

Acknowledgment of Receipt of Handbook

I, _____, do hereby acknowledge receipt of the licensed staff handbook for 2011-2012, 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 expressed or an implied contract between the school district and the employee.**
- **Anytime the superintendent is mentioned in this manual, his/her designee is implied.**
- **As a condition of employment, I, _____, agree to follow rules and regulations, including handbooks, which have been adopted by the board.**
- **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.**

INTRODUCTION

This Handbook is designed to assist in communicating important employment information to licensed staff, whether required by law, regulation, board policy or practice. This handbook is not an employee contract. Further, this handbook is not to be considered as either an expressed or an implied contract between the school district and employee. It is intended to serve as guidelines to expedite many work processes and help employees understand and follow such guidelines. The Handbook is not intended to list all work rules nor do it purport to do so.

Provisions or contents of this Handbook, which do not have a policy or statutory reference, are administrative rules or guidelines. The provisions in this Handbook also control or have authority over any oral or written statements by any person(s) except the Superintendent of USD 316.

Any Handbook provisions with statutory or policy references may be changed at any time by the legislature or Board of Education respectively. Any other provisions may be changed by the Superintendent at anytime. This Handbook applies to all USD 316 licensed personnel. Nothing contained herein is intended to change, replace, negate, or expand upon any controlling statutes, Board Policies, or Negotiated Agreements, nor may this Handbook or any of its provisions be used to argue any work process, employment provisions or as a defense in any non-renewal or termination procedures.

EQUAL OPPORTUNITY EMPLOYER

USD 316 is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin.

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

MISSION STATEMENT

*The mission of Golden Plains Unified School
District #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.*

TEACHERS HANDBOOK

Golden Plains USD 316

GENERAL POLICIES

1. DO NOT LEND YOUR KEYS to any students, or anyone else, except when you can be near to supervise their use.
2. No student will be permitted to go on the roof of the building at any time. If a ball or other object goes on the roof, notify one of the custodians.
3. Please notify the Principal's office of any parent contacts and conferences, in advance if possible. Also, notify the Principal of any occurrences in the classroom about which a parent might call.
4. Bells and sirens will be used as follows:
 - a. FIRE - continuous bell
 - b. CLASS PERIODS, DISMISSAL- one (1) bell
 - c. TORNADO - long/short intermittent rings
5. Educational Field Trips
 - a. Plan carefully and as far in advance as possible. Use the field trips as learning opportunities in all instances.
 - b. Notify the office not less than two weeks in advance of a planned trip.
 - c. A bus or buses may be needed: if so, please submit your request for transportation to Gary Hibbs, Transportation Director.
6. DO NOT leave money or any valuables in the classroom at any time unless the room is locked securely.
7. There should be no student visitors in the classroom unless they have received permission from the Principal/Superintendent.

FIRE DRILLS

Teachers shall give instructions to students on the first day of school on proper fire drill procedures.

There will be a fire drill shortly after the start of school. Teachers will be notified ahead of time. The alarm will sound.

Regular fire drills will be held monthly; teachers will not be notified ahead of time.

Additional instructions should be given to pupils concerning fire drills proper use of alarms, reasons for necessity for walking--not running--during fire drills, and what to do if the regular exit is blocked.

FIRE DRILL INSTRUCTIONS

1. Have the students walk out their exit. If your exit from the building is blocked, use the next closest one.
2. If your class is not in the classroom when the alarm sounds, use the nearest exit.
3. Teachers are to leave their rooms last. Close the classroom door as you leave. Do NOT take time to close the windows. Be sure no one is left in the restrooms.
4. Be sure to get away from the building after getting outside. Staying near the building could result in injuries from an explosion.
5. Check roll when you arrive at your area. If any students are missing, report at once to the Superintendent or Head Teacher.
6. Re-enter the building only after the fire alarm has stopped and the outside bells have rung.

LICENSED PERSONNEL

The Board of Education of USD #316 does have the best interest of the school in mind, and realizes that the school's best interest can be better attained by input from several sources.

Be it resolved that the Board of Education of USD #316 welcomes any and all teachers input of ideas pertaining to the betterment of our school system and its operation.

Each teacher shall be directly responsible to the Superintendent. The teacher shall promptly and consistently carry out the instruction of the Superintendent.

Teachers have the responsibility of supervising those students to whom they are assigned whether they are on the school grounds or on an approved school activity. Teachers shall not leave their students unattended unless arrangements have been made for another staff member to cover for them in the event of an emergency.

