

Pleasant Ridge Middle and High School Licensed Staff Handbook

2018 - 2019



**Andy Metsker, Principal- Pleasant Ridge High School
Lucas Siebenmorgen, Principal/Activities Director- Pleasant Ridge Middle School
Mike Koontz, Activities Director- Pleasant Ridge High School
Kari Anderson, Counselor**

Easton, Kansas 66020

**(High School) 913-651-5556
(Middle School) 913-651-5522**

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Acknowledgment of Receipt of Handbook

I, _____, do hereby acknowledge receipt of the 2018-19 Licensed 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 expressed or 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.

Date: _____ Signature of Employee: _____

Notice of Non-Discrimination

The Easton Public Schools prohibit discrimination on the basis of race, color, national origin, sex, age, or disability in admissions, access, treatment or employment, in its programs and activities as required by: Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. The Easton Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding non-discrimination policies may be directed to the Superintendent, 32502 Easton Rd., Easton, KS 66020; phone 913-651-9740. Interested persons including those with impaired vision or hearing can also obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons by calling the Superintendent.

Any person may contact the regional Office for Civil Rights at One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Mo. 64106 with regard to the school district's compliance with the regulations implementing Title II, Title IX or Section 504.

Equal Opportunity Employer

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

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

USD #449

Theme

Every Student. Every Day.

Vision

To foster a culture where every student succeeds.

Mission Statement

To prepare every student for success through superior educational programs delivered by highly effective educators, who use innovative, research-based strategies in a safe and supportive environment in collaboration with family and community members.

Teaching and Learning

Exit Outcomes

The school district standards and benchmarks can be reviewed on the USD #449 website, district or principal's offices, or by contacting Mrs. Jeanine Murphy, Director of Curriculum, Instruction and Assessments.

Curriculum

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

The board-approved curriculum information can be found on the USD #449 website, district or principal's offices, or by contacting Mrs. Jeanine Murphy, Director of Curriculum, Instruction and Assessments.

Instructional Materials

Instructional media materials and the procedure for acquiring these materials can be acquired from the library technician..

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

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

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

FACULTY BOOK EXCHANGE

Ask the library technician about our book exchange. Put your name on your old books and donate them or just check out & read those left by other faculty members. The exchange is located in the teacher workroom off the library.

MAKE-UP TESTS

Students may be sent to the library to take a test they missed because they were absent. Please send a note with the student or contact the library technician via computer message.

ORDERS FOR BOOKS/MAGAZINES

Check with the library technician before you purchase class sets etc. She may be able to get you a better deal. She has an allotment for classroom books.

MEDIA NEEDS

Sign up with the-library technician for media needs, such as camera, digital streaming, DVDs, laptop use, etc.

SCHEDULING THE LIBRARY

Check with the-library technician to bring your class to the library on a certain day or hour.

Lesson Plans

Each teacher shall develop, maintain and follow lesson plans that conform to the board-approved curriculum, the district's educational goals and the expected student learning outcomes. A learning objective shall be stated for each lesson in the plans.

Lesson plans may be reviewed by the Principal any time. All teachers should have class plans on their webpage or available on your desk each Monday for the week. These must be complete enough for a substitute to follow. In case of absence, additional plans may need to be sent to the school, given via e-mail or over the phone. You might be absent suddenly so plans are a must. A sub folder should be readily accessible in your classroom. Plans should also be posted on the school website weekly.

Each teacher is requested to up-date the course descriptions in their area. Also each teacher should post in their room the objectives for the classes they teach.

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.

Do not overload the students with homework. If possible, talk to each other and coordinate assignments.

- Make-up work will be granted for excused absences. If a student is absent for more than one day, parents may request homework from the school. Such requests made by 10:00 a.m. may be picked up that afternoon. Please fill out the assignment sheets and return to the office.

Grading

Teachers must do all grading of papers. At no time shall volunteers or students grade papers. Teachers should enter grades into PowerSchool a minimum of once per week.

Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

Upon return to school, the students will be allowed one day to obtain missed assignments, and one day per day of absence to complete missed assignments. Unless other arrangements are made with the instructor, no credit will be given to any work not returned to the instructor within the allotted time frame.

Promotion/Retention

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

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

Special Education

In accordance with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-962) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment. (Policy IDACA)

Keystone is made up of eight school districts in Northeast Kansas, including USD 338, Valley Falls; USD 339, Winchester-Jefferson County North; USD 340, Meriden-Jefferson West; USD 341, Oskaloosa; USD 342, McLouth; USD 343, Perry-Lecompton; and USD 377, Effingham-Atchison County. All special education staff in USD 449, both licensed and classified, are employees of the Keystone Learning Services, but they will follow the school day and calendar of USD 449. The mission of the education inter-local is to provide high quality services that produce independent thinkers. The programs are investments in human productivity. The personnel of Keystone strive to provide the professional service necessary to allow students every educational opportunity.

Special Services

The special services programs are spread throughout the Inter-Local. Students are transported to the nearest appropriate location where their needs can be met if the program or service is not available in their school.

Programs

The Inter-Local currently provides a number of programs for children. The programs presently provided are:

- Autism
- Behavior Disordered
- Early Childhood Special Education
- Gifted
- Hearing Impairment
- Mental Retardation
- Occupational Therapy
- Other Health Impaired
- Physical Therapy
- Specific Learning Disability
- Speech/Language Impairments
- Severe Multiple Disabilities
- Traumatic Brain Injury
- Visual Impairment

Library Services

Students may go to the library only with permission from the teacher.

Counseling Services

Students are encouraged to talk with school counselors, teachers and principals in order to learn about the curriculum, course offerings, graduation requirements, qualified admissions for Regents Universities and other academic issues. The counselor can provide information about vocational training schools, colleges and universities, careers and financial aid.

Students who wish to meet with the counselor should sign in at the counselor's office. Students may go to the counselor office only with permission from the teacher. The student must have their agenda to present to the counselor who will sign it.

Testing Program

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

Multi-Tiered System of Support

USD#449 staff are expected to support the district's MTSS initiative. MTSS is a framework. MTSS does not necessarily require "adding on" to what is already effectively being done in our school. Instead, it involves reviewing current practices to identify those that yield evidence of effectiveness as well as those that do not. MTSS calls for us to replace practices that do not result in student improvement with those that do. Teachers can support the mission by consistently teaching the Board-adopted core curriculum with fidelity. This is the level of the system that is designed for all and is the basis of the educational experience for all students at USD# 449. It includes the curriculum, instruction and assessment that all students will receive.

It is important that teachers adopt common (grade-level/course) uniform testing schedules and procedures and that these formative assessments be the basis for teacher-directed interventions for students needing additional time and work to master the curriculum. Common assessments represent the most effective strategy for determining whether the guaranteed curriculum is being taught and, more importantly, learned. Planned, purposeful assessment can also yield the data necessary to differentiate instruction so that all students are working on challenging coursework. With this information, a teacher can seek assistance from teammates on areas of concern and can share strategies and ideas on skills in which his or her students excelled.

