal communication devices will be appropriate, professional and related to school assignments or activities. If communicating with students electronically, staff should use district e-mail using mailing lists to a group of students rather than individual students. Texting students is discouraged.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with superintendent or designee approval.

Staff is subject to disciplinary action up to and including dismissal for using a personal communication device in any manner that is illegal or violates the terms of this policy. The taking, disseminating, transferring or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

The Superintendent shall ensure these rules are available to all employees.

### **Electronic Communications Between Staff, Students**

Relationships between staff members and students shall at all times, foster an effective educational environment. These relationships shall never be harassing, discriminatory, retaliatory or soliciting and shall be professional, not personal.

The staff member shall be responsible for ensuring relationships remain on the proper level.

Staff members are primarily responsible for the success of the teaching/learning.

Part of this responsibility may include maintaining communications with students on an individual level in order to ensure students are receiving the necessary and proper instruction.

Electronic communications are one avenue for this communication. Electronic communication includes, but is not limited to, e-mail, text message on a social network page (e.g., MySpace, Facebook, etc.).

When staff members communicate with students via email, it should be only through the district's email system. Staff members shall save a copy of all email communications sent to students through the district's email system in a folder labeled "email to students" maintained in the staff member's district email account.

Any email communication sent to a student through the district's email system, (or other electronic communication with students such as text messages, web site postings, etc.) should be proper educational purposes.

Staff members are prohibited from sending personal email or other electronic communications of a personal nature to students during the staff member's time on duty.

All staff member communication to students should be strictly related to the student's educational coursework or school sponsored activities.

## **Facebook**

School administration will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process.

- Improper fraternization with students using Facebook and similar internet sites or social networks.
- Inappropriateness of posting items with sexual content
- Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- Examples of inappropriate behavior to avoid
- Monitoring and penalties for improper use of district computers and technology
- Avoid the use of the school's name and logo on a staff members personal website
- The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The administration may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the school administration should download the offensive material and bring it to the attention of the appropriate employee.

## **Computer and Device Acceptable Use**

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

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

## **Digital Photography in Schools**

School staff will discourage digital and other photos being taken in school by students, due to privacy concerns. Students and staff should not participate in being photographed as school unless photographs are for an official or authorized publication. Students and staff who choose to ignore this guidance could face legal or disciplinary consequences.

## **Employee Protection GAO**

An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance which threatens physical injury to others.

## **Confidentiality**

### Student Information

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

### Personnel Information

As an educator, you will hear, read and observe information about students that is considered confidential. All school staff must always respect the privacy of students and their families.

There are federal and state laws designed to protect confidentiality of students. The law says that only educators directly involved in delivering services to a student may have access to records and information about the student. Persons not directly involved in delivering services to a student do not have a right to this information.

Please remember you are allowed access to information only for students you actually teach. A breach of confidentiality is not only unprofessional, but may also be illegal. Problems of confidentiality are not always intentional, and sometimes people suffer from “slips of the tongue.” Intentional or not, violations are potentially a serious matter that could put employees, students and the district at risk.

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

All employees will sign a Confidentiality Form each year following training on confidentiality.

See "Personnel Records," p. 20.

## **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 classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

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

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

See "Complaints," p. 16.

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, employees 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 district shall become the property of the district. All other premiums, price reductions, and additional merchandise awarded based on district business shall become the property of the district.

## **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.

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.

### **Dress Code** *GAM*

The board encourages appropriate dress for all district employees.

### **Conflict of Interest** *GAG*

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

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

See “*Solicitations By Employees*,” p. 15.

### **Outside Employment**

Classified employees shall not engage in outside employment which impairs the effectiveness of their 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.

### **Suspension**

The superintendent shall have the authority to suspend classified employees with pay until the suspension is resolved by board action. The board may suspend with or without pay for a period determined by the board.

### **Termination**

The board may terminate a classified employee at any time, with or without cause.

## **DISTRICT PROCEDURES**

### **Assignment and Transfer** *GCE*

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

## **Board Policy**

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

## **Complaints/Grievances**

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

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.

## **Work Agreement**

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

Any written work agreement shall contain a reference that the work agreement is an employment-at-will work agreement which may be terminated by either party by giving two weeks written notice to the other. There are no rights of continuing employment.

## **Defensive Driving Course (School bus drivers only)**

Newly employed school bus drivers must complete the National Safety Council Defensive Driving course or the American Automobile Association Driver Improvement program, or an equivalent approved course. Experienced drivers shall complete, every three years, the same courses or attend the Kansas State Board of Education's school bus safety driver workshops annually. The district will pay each driver and substitute driver for the time required to complete the defensive driving course upon presentation of a certificate of completion. The time will be recorded on the driver's time card.