It is expected that a teacher maintain a professional attitude in his/her relationship with pupils and fellow teachers. The teacher shall not at any time engage in controversial school issues in the presence of students. Matters in which teachers may be in disagreement should be discussed in private.

VALID LICENSE

A teacher must hold a valid Kansas License to be eligible for employment. No salary will be paid until a proper certificate has been registered with the Superintendent. Beginning teachers must show evidence of having applied for a proper License.

TEACHER CONTRACTS

A teacher must sign a contract prepared by the Superintendent and approved by the Board to indicate their acceptance of a position. Failure to sign by the time designated shall render the contract null and void. Teachers will be paid according to the salary schedule adopted by the Board & Teacher's Association.

PHYSICAL EXAMS

The Board, as a condition of entering or continuing employment shall require each employee who is in regular contact with pupils to submit a certification of health signed by a licensed physician on a form prescribed by the Kansas State Board of Health. If at any time there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of the pupils, the Board may require a new certificate of health at the expense of the employee.

EMPLOYEE DRESS CODE

GAM

The Board of Education encourages appropriate dress for all district employees. Many times district employees are role models for students. Professional dress is encouraged.

WORKMEN'S COMPENSATION AND UNEMPLOYMENT INSURANCE

Workers Compensation and Unemployment Insurance as provided by law will cover all employees.

SALARY DEDUCTIONS

In compliance with the rules and regulations of the Kansas Public Employees Retirement Act (KPERS), a monthly deduction will be made from the salaries of all employees covered by the system. In addition, in compliance with the Federal and State Income Tax Laws, deductions will be made from salaries in amounts prescribed by law. In addition, in compliance with FICA, deductions shall be made from salaries as required by law.

HEALTH INSURANCE/FRINGE BENEFITS

The district has a group plan with Blue Cross-Blue Shield to which any employee may make application through the Superintendent's office before September 1 or within 10 days of employment. personnel must have a total premium deducted from their salary except if provided otherwise in the individual's contract terms. *Per the negotiated agreement, the Board of Education will pay \$350 toward health insurance.*

PAYDAY

Licensed Personnel will be paid on a 12-month basis or as provided by law. All employees will be paid on the 10th of each month. If the 10th falls on a weekend or holiday/vacation, employees will be paid on the last workday prior to the 10th.

PERMISSION FOR LEAVE

All school leave forms shall be filled out each day of absence before the leave or the first day upon return to work.

Sick Leave (refer to negotiated agreement for further clarification)

Each teacher will be granted ten (10) days of sick leave per year cumulative to sixty (60) days. Days for sick leave will be granted at the beginning of each contract year. Sick leave will be granted for personal illness of the teacher or any family member of the immediate family. The immediate family is defined as wife, husband, child, mother, mother-in-law, father, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, or any person living in the same household. Unused sick leave may be used to attend any funeral, which the employee feels obligated to attend.

Each teacher that ends the school year with 55 or more accumulated days may opt to, **on or before but no later than September 1 of the new school year**, to trade five (5) of the sick leave days that would be donated to the sick leave pool for one (1) additional personal leave day. This leave day is to be added to the three (3) personal leave days granted to each teacher. The remainder of the sick leave days that also exceed the 60 days maximum will be donated to the sick leave pool.

Personal Leave (refer to negotiated agreement for further clarification)

Each teacher shall be granted three (3) days of personal leave per school year. Requests for personal leave need to be approved by the building Principal/Superintendent at least twenty-four (24) hours in advance, except in case of emergency. The personal leave is non-accumulative. Personal leave cannot be used the day before or after a holiday or vacation or the first and last days of school, unless approved by the Superintendent.

Leave to Attend Activities and Athletic Events of Immediate Children (not included in negotiated agreement)

Staff will be allowed to attend only Golden Plain's functions (activities and athletics) of their immediate children. Staff will be allowed to leave as early as 2:30 p.m. without having to use earned leave as long as they have arranged to have their classes adequately and appropriately supervised. Each member requesting to use this type of leave will fill out the appropriate paperwork.

Appropriate request for leave paperwork must be approved by the Principal and Superintendent.

ABUSE OF LEAVE

In the event that there is just and sufficient cause to believe that an individual may have abused the leave agreement, the Superintendent shall investigate the alleged abuse. The first step shall be conference with the Superintendent. Should the abuse be substantiated, each individual case shall be considered by the Board for appropriate action.