From time to time, teaching staff may be asked to produce the formative assessment data they have collected on students to take part in a problem-solving discussion to identify the appropriateness of the educational program being delivered to students by the school. It is important that all staff assess student learning on a regular basis and

that staff maintain those records in order to help inform the instructional decision-making for each student.

Site Council

Site Council is responsible for providing advice and counsel in the areas of state, school district, and school site performance goals and objectives and in recommending methods that may be employed at the school site to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions.

The Site Council is knowledgeable about building programs and priorities and often discusses such topics as staff efforts to meet the needs of all children.

The council shall include, at a minimum, the principal and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and other community leaders. If you are interested in becoming a member of the Council, please contact the school office.

Home/School Communication

Keeping parents informed of student progress and school happenings is a great way to promote positive home/school relations. This may be accomplished through newsletters, memos, emails or phone calls. Parents need to hear positive comments about their children from teachers, not just negative. Teachers need to keep their grades and assignments up to date. Information is accessible to parents and patrons through PowerSchool and the website. Grades are to be updated on a weekly basis.

Reports

Progress Reports

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

Computerized progress reports are accessible online. All grades should be posted before you leave on Thursday, so the parents can see their student's progress weekly. Teachers may also send progress slips home or via e-mail for improved work or to express concern over a student's progress.

Report Cards

Reasons for deficiencies and/or failures shall be given. All staff members will be notified at least two weeks in advance as to when grades are due. Grades will be due to the secretary responsible for grades by 8:00 a.m. on the day they are due. A computer printout of grades must be fully completed and turned into the office at the end of each grading period.

Attendance (Student)

Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording attendance shall be assigned to the teacher grade book and in the district provided software (PowerSchool) program.

Make-up work will be granted for excused absences. For each day a student misses they have one day to make up the work. It is the student's responsibility to contact teachers the day following an absence. Upon return to school, the students will be allowed one day to obtain missed assignments, and one day per day of absence to complete missed assignments. Such requests are usually made before 10:00 a.m. to be picked up that afternoon. Teachers, please fill out the assignment sheets in the office by 10:00 a.m.

TARDIES

Tardies can be recorded if:

- A student is late to class
- A student must leave to get supplies needed for class
- A student leaves belongings in class

If a student accumulates three tardies they will be assigned a detention.

Teachers should count students tardy, even if they are on a list from a teacher to be excused. The attendance secretary will make the appropriate designation in PowerSchool.

STUDENT ADVANCE ASSIGNMENTS

Teachers are requested to encourage students to "make-up" work missed by absences, whenever possible. Assignment sheets will be on the counter in the office or student may "carry" them. If students are placed on suspension (home or In School Suspension) by the administration, the student will be given assignments to do for credit.

Accidents

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. The district may assign the injured employee a physician to treat the injury.

Child Abuse

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 Department of Family Services office or to the local law enforcement agency if the DFS office is not open.

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

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

Vandalism

Employees shall report any vandalism to their immediate supervisor.

Schedules

Daily Schedule

All staff members are required to be in the building no later than 7:50 a.m. each day. The duty day is from 7:55-3:30. The office hours are from 7:30 until 4:00 each day.

8:00-8:50	First Hour
8:54-9:44	Second Hour
9:48-10:38	Third Hour
10:42-11:32	Fourth Hour
11:36-12:58	Fifth Hour
1:02-1:32	Seminar
1:36-2:26	Sixth Hour
2:30-3:20	Seventh Hour

Also, any situations which demand that students be out of class during a regularly scheduled class period must be cleared teacher-to-teacher, staff-member-to teacher ahead of time, except in emergency situation.

During the last quarter of the school year, due to the many activities that take students from class, Seminar will be moved to the last 30 minutes of the day at the high school.

Scheduling of Gym, Computer Lab, and Other Special Purpose Rooms	Schedule special purpose rooms with the building principal or designee a minimum of two days in advance.
Special Events Scheduling	Special events, pep assemblies, after-school events shall be scheduled with the principal. A record of special events will be placed on the building calendar.
Assemblies	<p>Prior to a general assembly, students must report to classroom. Leave textbooks and other materials in the locker or classroom. At all times the students' behavior should be courteous and respectful. Each student is responsible for the impression made by the entire school. Unacceptable conduct includes whistling, uncalled-for-clapping, rowdiness, and talking during a program.</p> <p>Teachers are expected to attend and help supervise all assemblies with the students unless it occurs during their planning period.</p>
Class Meetings	All class and/or organizational meetings must be scheduled through the principal. Class meetings will be held whenever the sponsors and officers of classes agree that one is needed. Please try to give fair warning before scheduling a class meeting or any type of meeting.
Student Visitors	Student visitors will be scheduled through the office. No currently enrolled student may bring a "visitor" to school without prior permission of the administration.
Special Events	There are some important events during the year which teachers are expected to attend as part of community interaction. All staff members should make a point to attend graduation. All members of the teaching staff are expected to be at Parent/Teacher Conferences. It is recommended that staff members attempt to attend some of the following music concerts, games, etc. Good school/community relationships are essential to a smooth school year.
Classroom Supervision and Discipline	<ol style="list-style-type: none"> 1. Classroom conduct is the direct responsibility of the teacher in charge. The administration is ready and willing to assist with serious disciplinary problems. 2. All teachers must remember that classroom environment will be determined, to a great extent, during the first few days of school. It is, therefore, imperative that an educational atmosphere conducive to learning (reflecting fairness, firmness, and consistency) be established at the VERY BEGINNING. 3. Establish stable limits (rules), together with students. Keep rules to a minimum; possibly only four or five will be necessary. Make them positive, not negative, and post them on the bulletin board in your room. This complies with the discipline policy for our school.

4. Make punishments be in accordance with the offenses; do not punish the whole class for the offenses of one person or a small group of persons.
5. Teachers should not use methods of discipline such as extra writing assignments and homework as tools for punishment. PLEASE DO NOT MISTAKE THIS WITH ASSIGNING THE REGULAR CLASS WORK FOR CLASS WORK MISSED BY POOR BEHAVIOR... THERE IS A FINE LINE OF DIFFERENCE.
6. Before giving detention or any other form of punishment, be sure that you are consistent with stable limits set up for your classroom. Try a call to parents before giving a detention to a student. Also, disciplinary referral forms are available for your use in the office. Make the disciplinary referral clear, concise and positive. Personal contact with parents usually produces cooperation, if it doesn't, give detention with parent knowledge. That is, set the detention for a night *after* you inform parents. DO NOT keep students after school without informing parents. We have a form in the office to assist you. The teacher who assigns the detention is responsible to cover the detention unless a rotation has been established.
7. Physical force with students will not be used except for extreme cases of restraint. Corporal punishment of any kind or variety will only be used in accordance with District #449 Discipline Policy. Read and study this policy. "Hands off students" even in jest, is the policy of this school.
8. BE IN YOUR CLASSROOM ON TIME; or send a student to the office to get a relief person, if you need to leave the classroom. Classrooms should be locked when not occupied.
9. Use whatever seating arrangement best suits the needs of the class and the climate you decide produces the best learning environment.
10. Insist that students come to class with the proper supplies. Try to keep "leaving class" to a minimum of one student at a time. Do not allow students to wander; they disturb all classes. Passes will be the hallway pass section in the back of the agenda book.
11. All teachers should give directions clearly and completely, and insist that they be followed. Please watch your own voice control. "Shut up" or cursing should NOT be used.
12. All teachers should emphasize, encourage and insist that desks and rooms be kept neat and orderly. Clean up before the class leaves. This is especially important because some teachers may be using the same room. TAKE CARE OF THE ROOMS!