Substitute school bus drivers shall complete, within 30 consecutive days of the date of employment, a defensive driving course.

## **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. Mary Ellen Welshon, 210 W. 6<sup>th</sup> Street, Selden, KS 67757, 785-386-4559 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.

### **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.

### **Evaluations *GCI***

All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board.

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work-related skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

### **Supervision**

The superintendent has the responsibility to supervise all classified employees not directly under the supervision of a building principal. A building principal has the responsibility to supervise all classified staff who are assigned to the building.

### **Job Descriptions *GACB***

A job description for each category of classified employee will be developed by the superintendent. A copy of each job description is filed with the clerk and will be available for inspection during regular office hours.

### **Employment Status**

All classified employees are employed on an "at-will" basis, regardless of their length of service, and may be dismissed at any time.

*See "Termination," p. 15.*

### **Lounge**

The lounge is available for use by district employees during break time.

### **Jury Duty**

An employee called to jury duty shall be paid regular school wages if the employee endorses all jury duty pay, except reimbursement for mileage and subsistence, over to the district.

## **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.

## **Organizational Chart**

*See Appendix F for organizational chart.*

## **Orientation**

All new classified employees shall receive an orientation as designed by the supervisor and shall be given a copy 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**

With prior approval of the administration, classified employees may use their private vehicle to perform district business. To receive mileage reimbursement, the employee shall file a report showing dates, number of miles traveled and signature of the employee with the district office four times a year. Reimbursement shall be made following board approval.

*See Appendix B for a sample reimbursement form.*

Employees are prohibited from using their personal vehicle to transport students on school business.

## **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.

## **Recruitment *GCC***

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

## **Interrogation and Investigation of Students *JCAC***

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

## **Searches of Students and Property *JCAB, JCABB***

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

Searches of students or property shall be conducted in accordance with the rules approved by the board. Classified personnel 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 reasonable suspicion that district policies, rules or directives are being violated. All searches by the principal shall be carried out in the presence of another adult witness.

## **Resignation**

Classified employees may resign from their jobs in accordance with the employment agreement and board policies.

The resignation should be addressed to the board in care of the superintendent of schools.

## **Exit Interviews**

An exit interview may be conducted prior to an employee leaving the district. *See Appendix E for a sample exit interview form.*

## **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.

Employees attending out of town training meetings at the request of the school district will be compensated in the following manner:

Regular or overtime pay as appropriate for time away from Rexford or Selden  
MINUS:

- Eight hours for sleep when overnight;
- Reasonable time for meals (normally one hour per meal); and
- Time used exclusively for pleasure or personal business.

## **Telephone Use**

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. 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.

## **KN GAAB Complaints and Grievances**

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Mary Ellen Welshhon, 210 W. 6<sup>th</sup> Street, Selden, KS, 785-386-4559 has been

designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII 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. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Complaints of discrimination should be addressed to an employee's supervisor or to the building principal or the compliance coordinator. Complaints of discrimination will be resolved using the district's discrimination complaint procedures.

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

### **Complaints about Discrimination or Discriminatory Harassment**

#### **Informal Complaint Procedures:**

1. Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator.
2. The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level.
3. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

#### **Formal Complaint Procedures:**

1. A formal complain should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.
2. A complaint should be filed as soon as possible after the conduct occurs.
3. If appropriate, an investigation shall follow the filing of the complaint. All interested persons, including the complainant and the person against whom the

complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint

4. A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
5. If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
6. Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
7. The complainant may appeal the determination of the complaint.

The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

## **RECORDS**

### **Personnel Records** *CN, 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. 13.*

### **Required Records** *GACD*

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

- employment application;
- KPERS enrollment form (if employee is eligible);
- W-4 withholding certificate;

- social security number;
- loyalty oath or affirmation;
- health form (if working directly with students), see “Health Examinations,”
- driver’s license and driving record (if required for position), see “Driving Records,” below;
- INS form (proof of identity); and

### **Address Changes**

All address changes must be made with the clerk 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.

## **REPORTS**

### **Accidents JGFG**

Any school employee who discovers an accident on school property shall report the accident to the building principal or designated representative.

If the person requires medical treatment, the employee shall:

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

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.

If an employee is injured on the job, the supervisor should be contacted immediately and a report shall be made within ten days. The supervisor will then be responsible for contacting the district central office, who will in turn supply the injured employee with the appropriate forms to complete.

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

See “*Workers Compensation*,” p. 10.

### **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 by

phoning 1-800-992-5330 or to the local law enforcement agency if the SRS office is not open.

The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

It is recommended the building administrator also be notified after the report is made. District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

### **Vandalism *EBCA***

Employees shall report any vandalism to their immediate supervisor.

### **Violent Acts *EBC***

See "Security," p. 24.