Any expense incurred by the teacher upon the Board's request shall be paid by the Board when the teacher is not found in violation of the school agreement. As in cases of contract dispute, the teacher has the right to grieve the Board action. The teacher has the right to be present when the Board of Education discusses the abuse in detail. Through the above process, an agreement would have to be reached as to positive action, reimbursement, etc.

The method of deleting payment when absence is determined by the Board to be an abuse of leave shall be relation to the number of hours or days as stated under the individual's contract.

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,
- d. employer requirement of substituting paid leave,
- e. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- f. 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.

REDUCTION OF TEACHING STAFF

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In the event the Board decides that the size of the teaching staff must be reduced, guidelines will be followed in the following rule or the negotiated agreement shall be followed. Insofar as possible reduction of staff shall be accomplished by attrition due to resignations and retirement.

In determining the number of teaching positions to be reduced, the administrative staff will ascertain the educational program for the district. The number of teachers needed to implement the district's educational program will then be determined by the administrative staff.

Individual qualifications, training, specific skill areas, interests, evaluations or disciplines shall be considered.

In the event, or more teachers have similar qualifications and skills in a teaching area, the Superintendent shall recommend a tenured teacher, if any, for the position. However, seniority of tenured teachers will not be considered. The teacher that best meets the needs of the district, considering the factors outlined above and any other relevant factors, will be retained.

Any certified employee who has not been reemployed as a result of reduction of the teaching staff shall be considered for reemployment if a vacancy exists, for which the teacher would be licensed and qualified. The Superintendent will recommend to the Board reinstatement of any such teacher whom he deems licensed and qualified and able to serve the best interests of the district. The Board shall not be

required to consider reinstatement of any such teacher after a period of one year from the date of non-renewal.

Certified employees who may be eligible for reemployment are required to notify the district of their current address.

EMPLOYEE-BOARD COMMUNICATIONS

All communications concerning school business from the Board to employees and from employees to the Board shall be made through the Superintendent of Schools.

SUBSTITUTE TEACHERS

In cases of absence, the substitute teacher should be secured by the Superintendent's designee, Tammy Shaw, not by the teacher. Lesson plans should be available to the substitute teacher. A substitute teacher is to be paid by the Board at a rate of \$77.50 a day or \$38.75 a half day. A substitute will be paid only for the days they teach. Substitute teachers are expected to take over all duties of the regular teacher including playground supervision, noon duty and observe regular teacher's hours. A non-certified teacher will remain at the same rate no matter how many days they teach, while after 10 consecutive days at the same position, a certified person will be on the regular salary schedule. The substitute teacher must qualify again when starting in a different position.

LUMP SUM PAYMENTS

GBA

Upon written authorization from any licensed employee subject to the continuing contract law, the board shall pay the balance of the person's contract compensation for the school year in one payment not later than June 30 and the completion of all contract obligations. The authorization shall be filed with the Clerk of the Board not later than April 1 of the school year in and for which the balance payment is first authorized. Any request made before April 1, 1981, will stand for all subsequent years until such time that different notification is given. Once authorized, the lump sum payment will continue each year until the election is revoked in writing by the licensed employee.

CONTINUING CONTRACT

In accordance with the continuing contract law, K.S.A. 72-5411, which provides in the absence of notice of intent to non-renew or terminate the contract, contract automatically continues for the next school year. The Board shall give written notice on or before May 1, to any teacher who it does not wish to re-employ. A teacher shall notify the Board by May 01; the employee must give notice the Board, on or before May 15, of their intention of not remaining in the school district's employment.

REIMBURSEMENT/TRAVEL (see negotiated agreement for further clarification)

GAN

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

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

EMPLOYEE SUSPENSION

GBK

The Superintendent shall have authority to suspend any certified employee with or without pay for a period of time, which shall expire at the next regular or special meeting of the Board or as otherwise specified by the Board. Suspension may occur for the following reasons:

1. Alleged violation of Board policy rules or regulations.
2. Upon the filing of a formal complaint against said employee with any civil

authority or with the Board of Education in charging the employee with alleged commission of offenses involving moral turpitude.

3. Other good cause.

If a suspension without pay is imposed on an employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to respond.

TEACHER PROBATION

GBG

Teacher's receiving a qualified or restricted recommendation for reemployment may be employed only on a probationary basis. The period of probation will be for one contract year. At the end of this period, the teacher will either be returned to full status or terminated.