13. When it is necessary to “isolate” a student in the office, please send a note or another student along to make sure the offender is not “wandering”. Teachers will be expected to take care of discipline for the offender when the period is over. If help is needed from the principal, please indicate on the note, by computer or later in person.
14. Avoid making threats and promises that cannot be carried out. Avoid making remarks in front of the class that will produce an ego-saving response from a student. Correct students PRIVATELY AFTER CLASS as much as possible.
15. Please do not allow students to grade papers or record grades for other students, except in exchange “practice” situations in class. Keep grades private. DO NOT POST INELIGIBLE LISTS!
16. NEVER LEAVE STUDENTS UNSUPERVISED. If you need to leave the classroom, please send for principal or designated teacher, an aide will be sent to your rescue.
17. All teachers are responsible for the order and safety of your students. Be sure they all know the fire, lockdown, evacuation and severe weather instructions for your classroom. Please report any dangerous conditions in the building to the principal.
18. Remember, ANY OUTSIDE, IMPOSED DISCIPLINE DOES NOT WORK AS WELL AS INNER DISCIPLINE. Take time to talk to your students, hear them out, and respond with respect to them. Respect on your part, is the example students of this age need, to respond to you with respect.
19. KEEP YOUR SENSE OF HUMOR. This is a positive directive that can save you and your students many heartaches and humiliations!

**Parent-Teacher
Conferences**

Teachers shall be available for student and/or parent conferences at mutually convenient times. The principal may schedule individual or building-wide parent-teacher conferences as necessary.

Faculty Meetings

Faculty meetings will occur when the administration feels it necessary to bring the entire teaching staff together. Attendance is expected unless there is prior approval of the building principal.

Benefits and Compensation

Loyalty Oath

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

Reimbursement/Travel Expenses GAN

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

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. For the authorized use of a personal car, including approved travel between buildings, staff member shall be reimbursed at a mileage rate established by the board. Mode of travel will be based upon, but not limited to, the availability of transportation, distance and number of persons traveling together. A first class airfare will be reimbursed only when coach space is not available.

Authority:

The board of education grants authority to the Superintendent to approve all travel of district personnel outside of the district and the reimbursement of expenses associated with such travel. The Superintendent will approve the mode of travel. Proper receipts and documentation must accompany all reimbursement requests. Reimbursements are subject to restrictions established by the Superintendent and the business office.

Administrative Implementation:

1) All requests for travel shall be turned in with the properly completed requisition and leave form at least five days prior to the intended travel or conference date. BOE office personnel will make all travel arrangements. All employees wishing to make their own travel arrangements may do so but must pay for such arrangements themselves and seek reimbursement according to guidelines listed in paragraphs 3 through 12.

2) All employees must return receipts for all district paid lodging, meals, and transportation, including receipts for reimbursement within two weeks of their return from travel. Receipts for reimbursement submitted more than 4 weeks after the date of return will be subject payroll taxes, according to IRS rules.

3) All requests for reimbursement must be submitted on a district reimbursement request form. The form must be filled out in its entirety and must be audited and authorized by the employee's administrator.

4) Airfare – The district will reimburse all prior approved airfare incurred in the course of district business. Reimbursement will only be allowed for less than first-class airfare unless space is not available and the travel request has been submitted at least 30 days in advance of the needed travel date.

5) Automobile Mileage – With prior approval, employees will be reimbursed at a mileage rate established by the Board of Education for all miles traveled outside the district on district business, subject to the following restrictions.

a) The employee must request use of a district vehicle for the travel. Only if a district vehicle is not available will the employee qualify for mileage reimbursement.

b) All mileage must be logged and logs must be turned in with the request. District will provide the log sheets necessary.

c) Fuel expenses will not be reimbursed at any time except for use in a district vehicle.

d) Mileage charges for travel outside the State of Kansas shall not exceed the cost of equivalent “less than first class airfare” plus cost of taxi or limousine at the destination.

e) In-district travel is typically not reimbursable. Any such reimbursements must be approved by the Superintendent and must be a part of the everyday employment duties of the individual. Example: Employee who is required to travel between buildings by the Board of Education in order to perform their assigned duties.

6) Incidental Expenses – Expenses incurred for such items as taxi fare, parking, tolls, etc. must be accompanied by a receipt. In the event a receipt is not available, the expense must be justified in writing by the staff member and the justification attached to the reimbursement form.

7) Lodging – All hotel, motel, or other overnight accommodations will be reimbursed at the single occupancy rate plus tax.

8) Meals – Reimbursement for meal expenses will not exceed \$24 per day. Per IRS regulation, each day will be considered individually.

9) Registration Fees – Fees incurred for registration at conferences or workshops will be reimbursed only if prior permission was received to attend the conference or workshop. Employees are to fill out the proper request and leave forms prior to attending a conference or workshop.

10) Telephone Calls – Telephone, fax, telegraph, internet and related fees will be reimbursed to the employee provided they are incurred during the course of official business.

11) Unapproved Expenses – The district will not reimburse employees for any incidental expenses not listed above. They will also not reimburse alcoholic beverages or tobacco product expenses incurred as part of a meal or other event.

12) Expenses incurred during day-trips will not be reimbursed unless a direct business purpose can be shown by the staff member, and they meet IRS guidelines for reimbursable expenses. More specifically, meals are typically not reimbursable during day-trips. Examples: A meal at an all-league meeting would be reimbursable as it is a direct and necessary business event, however a meal at a day long workshop would not be reimbursable because there is not a necessary ongoing business need.

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 Clerk of the Board.

Workers Compensation EBAA

Notice of Accidents

Employees must notify the employer within 20 days of an accident or repetitive trauma to be eligible for benefits. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office.

Records

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

Certificate

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

Application for certificate renewal is the responsibility of the licensed employee, not the principal or secretary.

Address Changes

All address changes must be made with the clerk/payroll office before the end of the pay period in which the changes took place.

Student Records

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. Except as provided in IDAE with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in policy JRB.

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

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

Conduct

Prohibited Substances

Drug Free Schools and Communities Act/
Drug Free Workplace

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

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

Employees shall not 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.

Use of Tobacco Products

The use of tobacco products in any form and/or electronic cigarettes is prohibited in any school building owned or operated by the district and in school vehicles. Any use of tobacco products or electronic cigarettes on district property shall be only in areas designated for such purpose.

**Relations with Students
GAF**

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

**Supervision of Students
JGFB**

Teachers are responsible for supervising students during school and at school-sponsored activities. Each Building principal shall ensure appropriate staff members are available for supervising students at specific times and in designated areas.