## **HEALTH**

### **School Nurse**

Lisa Stoll, RN with the Northwest Kansas Educational Service Center contracts with Golden Plains for school nursing services. Her schedule in the district is generally on Fridays of each week. If she is not in the district contact her by calling 1-800-821-9333.

See "Medications, Administering," and "Accidents," pg. 23.

### **Asbestos**

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

### **Bloodborne Pathogens *GARA***

The exposure control plan for bloodborne pathogens is available for review from the clerk of the board.

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 report 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 termination of the illness, when authorized in writing by a physician.

The board reserves the right to require a written statement from the employee's physician indicating the employee is free from all communicable disease symptoms. See "Health Examinations," pg. 22.

### **Health Examinations**

Custodians, maintenance personnel, teacher aides, secretaries, paraprofessionals, clerks, food service workers and others who come into regular contact with students shall complete health examinations as required by law.

As a condition to entering employment, new employees in any of these categories in the district are required to complete a physical examination at the time of employment with the district. The employee must present a district-approved form, completed by a health care professional, to the clerk 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)

See "Required Records," p. 20.

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.

### **Physicals for Bus Drivers**

Bus drivers should take the appropriate health examination form for their service group with them to their physician. The cost of examination services is the expense of the individual employee.

### **First Aid JGFG**

See "Accidents," p. 20.

### **Medications, Administering JGFGB**

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

### **Hazardous Waste**

When hazardous waste material is produced in a class, or 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 supervisor. 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.

## **Pest Control**

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

## **Epinephrine in Schools K.S.A. 65-2872a**

Authorizes any person to administer epinephrine in emergency situations to a student or a member of a school staff. It exempts from liability for civil damages and from the practice of the healing arts any person who gratuitously and in good faith renders emergency care of treatment through the administration of epinephrine to a student or a member of a school staff at school, on school property or at a school sponsored event if the person acts as an ordinary and reasonably prudent person would have acted.

A school may NOT maintain an epinephrine kit unless the school has consulted with a pharmacist licensed by the state board of pharmacy. The consultant pharmacist shall have supervisory responsibility for maintaining the epinephrine kit. The consultant pharmacist shall be responsible for developing procedures, proper control and accountability for the epinephrine kit. Periodic inventory of the epinephrine kit shall be required. **K.S.A. 72-8258 and K.S.A. 65-1680A** authorizes any person to administer epinephrine in emergency situations to a student or a member of school staff when: (1) the person administering the epinephrine reasonably believes that the student or staff member is exhibiting the signs and symptoms of anaphylactic reaction; (2) a physician has authorized, in writing, the school to maintain a stock supply of epinephrine; and (3) the epinephrine is administered at school, on school property or at a school sponsored event.

## **SAFETY AND SECURITY**

### **Accidents, Reporting of JGFG**

*See "Accidents," p. 20.*

### **Drills *EBBE***

Emergency drills will be conducted as required. Fire drills are distinguished by a continuous alarm. Everyone must leave the building in orderly fashion. Tornado drills are short blasts from the alarm. Everyone is to move orderly and quietly to the designated areas. The building evacuation plan and the tornado designated areas are posted in each school.

## **Emergency Closings *EBBD***

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the following radio/TV stations: KFNF, KXXX/KRDQ, KGCR, KLBY - TV, KSNK - TV, KAKE - TV, KWCH-TV to broadcast a school closing announcement.

*See Appendix G for district calling tree*

## **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 work day and other appropriate times.

*See "Personal Property," p. 18.*

## **Building Opening and Closing Time**

District buildings are normally opened at 7:00 a.m. and closed at 5:00 p.m. when school is in session.

## **Keys**

The building principal is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys.

No keys shall be duplicated without permission.

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

Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.

## **Crisis Plan**

### Purpose

This plan exists to provide direction, support, coordination, and communication to the students, staff, and community following the sudden death or other tragic event

involving a student or staff members of the District. Each crisis is different and must be treated accordingly. This plan is a guideline for action.

### Crisis Team

Composition of the Crisis Team will include: superintendent, head teachers, counselor, school psychologist, and representative from High Plains Mental Health. The superintendent will serve as team leader and spokesperson for the district. In the event the superintendent is not in the district, the appropriate building principal or head teacher will assume that responsibility.

The counselor will have the responsibility to maintain a listing of resource persons available to students and staff.