The salary offer to a teacher on probation will reflect no change of step, base pay or increment from the current salary schedule.

Following satisfactory completion on one contract year of probation, the teacher may be advanced to the proper step and pay on the salary schedule as indicated by the teacher's experience and professional preparation.

LOYALTY OATHS

All school Board members and all employees of USD 316 are required to sign a loyalty oath to the Constitutions of the United States and the State of Kansas as required by KSA 75-4308, KSA 75-4309, KSA 75-4312, and KSA 75-4314.

TRANSCRIPTS

Each teacher must submit one up-to-date official transcript of all college work to the Superintendent no later than August 31.

WITHHOLDING EXEMPTIONS CERTIFICATES

All new employees must take their Social Security Cards to the Superintendent's office and complete withholding exemption certificates before they can be entered on the payroll.

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 Board Clerk.

New teachers must file proper KPERS forms in the Superintendent's office.

WORKERS COMPENSATION

EBAA

Notice of Accidents

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

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.

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.

SCHOOL DAY

Teachers are to report to the building by 8:00 am (classes start at 8:15 am.). The teachers day closes at 4:00 pm (classes end at 3:50 pm) unless he/she is involved in an activity which extends beyond that time. A teacher needing to leave early must check with the Superintendent.

Before leaving the classroom at the end of the day, the teacher should see that lights are turned off and the windows closed. All children must be out of the building unless under the supervision of a teacher.

A coach, music teacher, or another teacher who is involved in an after-school activity is responsible for seeing that students are out of the building, all lights are off and all doors are latched and locked. This applies to activities not completed by the time the custodian has finished his work in that area for the activity.

PERSONNEL RECORDS

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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.

REQUIRED RECORDS

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

- Employment application
- KPES enrollment form (if employee is eligible)
- W-4 withholding certificate
- Social security number
- Loyalty oath or affirmation
- Health Form (if working directly with students)
- Driver's license and driving record (if required for position)
- Proof of identity
- Current teaching license

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 purpose of this policy, school official means teacher, administrator, or other licensed employee of the board of education. Legitimate educational interests 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 students.

BULLETIN BOARD, LETTER BOXES, E-MAIL

Teachers should check the bulletin board in the outer office and their boxes for pertinent information. E-mail should be checked daily.

PURCHASE OF SUPPLIES

Requests for supplies and equipment, which are to be paid for by the school, are to be submitted to the Superintendent. Materials purchased without the approval of the Superintendent will not be paid for by the District but will be the responsibility of the teacher who purchased the materials.

ORDERING SUPPLIES AND EQUIPMENT

Requisitions are to be made out on forms provided. All items purchased must be on a requisition. Be sure to include cost and estimated shipping and handling. The Superintendent is charged with the responsibility of approving, refusing to grant, or adjusting all requisitions by staff members. If funds are not available or if for some reason it does not seem advisable to make a purchase at the time of the requisition, the person making the request will be notified. Supplies and equipment purchased without the approval of the Superintendent will not be paid for by the District but will be the responsibility of the teacher who purchased the materials.

SUPERVISION

Teachers shall have the responsibility for supervising those students to whom they are assigned by the administrator(s) whether they are on the school grounds or on an approved school activity.

Teachers will not leave their students unattended unless arrangements have been made for another staff member to cover for them in the event of an emergency situation.

Teachers are to dismiss their students at the classroom door, provide proper supervision, and meet the new class at the door. Bells do not dismiss the students. The staff is responsible for dismissing students. Other duties will be assigned as necessary. Students go directly to classroom upon arrival at school.

CONFIDENTIALITY

STUDENT INFORMATION

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

PERSONNEL INFORMATION

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

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

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, licensed and support personnel, students, vendors, and any other having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not 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 coordinator of federal compliance, Mary Ellen Welshon, Superintendent.

Employees who do not believe the matter is appropriately resolved may file a written complaint under the district's discrimination complaint procedure. Confidentiality shall be maintained throughout the complain procedure.

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.

DIGITAL PHOTOGRAPY 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.

RELATIONS WITH STUDENTS

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

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.

ASSIGNMENT AND TRANSFER

GBE

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

SOLICITATION OF EMPLOYEES

KDC, GAC

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.

Solicitation by Employees

No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items that may directly or indirectly benefit the school employee.

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/superintendent.

DISCIPLINE

JD

The desired discipline is that which is developed through self-control rather than through passive obedience to authority. Discipline is an end, not a means to an end.