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

After-School Supervision

Coaches and sponsors will remain at school with students until all students have left school property. After school hours, coaches and sponsors will supervise students if they are permitted to enter the building. When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian.

Bullying by Staff

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

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.

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 principal or the superintendent. If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence.

Employees who do not believe the matter is appropriately resolved may file a written complaint under the district's discrimination complaint procedure as defined in policy KN.

Racial and Disability Harassment

Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to so harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- * Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- * Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- * Is sufficiently severe, pervasive or persistent so as to have the

purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

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

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated. If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited.

Gifts

Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a class or school-related activity.

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

Solicitations

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.

Solicitations 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.

Tutoring for Pay

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

Absences/Substitutes

Whenever a teacher is to be absent from teaching duties, the teacher shall notify the principal as early as possible or shall arrange to have some other person notify the principal.

Conflict of Interest

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

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

Outside Employment

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

Licensed employees shall not engage in outside employment that impairs the effectiveness of their instructional service.

Criminal Convictions

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

Termination

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

District and Building Procedures

Board Policy

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

Recruitment

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

Contract Procedure

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

Resignation

The board shall consider any licensed employee's resignation, which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district.

Exit Interviews

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

Job Descriptions

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

Staff Development

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

Complaints

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.

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. Harassment of an individual on any of these grounds is also prohibited. Superintendent, Easton USD 449, 32502 Easton Rd, Easton, KS 66020-7260, (913)651-9740, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, 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. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

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. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. 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 building compliance coordinator 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 building compliance coordinator, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint. If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Formal Complaint

A formal complaint 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.

A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. 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.

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 and the accused no later than 30 days after the filing of the complaint.

- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- 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.

Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

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.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

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

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

Drug and Alcohol Testing

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

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

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

Communications

When approved by the building principal, notes, attendance center announcements or other school-related information may be sent home with students. Please fill out parent contact form and turn it into the office, or just cc the email to the principal. That way the principal is informed.

**Staff
Online Communications**

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

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

In order for district employees and activity sponsors to utilize a social networking site for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

They shall request prior permission from the superintendent or the superintendent's designee. If permission is granted, staff members will set up the site following any district guidelines developed by the superintendent and approved by the board. If the expenditure of district funds is required to complete the set-up or maintenance of the site, the requesting staff member shall present an itemized summary of such costs to the superintendent. Superintendent approval shall be required prior to the expenditure of district funds for such purpose.

Guidelines shall specify whether access to the site must be given to school/district administrators and technology staff. If written parental consent is not otherwise granted through acceptable use policy forms provided by the district, staff shall notify parents of the site and obtain written permission for students to become "friends" of the site prior to the students being granted access. This permission shall be kept on file at the school as determined by the principal.

Once the site has been created, the sponsoring staff member is responsible for the following:

1. Monitoring and managing the site to promote safe and acceptable use and compliance with district policies; and
2. Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.

Staff members are discouraged from creating personal social networking accounts to which they invite current or future students to be friends. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable board policy, statutory, or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member's job performance or effectiveness in the work setting. District staff shall endeavor to protect the health, safety, and emotional well-being of students and confidentiality of student record information both in the school setting and in their online actions. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment.

Field Trips

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

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. The teacher shall notify parents/guardians of a forthcoming field trip using forms designated by the principal. Permission must be turned into the sponsor prior to the trip. Permission slips are to be returned to the

office prior to the trip. The sponsor will complete a trip itinerary of the trip to be returned to the office, including expected return time.

Parents or Guardians accompanying students must be at least 21 years of age. Special circumstances require the permission of the Principal. Students who are not in academic good standing or have displayed excessive inappropriate behavior may be subject to exclusion of said trip. If a student is being considered for exclusion of a trip, the teacher will notify the parents and principal prior to the trip. In most cases, the parent and principal notification should be soon enough to allow the student to remedy the problem.

Two student lists should be made for all bus trips. One is to be left at school and one on clipboard on bus. **ROLL MUST BE CHECKED AND A HEADCOUNT MADE** prior to departure from any given point on all trips.

Permission slips are needed for all class field trips, but not for athletic events. Students must sign a posted list for athletic trips by date designated by pep club director/coach or principal. Normally before noon the day before the event.

Sponsors should establish rules of order before the bus moves. Sponsors must see that students stay seated while the bus is in motion. You are expected to control the noise level; the bus driver must be able to hear and sit towards the back of the bus to supervise the students.

Have students pick up litter before they leave the bus. No eating or drinking on the bus unless special permission is given.

If the students going on the field trip will be absent from lunch, the sponsor shall communicate to cafeteria supervisor to tell her how many students will be absent from lunch five days prior to the trip.

Students are to dress appropriately for field trips. School dress code will apply to students on field trips. School and District policies apply to students on field trips, including the student conduct code.

Students are not to be released from the supervision of the sponsor unless the student's parent or legal guardian asks the sponsor to release their child to the parent's custody.

Fund Raising

All student sales projects or student fundraising shall require the principal's prior approval. All money collected from students for sales projects, or for other reasons, must be turned in to the office each day.

Interrogation And Investigation of Students

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

Student Privacy Policy

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Student Data Restrictions

Any student data submitted to or maintained in a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (“FERPA”).

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian’s signature; and 2) shall state student data submitted to or maintained in a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope and duration of the data-sharing agreement; recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. “Aggregate data”

means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. "Biometric data" includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or conducting child abuse investigations.

Select Student Surveys

No test, questionnaire, survey, or examination containing any questions about a student's or the student's parents' or guardians'

personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

- the parent or guardian is notified in writing; and
- the parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.

Students may be questioned:

- in the provision of psychological services,
- conducting of student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Collection of such information in these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.

Searches of Students and Property

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

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

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

Release of Students from School During the Day

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

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

Hall Passes

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

Requests

For Records

See board policies CN, JR, JRA, JRB, JRC

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

For Opt-Out

See board policies IKCA, IKDA

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

Distribution of Materials

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.

No advertising for commercial purposes shall be permitted in the school building or on the grounds of the district without prior board approval.

Posters

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

Nepotism

The superintendent shall make reasonable efforts to determine whether a candidate for employment is related to a board member or an administrator of the district. If a candidate is related to a board member or administrator, the superintendent will make this fact known to the board.

Except in an emergency, the board will not employ anyone who is the father, mother, brother, sister, spouse, son, daughter, step-son, step-daughter, son-in-law, or daughter-in-law of any board member.

This provision shall not apply to any person who has been regularly employed by the board prior to the adoption of this policy or to any person who has been regularly employed by the board prior to the election or appointment of a new board member to whom the person is related.

Supervision Limitations

No employee shall directly supervise or be responsible for any portion of the evaluation of his or her father, mother, brother, sister, spouse, son, daughter, step-son, step-daughter, son-in-law, or daughter-in-law.