### Procedure

- Following a crisis, information is provided by law enforcement officials to the superintendent. If the superintendent is not available, the appropriate building principal or head teacher will be contacted.
- Following a crisis, the Crisis Team will meet as soon as possible, prior to classes reconvening. The purpose of this meeting is to: gather information, prepare a short, concise written statement for use by staff with students, and prepare a statement for the media.
- In the event there is a lengthy time period between the crisis and classes reconvening, a "calling tree" will be in effect to notify staff members of facts.
- A staff meeting will be held in each building prior to the start of school to notify staff of facts and provide a prepared statement. Personnel are to be honest and accurate in relating with students.
- The prepared statement will be read to all students at the beginning of first hour by appropriate teachers.
- Resource people will be called upon to be available to meet with students, personnel, or small groups. Students will be informed of resource persons and their location within the building. Faculty members are to be aware of where their students are at all times. Parents of students absent will be contacted.
- In approximately one week following the crisis, a staff meeting will be held to assess the situation and determine if needs have/are being met.
- If the crisis results in a funeral, school will not be canceled or dismissed on the day of the funeral if possible.
- To help control the emotional well being of students, a few practices are discouraged.

They are:

- No memorial service will be held at school during school hours.
- Funeral services will not be conducted in school facilities.
- Large group assemblies will not be called.

### **Violent Acts (Reporting of) *EBC***

*See "Security," p. 24.*

## **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 projects 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. 27.*

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

### **No Right to Privacy**

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

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

### **Ownership**

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

### **Secure Files**

All employees must secure files containing confidential student information.  
*See "Confidentiality," p. 13.*

## **Internet**

Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret. See *“Copying and Duplicating,” p 27.*

## **Copying and Duplicating *ECH***

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

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

## **Inventory**

The district maintains a fixed asset inventory of all equipment owned by it. A visual inventory of all equipment in the fixed asset inventory is taken annually, usually at the close of each school year.

## **Ordering Procedures *DJEG***

The superintendent is the purchasing agent for the district and no other employee, unless designated by her/him, is authorized to buy goods or services charged to the district.

## **Requisitions *DJEF***

Requisitions for the purchase of goods, services, or claim for reimbursed expenses must be approved in advance by the building principal for which purchases are made and submitted to the superintendent. If approved by the superintendent, a purchase order will be issued by the clerk of the board.

## **Vehicle Request**

Employees are prohibited from using district vehicles for personal use. A Vehicle Request must be completed and submitted to the building principal before using a district owned vehicle.

**Appendix A**  
**Leave Notification Form**

**Appendix B**  
**Request for Reimbursement**

**Appendix B**  
**Request for Reimbursement**

## Appendix C

**Appendix D**

**Golden Plains U.S.D. No. 316  
Classified Staff Evaluation Form**

**EMPLOYEE:** \_\_\_\_\_ **DATE:**

**EVALUATOR:** \_\_\_\_\_ **BUILDING:**

**COMMENDABLE PERFORMANCE**

**ACCEPTABLE**

**IMPROVEMENT NEEDED**

**N/A**

**PERSONAL QUALITIES**

Punctual

Uses time wisely

Neat and well groomed

Gets along with other personnel

Relations with the public

Relations with students

General attitude

Self-motivated

**WORK-RELATED SKILLS\***

\*Specific indicators from each employee's job description should be inserted below

**COMMITMENT TO DUTY**

Abides by district rules-implements policies

Strives for self-improvement

Trustworthy

Dependable

Uses good judgment

Accepts constructive criticism

Keeps information confidential concerning school records and school operations as it pertains to students, parents and school personnel

### **EVALUATOR'S COMMENTS ON STRENGTHS AND WEAKNESSES**

I. Personal Qualities

2. Work Related Skills

3. Commitment to Duty

Employee's Comments

Employee: \_\_\_\_\_ Evaluator: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **This evaluation was signed by the employee after it was reviewed by the evaluator.**

## Appendix E

### Golden Plains U.S.D. No 316 Exit Interview Format

**Directions: Please complete this form and return it to your supervisor before you get ready for final check out. You will be asked to discuss and expand upon your responses during your exit interview. Your candor and thoroughness in answering these questions and during the interview will be appreciated.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ School: \_\_\_\_\_ Years in District: \_\_\_\_\_

1. What was the most enjoyable aspect of your employment in USD \_\_\_\_\_?
2. What was the least enjoyable aspect of your employment in USD \_\_\_\_\_?
3. What suggestions do you have for improving communications within the district?
4. Do you have specific suggestions that the board may wish to consider to improve their operations and their ability to serve the needs of the district's children?
5. Do you understand your rights to continued eligibility for health coverage?
6. Are you familiar with your options under KPERS? If you need additional information on #5 or #6, please contact the Clerk of the Board at the USD office.
7. Briefly explain your reason for leaving Golden Plains.

I hereby acknowledge that I have completed my assigned duties to the best of my knowledge and have returned all school and/or district property and keys.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Signature of Administrator/Supervisor  
conducting the exit interview

Date of interview: \_\_\_\_\_

**Appendix F**  
**Organizational Chart**

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