Pupils are expected to conduct themselves in a manner which:

- a. Is in keeping with the activity in which they are involved
- b. Respects the rights of others, and
- c. Is in accordance with safety rules and regulations.

Teachers have both the authority and the obligation to insist upon disciplinary regularity in the school building, on the school grounds, and at school activities. Such reasonable insistence will be backed by the office. Any disciplinary action should be taken at the time of the offense, if possible.

Off-duty teachers have the responsibility of correcting pupils when the teacher on duty is not present or is otherwise occupied.

When it is necessary to send a student to the office, do so under the following:

- a. Prior conference with the principal.
- b. Bring the student to the office yourself in unusual cases, or
- c. Send the student with a discipline referral slip and the teacher should come to the office at the earliest convenience.

ACTIVITY TRIPS

Teachers needing a bus for an activity trip must submit a request to the Transportation Director office two weeks (as soon as the activity is arranged) in advance so that arrangements for a bus and driver can be made.

Each bus used for an activity must have an adult sponsor in addition to the driver unless the driver is also the classroom teacher. The sponsor shall be responsible for the conduct of the students while they are on the bus.

Permit slips signed by a parent or guardian are required before any pupil may go on an out-of-town trip.

RESIGNATION

In the case of resignation by an employee of the District, that certified or non-certified school personnel shall send, in writing, his/her resignation to the Superintendent of Schools.

GRADING SCALE

The following grading scale will be used by all teachers of USD #316

- | | |
|--------------|-------------|
| A = 100%-90% | B = 90%-80% |
| C = 80%-70% | D = 70%-60% |

ELEMENTARY PROMOTION AND RETENTION POLICY

If retention of a student is under consideration by a teacher, it is important that parents be informed early and frequently throughout the year. Grade cards should reflect POOR or FAILING grades in reading, language arts, math and/or other subjects

Factors, which would be considered in possible retention of a child, are age, maturity, academic progress, test scores, ability, results of psychological evaluations, students motivations, previous retention's, a parents' comments and opinions and teacher recommendations. Retention of a student more than one time should be considered an exception.

Prior to May 1, a final conference should be held with the parents. In-put from the parents, teacher(s), psychologist, counselor and Principal may be contributed. At that, time the parent will be informed that one of the following options is recommended for his/her child:

1. Promote the student unconditionally
2. Promote the student on the condition that they enroll in and satisfactorily complete a summer school program, as specified
3. Retain the student in the same grade for the coming year

As a result of the conference, the parent does not concur with the school recommendation, one of the following options may also be considered:

1. Promote the student with an "allowed Pass" allowing him to be promoted because of various pertinent factors, even though he/she has not satisfactorily completed the work of the present grade. The parent shall consent to this in writing.
2. Promote the student over the objection of the school team and place the following statement on the child's grade card:
 "_____ has not satisfactorily completed the work of the _____ grade but is promoted to the _____ grade because of parental request." The parent shall consent to this in writing.

The final decision as to promotion or retention of a student rests with the Superintendent.

HOMEWORK

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom, finishing assignments not completed during regular study periods, studying for exams, and enrichment purposes.

REPORTING PUPIL PROGRESS

A Parent-Teacher conference will be held at the end of the first and second quarters for grades K-12. Report cards will be sent home at the end of the third and fourth quarter period in grades K-12.

DOWNSLIPS FOR POOR WORK

Beginning with the fourth week of each quarter TEACHERS will issue progress reports to the Superintendent's office for those students who are failing or have "D" grades in one or more subjects.

The SUPERINTENDENT will forward one copy of the progress report to the parents.

PARENTS are encouraged to contact the teacher upon the specific recommendations noted on the down slip.

ATTENDANCE (Student)

JB

Daily attendance records shall be maintained for each student in the school. The primary responsibility for recording attendance shall be assigned to the teacher. Attendance will be recorded on Power School.

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 and central office should be contacted immediately. The central office will 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 office. The employee must inform the doctor or hospital that he/she is covered by the district workers compensation plan.

CHILD ABUSE

GAAD,GAAD-R

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 sex 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.

It is recommended the building administrator also be notified either before or 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 the school employees to prove the child has been abused or neglected.

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

SRS Hotline Phone Number 1-800-922-5330

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.