**Organizational
Chart/Chain of Command**

Please refer to the Organizational Chart (Appendices D) specifying the chain of command for all staff members. Staff members shall follow the chain of command when resolving issues and answering questions. We believe it is the best interest of everyone to resolve the complaint at the level from which it arose whenever possible. A specific chain of command has been identified for compliments and complaints. Individuals bypassing this chain of command will be directed back to the first link for resolution of complaint or recognition of a job well done. We sincerely hope that complaints are

few and that adherence to the chain of command will produce a more effective solution for all parties concerned.

When parents or other patrons have a concern or problem with someone or something in the school system, the best way to have the issue resolved is to contact the people closest to the situation. While it may be tempting to “go straight to the top” with a concern, the response from the top will usually be to return to the people who have the most knowledge about the situation. If an issue cannot be resolved at the local level, the person with a concern has the option to appeal to a higher authority.

Orientation

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

Personal Property

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

Use of Personal Vehicle

Any employee who plans to transport students in his or her personal vehicle must provide proof of adequate insurance and a valid driver’s license to the superintendent prior to transporting students.

Weapons

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer shall possess a firearm on any district owned or operated property; within any district owned or operated building or facility; in a school vehicle; in an employee’s personal vehicle being used to transport students or school staff in the performance of job duties for the district; or at any school sponsored activity, program, or event. This prohibition includes possession of concealed and/or openly carried weapons; however such prohibition shall not apply to the secured storage of a handgun in a district employee’s own locked vehicle on school property so long as such weapon is maintained out of plain sight.

Anyone in violation of this policy shall be directed to leave the premises immediately and not return without prior approval from the building administrator or superintendent. Failure to comply with such order will result in a report to law enforcement.

Disruptive Acts at School or School Activities

Disruptive acts at school or school sponsored activities will not be tolerated. Persons threatening the safety of students, school personnel, or other persons; to damage school property; or to interfere with school or school activities or the educational process will be asked to leave the premises.

The school administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the

superintendent or school principal. In the absence of these individuals, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

Possession of a Firearm

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer shall possess a firearm on any district owned or operated property; within any district owned or operated building or facility; in a school vehicle; in an employee's personal vehicle being used to transport students or school staff in the performance of job duties for the district; or at any school sponsored activity, program, or event. This prohibition includes possession of concealed and/or openly carried weapons; however such prohibition shall not apply to the secured storage of a handgun in a district employee's own locked vehicle on school property so long as such weapon is maintained out of plain sight.

Anyone in violation of this policy shall be directed to leave the premises immediately and not return without prior approval from the building administrator or superintendent. Failure to comply with such order will result in a report to law enforcement.

Emergency Safety Interventions (ESI)

The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city,

whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

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

Using face-down (prone) physical restraint;

Using face-up (supine) physical restraint;

Using physical restraint that obstructs the student’s airway;

Using physical restraint that impacts a student’s primary mode of communication;

Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and

Use of mechanical restraint, *except*:

Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;

Any device used by a certified law enforcement officer to carry out law enforcement duties; or

Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file. Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather. A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and

prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position. Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be

provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

Date and time of the ESI, Type of ESI, Length of time the ESI was used, School personnel who participated in or supervised the ESI, Whether the student had an individualized education program at the time of the incident, Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Telephone Use

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

Staff members are not to use their cell phones while they are on duty or attending school or district in-services. Teachers will be called from class to answer a phone call in an emergency; otherwise messages will be forwarded to the teacher's voicemail system. Staff members are encouraged to check their voicemail a minimum of two times per day. Staff members shall set up their personal voicemail message by September 1.

Maintenance Requests

All maintenance needs should be requested using the appropriate form and be turned in to building principal. The principal will review the request and if the principal deems the requests shall be acted upon will forward the request to the superintendent. The superintendent will review the request and will either add it to the district maintenance list

to be acted upon or refer it back to the principal for no action. The superintendent will provide reasons why the request will not be approved or delayed.

Substitute Teachers

Qualified substitute teachers shall be secured for the district. The superintendent may meet with potential substitutes before the start of each school. The superintendent and principals shall compile a list of available substitute teachers, and each principal shall have a current copy. Principals (or other designated employees) shall be responsible for obtaining substitute teachers from the list and employing them as needed.

The superintendent shall be responsible for developing a substitute handbook. The board shall establish the rate of pay for substitute teachers. The superintendent shall meet with principals and review the performance of substitutes.

Authority:

The Board of Education shall annually approve the rate of pay for a standard daily rate for certified substitutes. The superintendent shall be responsible for the creation of a list of qualified substitutes and shall provide such list to the building principals. The building principals must secure substitute teachers or coverage for those classrooms where the regular teacher is absent. The superintendent shall cause a substitute handbook to be provided to all prospective substitutes. The principals shall evaluate the performance of the substitutes and provide a report to the superintendent.

Administrative Implementation:

- 1) The Board of Education shall approve the daily rate of pay for substitute teachers for the district at the first board meeting of the fiscal year.
- 2) Substitute teachers may be obtained and paid in either $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, day or full day increments. The rate of pay for a $\frac{1}{4}$ or $\frac{1}{2}$ day increment will be $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ or the daily rate of pay approved by the board.
- 3) Long-term substitutes, those substitute teachers who teach for any one teacher for longer than 12 consecutive contact days, will receive an increase in pay beginning with the 13th contact day. The rate of pay for any teacher who teaches in a long-term substitute capacity will be \$125 for each day taught beyond 12 days. Teaching for more than one teacher during a continuous 12 day period will not be considered consecutive for the purpose of determining rate of pay. Missing a day of teaching for employment outside of district employment will reset consecutive employment days to day one upon the substitute's return to duty for the district, except if the substitute has a personal illness or is

required by the superintendent to attend approved workshop and return to the same assignment.

- 4) The superintendent shall compile and maintain a list of qualified substitutes for use by the building principals.
 - a) The substitutes must meet all required elements listed under state statute.
 - b) Substitutes must have passed a background check.
- 5) Substitutes may be obtained either through a district locator, via online service, or through other means approved by the principal of the building. No matter what selection service is used, the principal is ultimately responsible for ensuring that all coverage needs are met.
- 6) The superintendent or his designee shall create a substitute handbook for use by district certified substitutes. This handbook may be in paper or electronic form or both.
- 7) Annually, principals shall evaluate the effectiveness of substitutes and provide the superintendent with an evaluation report. The superintendent shall use the evaluation to aid in deciding the continuing eligibility for substitute teaching within the district.

Staff members are required to have substitute teacher plans on file in the office by September 1 of the current school year. The plan will include, class schedule, bell schedule, seating charts, list of all students by class, lunch schedule, fire and tornado exit maps, intruder alarm instructions, names of students served by Resource and Title I and times students attend class, activity sheets of a general nature to be used as supplements, map of building, list of other staff members, including the name of one staff member who can answer any question the substitute may have, classroom rules and expectations.

Requisition of Supplies and Equipment

The purchasing, receiving, storing and distribution of supplies, equipment and services for use in the district shall be managed efficiently and economically.

Purchasing Authority

The Board of Education shall appoint a purchasing agent for the district at the beginning of each school year.