SCHOOL DANCES

Times for school dances are to be arranged in the Superintendent's office. All dances are subject to the following regulations:

1. The High School may have only three dances per school year. A Homecoming dance. Sweetheart Dance and the Junior-Senior Prom.
2. Dances must be scheduled at least two weeks in advance.
3. Dances must be held on Friday or Saturday nights unless special permission is granted by the Principal and must end by 11:45 pm.
4. Parents and/or teachers must be present as chaperons.
5. Students who leave during the evening are not permitted to return.
6. Students must sign a list in the office for outside dates.
7. Middle School or Junior High Students are not allowed to attend a High School dance.
8. High School students are not allowed to attend a Middle School dance.

SCHOOL PARTIES

At the High School, all school parties and picnics must be held with the approval of the Principal and be chaperoned by a faculty member. School parties should be arranged to be held on a weekend evening and should be scheduled two weeks in advance. If a school day follows, the party or picnic must terminate by 11:45 pm.

In the elementary school, all school parties and picnics must be held with the approval of the Superintendent and be chaperoned by a faculty member. School parties should be arranged to be held on a Friday afternoon and should be scheduled at least two weeks in advance. Birthday parties may be held once a month. Christmas, Halloween, Valentines and other holiday parties are exceptions and must be cleared with the Superintendent.

WEDNESDAY NIGHT ACTIVITIES

The school shall try to honor the wishes of both families and churches by the following: The schools will try to hold a minimum the amount of Wednesday evening activities. There shall be no school-sponsored activities on Sunday.

MAJOR CLASS FUNDRAISING PROJECTS (see Student Handbook for further clarification)

Generally, the following schedule will be followed:

Freshman: Bake sales

Sophomores: Candy sales in the fall. Workers auction in the spring

Juniors: Concessions stands during sports activities. Carnival in the spring.

Seniors: Magazine sales in the fall.

1. Money and receipts from all the above-mentioned projects shall be turned into the Superintendent's office each day before 3:45 pm so receipts can be recorded and itemized separately into various accounts

2. Funds will be disbursed only by check under the direction of the Superintendent, with the only exception being the Senior Trip, which must be approved by the Board of Education.

SENIOR TRIP

The Senior Class, with the sponsors, may plan a Senior Trip but have final approval from the Board of Education. They must have an adequate number of sponsors and qualified bus driver(s). Seniors and their parent(s) must sign a release form before the trip.

SENIOR CLASS TRIP ELIGIBILITY

Policies of the Board of Education authorize, under certain conditions, a Senior Class Trip, the cost of which is financed from money raised by the class throughout their high school career. In some cases, an individual member of the class will either enter or leave the class at points other than the beginning of the freshman year. The purpose of these regulations is to clarify the process and requirements for individual student participation in the fundraising activities and participation in the Senior Trip.

1. In order for a student to participate in the senior trip, that student must have been actively involved in the class fundraising activities throughout that student's attendance at Golden Plains High School.

2. Any student who wishes to be excused from active participation in fundraising activities will be required to submit a written statement in which the student and the parent agree, by their signatures, that the student will not participate in the senior trip. By filing such a written statement, the student may be excused from participation in fundraising activities, and such statement will be final.

3. If a student fails to participate in fundraising activities of the class, but has not submitted the statement required in Section 2 above, that student may be determined to have waived his/her right to participate in the senior class trip. Such determination to be made by the Superintendent after conferring with the student and the student's parents or guardian.

4. Any student who transfers into Golden Plains High School as a regular member of the class will be accepted as a member of the class for all appropriate purposes, including participation in the senior class trip. Eligibility of such transfer student to participate in the senior class trip will be made solely upon his/her participation in fundraising activities during the period of his/her enrollment and other applicable provisions of policy and regulation, but the student shall not be required to pay any amount into the class fund as a condition of his/her participation in the senior class trip.

ADMISSION OF NONRESIDENT STUDENTS

Any student who resides outside the boundaries of the district may apply to attend school within the district. All applications for nonresident attendance will be considered on an equal basis.

A parent or guardian will apply on behalf of the child and provide such documentation and records as the Superintendent may require. Applications will be accepted or rejected by the Superintendent based upon the following standards:

1. Whether space is available in the program, grade level, or classes at the building in which the student desires to be enrolled.

2. Whether appropriate educational programs or services are available to improve the student's condition; and

3. Whether the student's attendance in the district is likely to create a risk to the health, safety, or well-being of other students or staff.

A nonresident at-risk student who has dropped out of high school for six weeks or longer, or has returned from participation in a substance abuse treatment program, or is about to become or is a teen-aged parent, or has returned from hospitalization due to a mental health condition, may attend school in this district provided that the appropriate educational programs are available to accommodate the needs of the student.

ADMISSION OF INTERNATIONAL AND EXCHANGE STUDENTS

Qualified international students may be enrolled and attend school without the payment of fees if they are recommended and sponsored by an organization approved by the Superintendent. No international students shall be accepted for direct placement in the district except through an approved organization. In determining what constitutes an approved organization, the Superintendent shall give due consideration to lists of approved programs published by the Kansas State High School Activities Association and the United States Information Agency. No organization shall be approved which does not appear on such list of approved programs of both agencies. The Superintendent shall not, however, be required to accept an organization solely because that organization appears on such lists.

The sponsoring organization shall certify to the Superintendent that all necessary documentation is complete on any international student proposed for admission and the sponsoring organization shall accept full responsibility for all legal requirements.

International and exchange students may be enrolled regardless of residency within the district. The Superintendent shall review all available materials relating to a proposed international student including language, academic, and social fitness as well as host family arrangements. Following the review of such material, the Superintendent may accept or reject any individual applicant. The Superintendent's decision shall be final except where the Superintendent has denied admission. When the Superintendent has denied admission, any responsible person who is directly involved may appeal such denial to the Board of Education.

TELEPHONE POLICY

Parents may call the school office and request a student to come to the phone for emergency matters. Under ordinary circumstances, however, the Secretary or Administrator will relay messages to the students. Students may return calls to parents during vacant periods in their schedule.

ILLNESS

When a student becomes ill, or is suspected of having a communicable disease, the office shall be notified. The office shall notify the parents and appropriate action shall be taken. If the parents are unavailable, action will be taken as indicated on the enrollment form.

ACCIDENTS

The welfare of the child is the first consideration in case of an accident. The Superintendent and the parents should be notified if the accident is serious. In an emergency, the child should be taken to the hospital or an ambulance or doctor should be called first as indicated on the enrollment form.

CLASSROOM BEHAVIOR

A student who repeatedly violates classroom policies will be subject to referral. Misbehavior might include such things as disrespect for authority, disobedience, excessive talking, failure to work, sleeping in class, etc.

Before an Administrator will consider administrative action for classroom misbehavior, other than in extreme cases of misbehavior, the Teacher must show that actions have been taken to resolve the student's problem prior to referral to the administration. Such actions may include student-teacher conferences, teacher-parent conferences, detention, or referral to the counselor.

When a student is sent to the office for disciplinary action, parents will be notified. Failure of a student to come to the office on request can result in suspension.

Students who walk out of class and/or the school building without permission will be subject to suspension from school. All students must secure admit-slips upon returning to their classes.

The matter of discipline for repeated offenders will be up to the discretion of the Administrator.

All referrals will be submitted to the office by a referral slip and signed by the Teacher and/or Superintendent.

CORPORAL PUNISHMENT

If corporal punishment is necessary, corporal punishment shall be administered only by the Superintendent. The right of self-defense is not abrogated by this regulation.

The punishment must be reasonable and confined within the bounds of moderation; that is, it must not be cruel or excessive, and the teacher must not act want only nor from malice or passion.

The punishment must be proportionate to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of his example and conduct of others. Consideration must be given to the age, size, sex and physical strength of the pupil to be punished; and the instrument must be one suitable and proper for the purpose.

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 school/workplace.

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment.

The employee shall bear the cost of participation in such program.

This is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish personnel disciplinary actions that 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.

ALCOHOL AND DRUG ABUSE INTERVENTION

The board, faculty, and administration of Golden Plains Unified School District No. 316, Thomas County, Kansas, recognize a shared responsibility for the health, welfare, and safety of those who attend the district's schools. Problems of alcohol and drug abuse are matters of serious concern and it recognized that the illegal or inappropriate use of alcohol, narcotic drugs, depressants, and/or other controlled substances constitute a hazard to the positive development of all students.

Any student, while under the jurisdiction of the school district, who is determined by the Superintendent or his designee, to be under the influence of alcohol or drugs, will be detained at the school until the student can be placed in the care of a parent or guardian. If the parent or guardian cannot be reached, the person designated as emergency contact on the enrollment form will be contacted. If that person cannot be reached, an administrative determination will be made to insure the student's welfare and safety.