Authority:

The Board of Education shall annually appoint a purchasing agent for the district who shall have authority over the procedures and requirements for purchasing, storing and distributing goods and materials within the district. The purchasing agent may delegate authority as necessary so as to procure items for the district in the most economical and efficient manner.

Administrative Implementation:

1) Employees authorized to approve requisitions at the attendance centers are the Principal of the building, the Assistant Principal of the building and the Athletic Directors. In the absence of a Principal, the covering administrator will have approval authority. Departmentally, the Directors of Facilities, Food Service, Information Systems, are authorized to approve requisitions for their respective departments. The Business Manager and the Superintendent have authority to approve any requisition on an as needed basis.

District Purchasing Policies

Easton School District has a centralized purchasing department responsible for all purchases made with district funds.

Purchases using district funds are to be made with the issuance of a district purchase order prior to the ordering and receipt of services or goods – except for petty cash purchases, travel reimbursements, utilities and activity fund purchases. **Employees will not be reimbursed for purchases they have made without previous authorization.**

Purchases using activity funds follow the same policies and statutes as a district purchase order except that each school originates their own activity fund purchase order prior to receipt, and makes their own payment to the vendor after receipt of goods or services.

State statute and board policy require the following:

- That purchases in excess of \$5000 have a minimum of 3 written quotes prior to the issuance of a purchase order;
- That purchases in excess of \$20,000 be submitted to competitive bid prior to the issuance of a purchase order;
- That purchases of the same items are not to be divided into smaller purchases in order to circumvent the dollar limitations delegated to the specified departments;
- That the purchasing department will submit the purchase requests to competitive bid; and
- That Easton Board of Education approves all purchases in excess of \$20,000.00.

It is the responsibility of the administration to assure that all purchases made with district and activity funds are done within all mandates of federal and state statutes, and Easton board policies.

Request To Purchase Supplies and Equipment

The request to purchase (requisition) goods and services MUST be completed using the district requisition form and submitted to the building principal. The requisition must include the name of the vendor, vendor's address, zip code, fax number, building name and name of person completing the requisition or ordering. The requisition shall have the quantity, catalogue number, the name of the item(s) ordered, price per item and total price.

1. Complete requisition and submit it to the building principal for review.
2. If the principal approves the requisition, they will send it to the superintendent for action. If the superintendent approves the requisition it will be forwarded to the business manager to process the order.
3. The business manager will assign a purchase order number and order the item(s). Please allow one week to complete the process.
4. A copy of the purchase order is sent to the building principal office.
5. The packing slip shall be kept by the school office and when the invoice is received by the district office it is sent to the building office to check if the order is complete. If the order is complete, the school office will initial and date the invoice and return to the board office.
6. If the superintendent does not approve the order the requisition will be sent back to the principal with reason(s) why it was not approved.
7. Do not order any item(s) without prior approval or you will purchase the item(s).

Freight

Please add enough for freight. Do not forget that freight costs depend on a variety of factors, including quantity, size, weight, etc. The vendor can be called for approximate freight cost. A rule of thumb is adding 25% of the total value of the items being ordered.

Credit Card Use

Non-administrative staff use of a district credit card, if authorized by the staff member's immediate supervisor, shall be confined to necessary school business and shall be subject to any guidelines for such use established by the board or district administration. Unless otherwise specified in guidelines established pursuant to this policy, staff members shall retain any receipt(s) for district credit card expenditure(s) and shall provide them to the staff member's immediate supervisor as soon as practicable following the expenditure.

The superintendent may designate administrative and other staff members to whom a district credit card will be issued. The board shall annually prescribe limits and restrictions on the use of district credit cards and shall monitor monthly receipts and reimbursement expenses. In no case will credit card expenditures in excess of \$100 in one month be authorized for any non-administrative staff member without the prior approval of the superintendent.

Accountings of district credit card use shall be provided to the board for review on a monthly basis, and a record of district credit card usage shall be maintained. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN. Staff use of a district credit card shall be confined to necessary school

business. Credit card use shall be reported monthly to the board. A district credit card may be checked out to a staff member if there is legitimate need, and the employee is unable to use his or her own credit card before seeking reimbursement. Deliberate misuse of district credit cards is grounds for termination and reporting of criminal activity.

The cardholder must officially sign all credit card purchases. Make it clear that no one may use the credit card except authorized individuals. All purchases must be school related (no personal purchases). Submit credit card receipts, invoices, and logs to the school district business office when you return the credit card to the office.

Report all lost or stolen credit cards immediately to the school district business office. Never accept cash for credit card returns. Request that merchant credit the credit card account. Make sure telephone and catalog orders include appropriate shipping addresses and instructions. Make sure merchants are aware of the sales tax exemption status of school districts when purchasing merchandise with credit cards.

School Activity Fund

Type of Activity Funds

Building activity fund can contain two types of funds. The student activity fund is centered around a student organization and the district activity fund consists of co-curricular or extracurricular events that are handled through the building fund. The district activity fund cannot be used for direct instructional expenditures. Principals should be very restrictive when assigning activities to district activity funds.

The primary operational difference between these two types of funds is that the student activity fund requires student approval while the district activity fund does not.

Responsibility

High school student organizations and activities often have need for financial income to carry out their goals, purposes, activities and functions. The board of education annually appoints the building principal to administer the student activity funds. The principal in each building is held responsible for the proper procedures and conduct of the student activity accounts.

Accounts

Once bylaws of the organization are approved by the club or organization and the building principal and associate superintendent approve, accounts will be established by the bookkeeper for receipts, expenditures and balances of the club.

Receipts

All monies are to be deposited with the school bookkeeper by the close of the school day on which they are collected. Any written

checks should be restrictively endorsed upon receipt by the bookkeeper. Money should not be taken home for “safekeeping” or left in desk drawers or file cabinets. Monies must be kept in a locked safe. No funds should remain in the classroom when the teacher is away from the room.

The sponsor will receive a receipt for this deposit and will keep this receipt on file for organization records. The sponsor should insist that a receipt be given for all funds turned over and should verify that the receipt agrees with their records. If not in agreement, the bookkeeper and the sponsor should meet immediately to resolve the difference.

No payment for expenses of the activity should be made from the cash or receipts of the activity. Expenses must be paid by check or petty cash with proper substantiation.

Deposit envelopes should be used to transmit funds from the sponsor to the bookkeeper. Each deposit envelope should have date of deposit, activity account number, organization’s name, breakdown of the money, source of collection, dates of collection, and sponsors’ signatures which verify the amount being deposited.

Expenditures

All expenditures should be made by check and based upon a three-way match.

- 1) Expenditure must comply with purchasing policies and be authorized by a signed purchase order.
- 2) Verification of receipt of the item or service must be documented.
- 3) A valid invoice from the company must be obtained. It should agree with the purchase order. Any discrepancies should be promptly resolved. If the invoice exceeds the purchase order and the resolution is to pay the additional amount, the signatures required for the original purchase should be obtained for the change.
- 4) The check must have dual signatures. Sales tax should not be paid on purchases.