Within the next seven (7) days, the student and a parent or guardian will meet with an intervention team to determine a plan of action appropriate to the problem which plan will insure the safety, health and well-being of the students.

The intervention team will be made up of the Superintendent (or his designee), the counselor, and three (3) faculty members who are not closely associated with the student as determined by a consensus of the building faculty. The team, in harmony with the parent or guardian, will define appropriate intervention strategies to be followed, which are determined to be in the student's best interests.

DISTRICT CRISIS PLAN

The Superintendent, in consultation with the school counselor, school psychologist, and such other personnel as he deems appropriate, shall submit a District Crisis Plan which plan will 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 member of the Golden Plains School District.

SITE COUNCIL

Kansas Law provides (192 H.B. 2892) that a School Site Council shall be established for each building within the school district. While present interpretation of the law by the Kansas State Board of Education would require three (3) such councils within Unified School District No 316, the Board believes

that appropriate articulation and communication between all grades and departments of the district if of significant and paramount concern within this district.

The board therefore established one (1) Site Council within the district, membership and composition of which shall be so structured as to permit the council to serve all buildings of the district and, concurrently, to serve as individual councils for each of the school buildings consistent with interpretation of the law provided by the Kansas State Board of Education. By establishing one (1) such Council, the intent of the board is not to circumvent the law, but rather to fully integrate its requirements with those of other statutes, rules and regulations and the best interest of the children of the District.

The council shall be responsible for providing advice and counsel for evaluation state, school district, and school site performance goals and objectives and in recommending methods, which may be employed at each school site to meet these goals and objectives.

The council shall be appointed by the Board of Education and shall report directly to the board from time to time.

The Board of Education adapted detailed rules and regulations regarding this policy, a copy of which is on file with the Clerk of the Board for public inspection.

BLOOD BORNE PATHOGEN EXPOSURE CONTROL PLAN

The board shall adopt an exposure control plan, which conforms with current Occupational Safety and Health Administration (OSHA) standards and regulations of the Kansas Department of Human Resources (KDHR).

The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan.

The Board of Education adapted detailed rules and regulations regarding this policy, a copy of which is on file with the Clerk of the Board for public inspection.

(JIH) INTERROGATIONS BY OUTSIDE AGENCIES

Questioning of Students by Law Enforcement Officials: Law enforcement officers have the right to come into the school buildings to interview students as suspects or witnesses. School officials will not unreasonably delay, hinder, or obstruct law enforcement officers from the performance of their duties. Before any such interview, the Superintendent shall be notified and the Superintendent or his designee will carefully determine the officer's identity, official capacity, and the authority under which he/she acts.

Except in cases of child abuse or neglect, the Superintendent or his designee will attempt to contact the student's parent/guardian and solicit his/her consent when a law enforcement officer requests an interview on school premises.

If, in the course of the interview, the law enforcement officer finds it necessary to remove the student from school so as to better aid the investigation, the Superintendent or his designee will first determine the reason for such action and will immediately inform the student's parent/guardian. Notwithstanding any other provision of this policy, school officials shall not release any student to law enforcement personnel unless compelled to do so by legal process or unless directed to do so by the student's parent or legal guardian.

Apprehension and/or Arrest: The Board of Education authorizes the Superintendent to release minor students into the custody of a law enforcement officer upon presentation of a court order or warrant for the student's arrest. The Superintendent or his designee shall immediately notify the parent/guardian or responsible relative of the fact of the student's release and the place to which the student is reportedly taken, except in cases of suspected child abuse or neglect.

Whenever a student is suspected of being a victim of child abuse and is being removed from the school premises, the Superintendent or his designee must give the telephone number and address of the student's parent/guardian to the law enforcement officer. The law enforcement officer then has the responsibility to immediately notify the parent/guardian.

Personnel responsible for releasing a student from school custody, for whatever reason or purpose, will exercise extreme diligence to prevent such release to any unauthorized or unidentified person.

ASBESTOS

“In accord with EPA regulations all boiler/tank and/or pipe coverings within Golden Plains elementary School and Golden Plains Middle School/High School will be treated as though containing asbestos. This material has been, is, and will continue to be repaired whenever deterioration and/or physical damage is observed in order to render these materials non-friable.”

Appendix A
Leave Notification Form

Appendix B
Request for Reimbursement

Appendix B
Request for Reimbursement

Appendix C
Accident Report Form

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

Appendix G
District Calling Tree

Appendix H
Confidentiality Counts

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