Contracts

Contracts should have signatures in accordance with the following:

- 1) If \$5,000 or less, the principal may sign.
- 2) If greater than \$5,000 but less than \$10,000, Superintendent must sign.
- 3) If \$10,000 or greater, the board president must sign.

Reporting

A copy of the financial statement will be prepared monthly by the bookkeeper and forwarded to the sponsor. A copy of the report should be given to the president/treasurer.

It is the responsibility of the organization sponsor and student president/treasurer to go over the statement immediately upon receiving it to check for possible errors. If it is felt the statement is not correct, the bookkeeper or principal should be notified so that proper action can be taken to correct the mistake.

The financial statement should be kept on file and should serve as the organization's official financial record.

Inactive Accounts

Board policy DK provides that the balance of any inactive student account shall be distributed, at the discretion of the building principal, to the student council or other student activity fund. Any class balances for outgoing seniors will be considered inactive once the subsequent year commences. Other student activity accounts with no activity for two consecutive years will also be deemed inactive.

Auditing Accounts

The district will conduct internal audits of all activity accounts. The auditors will be especially concerned with the following:

1. Conformity and consistency in student and sponsor authorization for purchases and payments (names are consistent with those on file).
2. Proper substantiation for all payments
3. Proper approval by the principal or another designated administrator and club president/treasurer for student activities.
4. Bookkeeper in each building is following the procedures established by the district.

Transportation Requests

All vehicles are to be scheduled through the principal and/or activity director. All buses must have an adult sponsor. Buses shall be requested one week in advance. To request a van contact the activities director as far in advance as possible.

School Fees and Exemptions

Building principals shall be authorized to collect fees approved by the Board or to seek restitution for any school property lost, damaged or destroyed by a student.

Family Educational Records Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Easton USD 449, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Easton USD 449 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Easton USD 449 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Easton USD 449 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st. Easton USD 449 has designated the following information as directory information:

- Student name
- Telephone listing
- Electronic mail address
- Dates of attendance
- Grade level
- Degrees and honors received
- Weight and height on a officially recognized athletic team
- Participation in officially recognized sport or activity
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc.
- Address
- Photograph
- Major field of study
- Institutions attended
- Date and place of birth
- Awards received

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Easton USD 449 Schools receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify

the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Easton USD 449 Schools to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Easton USD #449 Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Temporarily Disabled Students

Students who are temporarily disabled by illness, operation, or accident authenticated by a health care provider's order, may be eligible for alternative educational services or accommodations in their regular program which allow for meaningful participation in the program.

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a health care provider's statement prohibiting such activity.

Teachers shall follow medical instructions relating to limitations on the student's participation, and shall either provide alternative methods for the student to earn a credit/grade in the class during the period of the disability or contact the district 504 coordinator for consideration of an evaluation under Section 504.

Health

School Nurse

When the injury to a student cannot be treated by simple medical procedures staff members will immediately notify the school nurse. If a student is seriously ill it is recommended the school nurse be notified to care for the student until the parent can arrive to take the student home or to a physician.

Blood Borne Pathogens

The exposure control plan for blood borne pathogens is available for review from the school nurse or district office.

All staff shall receive the training and equipment necessary to implement the plan at the beginning of the school year.

Communicable Diseases

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

An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment

for the duration of the illness in order to give maximum health protection to other district employees and to students.

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

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

Health Examinations

As a condition to entering or continuing employment, licensed employees must present a district-approved form to the clerk, completed by a health care professional, which states "that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established. If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. (K.S.A. 72-5213)

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

Medications, Administering Board Policy

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

Hazardous Waste

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

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

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

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

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

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

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

Asbestos

An asbestos management plan has been developed for the district. A copy of the management plan is available from the school office and district office.

Pest Control

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

Animals and Plants

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

Safety and Security

Safety Rules

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

Safety Units

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

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

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

Drills and Evacuation

The plan for emergency drills and evacuation procedures shall be distributed to staff members by the principal at the start of the year. Teachers shall explain the plan for emergency drills and evacuation to students during the first full week of school.

Teachers shall be familiar with and follow specific arrangements for the evacuation of mobility impaired and other individuals who may

need assistance from staff members to safely exit the building. Teachers shall post the evacuation plan in their classrooms.

ALWAYS take your grade book or class lists with you!

EVACUATION OF BUILDING

The evacuation warning is a Warble sound. Evacuation routes and meeting spots should be known in each classroom.

FIRE – (1 per month)

The Fire signal is a strobe light in the hallways plus an interrupted blasting annoying sound. Evacuation routes for fire should be posted in each classroom. Meeting points are in the football bleachers.

TORNADO ALERT PROCEDURE

The signal for a tornado or severe storm is usually sounded by the sirens outside. This will occur the 1st Wed. of the month at 11:00. A route and room should be posted in each classroom. Shelters are located in the inside classrooms, the library and the locker rooms.

Weather Alerts

1. Severe weather alerts are received in the Principal's office via plectron, radio, or telephone. In the event of a severe weather signal take cover, the signal is the Hi-Lo sound. Drills will be conducted three times a year.
2. Should the principal not be in the office when a severe weather bulletin is received, the secretary will take down the message and report directly to the designated teacher. Should she be out of the building or should the alert be for immediate safety precautions, the designated teacher will ring the alarm!
3. Immediately upon hearing this alarm, have the students report to the safety areas specified. Teachers are to report to the areas assigned to them. Areas are specified below.
4. Insist on absolute silence. Verbal commands must be heard.
5. Should the alarm continue ringing, or should it start again once you arrive in the shelter areas, or should the verbal command "Take Cover" be given, repeat the command and then be sure that all have assumed the posture for maximum safety (on their knees, bent forward, hands clasped behind their heads, elbows in close to the body.)
6. Have all the students remain in this position and quiet until the "all clear".
7. Only if the command "VACATE THE BUILDING" is given should you permit the students to go to any other area than those specified. Should this command be given, repeat it, and then direct the students to go outside and assume a prostrate position in a nearby depression as quickly as possible. Remain there until the all clear is given.

8. Again, keep calm and insist on absolute silence. The students' lives may depend on this!

NOTE: Teachers report to areas the same as students. KEEP AWAY FROM ALL WINDOWS! Take roll books or class lists with you!

Emergency Closings

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/TV station to broadcast a school closing announcement. The superintendent will announce the closing of school to the administration and the calling tree will be activated.

Safety Practices

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

Security

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusions or disturbances from occurring in school buildings or trespassing on school grounds. The district will cooperate with law enforcement in security matters and shall, as required by law and by this policy, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.

Reporting Crimes at School to Law Enforcement

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, any district employee who knows or has reason to believe any of the following has occurred at school; on school property; or at a school-sponsored activity, program, or event shall immediately report this information to local law enforcement.

Reportable events would include:

- any act which constitutes the commission of a felony or a misdemeanor; or
- any 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.

Reporting Certain Students to Administrators and Staff

Administrative, professional, or paraprofessional employees of a school who have information that any of the following has occurred shall report the information and the identity of the student responsible to the superintendent.

Reportable events include:

- A student being expelled for conduct which endangers the safety of others;
- A student being expelled for commission of felony type offenses;

- A student being expelled for possession of a weapon;
- A student being adjudged to be a juvenile offender for an offense, which, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- A student being tried and convicted as an adult for any felony, except theft involving no direct threat to human life.

No board of education, board member, superintendent of schools, or school employee shall be liable for damages in a civil action resulting from a person's good faith acts or omission in complying with the requirements or provisions of the Kansas school safety and security act.

Securing Work Area

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

Building Opening and Closing Time

School office hours are 7:35 a.m. to 4:00 p.m., except on holiday and school vacations.

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

The District Emergency Plan procedures shall be distributed to staff members by the principal at the start of the year.

Student Conduct

Student Handbook

All licensed staff shall read, be familiar with and enforce the rules and regulations established in the student handbook(s).

Behavior Code (Student)

Licensed staff shall consistently enforce the behavior code. The behavior code for students is printed in the student handbook.

Dress Code

Licensed staff shall consistently enforce the student dress code as described in the student handbook.

Corporal Punishment

Corporal punishment shall not be permitted in the district.

Suspension/Expulsion

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

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

Equipment and Supplies**Equipment Availability and Check Out**

Teachers may check out audiovisual equipment from the media center upon permission by the school media specialist. All other equipment must be checked out through the principal. Equipment checked out by a staff member shall be documented and remain on file.

Appropriate Use of Equipment and Supplies

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

Requests for use of district equipment by individuals or outside organizations shall be submitted to the superintendent. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of school equipment before it is removed from the school grounds or other district property. The deposit will be paid to the superintendent and will be refunded when the equipment is returned in working order.

Lost, Stolen, or Damaged Property or Equipment

No request for use of school equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the equipment. If school equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such equipment. The district may also require the purchase of insurance.

Personal Use

No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the superintendent.

Communication Devices

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 email 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.

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.

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

Employees shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals. The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district. Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of Students

Supervision of students and the provision of academic instruction are priorities in the district, and employees who are responsible for supervising and/or providing academic instruction to students must concentrate on these tasks at all times. Employees shall not use communication devices when they are responsible for supervising students or when their doing so interrupts or interferes with classroom instruction unless any of the following conditions occurs:

- The device is being used to instruct the students being supervised at the time;

- The use is necessary to the performance of an employment-related duty;
- The employee has received specific and direct permission from a supervisor to do so; or
- There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use of Communication Devices in District Vehicles

Supervision of students and the provision of academic instruction are priorities in the district, and employees who are responsible for supervising and/or providing academic instruction to students must concentrate on these tasks at all times. Employees shall not use communication devices when they are responsible for supervising students or when their doing so interrupts or interferes with classroom instruction unless any of the following conditions occurs:

- The device is being used to instruct the students being supervised at the time;
- The use is necessary to the performance of an employment-related duty;
- The employee has received specific and direct permission from a supervisor to do so; or
- There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Staff Use of District Provided Communication Devices

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

Staff Bring Your Own Policy

Use of employees' personal communication devices during work hours shall be restricted to classroom or work-related activities. Such personal communication devices may only be used by the staff member and are not for student use. The security of personal computing devices is solely the responsibility of the staff member. Any loss resulting from damage or theft of personal communication devices in the school setting is not the responsibility of the district.

Acceptable Use Guidelines

The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet. Users shall adhere to the following guidelines of acceptable use:

- All use of the Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' e-mails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- User shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.
- Students shall not disable or attempt to disable Internet filtering software.

Although the district reserves the right to determine what use of the district network is appropriate, the following actions are specifically prohibited:

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.
- Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.
- Utilization of the network to disseminate non-work-related material.
- Utilization of the network as a means for advertising or solicitation.

Penalties for Improper Use

Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. The district has the right to make the determination of what constitutes inappropriate use and use as an educational tool. Inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use which may constitute a violation of Federal or state law, and such use may result in criminal prosecution.

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.

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.

Copying and Duplicating Board Policy

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.

Vehicle Request

Request for use of a district vehicle shall be made through the district office. Complete and return to the district office a Vehicle Use Checklist after returning the district vehicle.

Appendix A

USD #449 BUILDING DIRECTORY

Board of Education Office

32502 Easton Road, Easton, Kansas 66020

651-9740

Fax: 913-324-5237

Superintendent
Director of Curriculum and Assessments
Business Manager & Clerk of the Board
Accounts
Board Treasurer
District Data Management Coordinator
Director of Facilities
Food Service Representative

Tim Beying
Jeanine Murphy
Kimberly Allison
Connie Marshall
Gary Stafford
Amber Bollin
Tim Beying
Nancy Horton

Pleasant Ridge High School

32500 Easton Road, Easton, Kansas 66020 Fax: 913-254-3089

651-5556

Principal
Activities Director.
Admin. Secretary
Receptionist/Bookkeeper
Counselor

Andy Metsker
Mike Koontz
Cheryl Haskins
Lynette Day
Kari Anderson

Pleasant Ridge Middle School

32504 Easton Road, Easton, Kansas 66020

651-5522

Fax: 913-324-5237

Principal/Activities Director
Secretary
Secretary

Lucas Siebenmorgen
Lauri Swinford
Jenny Smith

Pleasant Ridge Elementary School

20753 Easton Road, Easton, Kansas 66020

651-5595

Fax: 913-324-5237

Principal
Secretary
Secretary

Amanda Brimer
Michelle Belden
Anita Predmore

Appendix B

Report to Local Law Enforcement
USD 449

Pursuant to K.S.A. 72-89b03, the administrator or other school employee whose signature appears below is reporting the following crimes.

{Briefly describe each incident and the person/s involved in felonies, misdemeanors and weapons}

Date	School/Location	Student/s or Person/s Involved	Brief Description
1.			
2.			
3.			
4.			
5.			

School Districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.

Signed: _____
Administrator or other school employee.

cc: Superintendent of Schools, USD 449 Student/s file

Report to Staff Member USD 449

Pursuant to K.S.A. 72-89b03, administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the superintendent. The superintendent shall investigate the matter, and, if it is determined the student has been involved in the following, the superintendent shall provide information and the identity of the pupil to all employees who are involved, or likely to be directly involved, in teaching or providing related services to pupil:

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

You are notified that _____, within the past 365 days, has been expelled, adjudged or convicted for an activity listed above.

School District staff are required by both Federal Law and K.S.A. 72-6214 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data, and information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other USD 449 employees and officials. Violation of these privacy rights could include sanctions up to and including termination.

Signed: _____
School employee who receives the report

Signed: _____
Administrator or school employee making report

Report to Local Law Enforcement

USD 449

Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes.

Briefly describe each incident and the person/s involved in a misdemeanor or felony behavior at school, on school property, or at a school activity.

Date	School/Location	Student/s or Person/s Involved	Brief Description of bullying incident/s.
1.			
2.			

School Districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.

Signed: _____
 Administrator or other school employee

c/superintendent, USD 449; c/student's file/employee's file as allowed by applicable negotiated language

Appendix C

Easton USD #449 Organization Chart 7/8/2015

