

# **Easton USD #449**

## **Non-Licensed Staff**

### **Handbook**

#### **2019-2020**



#### **Notification Statement 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 compliance with applicable civil rights statutes related to ethnicity, gender, the ADA or age discrimination may be directed to Superintendent, 32502 Easton Rd., Easton, KS 66020; phone 913-6519740. All inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act and the Americans with Disabilities Act 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, Kansas City, Mo. 64106 with regard to the school district's compliance with the regulations implementing Title II, Title IX or Section 504.

## TABLE OF CONTENTS

<b>Acknowledgment of Receipt of Handbook .....</b>	<b>5</b>
<b>Benefits and Compensation .....</b>	<b>7</b>
Employer Paid Fringe Benefits .....	7
Longevity Pay .....	7
Leaves and Absences .....	7
Holidays .....	9
Vacations .....	10
Pay Days .....	10
Textbook Discount .....	11
Sick Leave Pool .....	11
Emergency School Closing .....	11
Loyalty Oath .....	11
Reimbursement/Travel Expenses .....	11
Salary Reduction Plan .....	13
Annuity Plan .....	13
Kansas Public Employees Retirement System .....	13
Workers Compensation .....	13
Unemployment Compensation .....	14
<b>Schedules .....</b>	<b>14</b>
Work Schedule .....	14
Overtime .....	15
Time Cards .....	15
Arranging for Substitutes .....	15
Breaks .....	15
<b>Conduct .....</b>	<b>15</b>
Prohibited Substances .....	15
Tobacco Use .....	16
Relations With Students .....	16
Employee Protection .....	16
Confidentiality .....	16
Sexual Harassment .....	16
Racial and Disability Harassment .....	17
Gifts .....	18
Solicitations .....	18
Dress Code .....	18
Conflict of Interest .....	19
Outside Employment .....	19
Criminal Convictions.....	19
Suspension .....	19
Termination .....	19
Bullying by Staff .....	19

<b>District Procedures .....</b>	<b>19</b>
Assignment and Transfer .....	19
Board Policy .....	19
Complaints/Grievances.....	19
Work Agreement .....	20
Discrimination Complaints .....	20
Drug and Alcohol Testing .....	20
Evaluations .....	20
Supervision .....	20
Job Descriptions .....	21
Employment Status .....	21
Distribution of Materials .....	21
Organizational Chart .....	21
Orientation .....	21
Personal Property.....	21
Credit Card Use .....	21
Nepotism .....	22
Use of Personal Vehicle .....	22
Staff Online Communications .....	22
Weapons .....	23
Recruitment .....	24
Interrogation and Investigation of Students .....	24
Student Privacy Policy .....	24
Searches of Students and Property .....	25
Resignation .....	26
Exit Interviews .....	26
Staff Development .....	26
Telephone Use .....	26
Complaints .....	26
Family Educational Records Privacy Act (FERPA) .....	28
<b>Records.....</b>	<b>30</b>
Personnel Records .....	30
Required Records .....	30
Address Changes .....	30
Driving Records .....	31
<b>Reports .....</b>	<b>31</b>
Accidents .....	31
Child Abuse .....	31
Vandalism .....	31
<b>Health .....</b>	<b>31</b>
Asbestos .....	31
Bloodborne Pathogens .....	31
Communicable Diseases .....	32

Health Examinations .....	32
Medications, Administering .....	32
Hazardous Waste .....	32
Pest Control .....	33
<b>Safety and Security .....</b>	<b>33</b>
Emergency Closings .....	33
Safety Practices .....	33
Security .....	33
Securing Work Area .....	33
Keys .....	33
Crisis Plan .....	33
<b>Equipment and Supplies .....</b>	<b>33</b>
Appropriate Use of Equipment and Supplies .....	34
Communication Devices .....	34
Copying and Duplicating .....	36
Inventory .....	37
Ordering Procedures .....	37
Credit Card Use .....	38
Vehicle Request .....	38
<b>Appendices .....</b>	<b>39</b>
Report to Law Enforcement .....	39
Organizational Chart .....	42
Classified Employee Evaluation Form.....	43

## **Acknowledgment of Receipt of Handbook**

I, \_\_\_\_\_, do hereby acknowledge receipt of the Classified Staff Handbook for 2019-2020. I have read it, 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. No employee has authority to create an employee contract by modification of this document.
- Anytime the superintendent is mentioned in this manual, his/her designee is implied.
- As a condition of employment, employees agree to follow rules and regulations that 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.
- Classified employees are employees-at-will, and employment may be terminated at any time, with or without cause. Classified employees employed pursuant to a written contract may still be employees-at-will in accordance with the written contract, and employment may be terminated as provided in the written contract.

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

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

### **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.

### ***Introduction***

The classified employee handbook describes, in summary form, the personnel policies and procedures that govern the employment relationship between Easton #449 and its employees. The handbook supersedes any prior handbooks or written policies that are inconsistent with its provisions. You may receive updated information concerning changes in policy during the year and those updates should be kept with your copy of the handbook. If you have questions regarding the provisions in the handbook, please ask the building principal or the superintendent for assistance.

Thank you for choosing to work for USD #449 as integral part of our team to provide a first-class educational experience for our students.

### ***Equal Opportunity Employer***

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

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

### ***Mission Statement***

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.

### ***Classified Employee***

District classified employees are employees not required by statute to hold a license issued by the Kansas Department of Education. This classification includes secretaries, nurse, custodians, paraprofessionals, library technicians, maintenance personnel and others. As a condition of employment, employees agree to follow rules and regulations that are adopted by the board of education and Kansas Statutes. By definition a fulltime employee is contracted by the board of education to work a minimum of twenty hours per week. All other employees that are contracted for less than twenty hours per week or work during the summer months are part-time or temporary employees.

## **Benefits and Compensation**

### **Employee Paid Fringe Benefits**

The monthly fringe benefit amount is determined by the number of hours per day the employee is contracted for:

- 8.0 – 7.25 Hrs.           \$200
- 7.0 – 6.25 Hrs.           \$185
- 6.0 – 5.25 Hrs.           \$170
- 5.0 - 4.25 Hrs.           \$155
- 4.0 Hrs                      \$140

An employee must be contracted a minimum of 20 hours per week to qualify for monthly fringe benefits.

### **Longevity Pay**

Classified employees are eligible for longevity pay which will be paid in December depending on the number of years an employee has worked for the school district based on the following:

- 5-9 Years                    \$100
- 10-14 Years                \$175
- 15-19 Years                \$250
- 20-24 Years                \$325
- 25-29 Years                \$400
- 30-34 Years                \$475
- 35-above years             \$550

### **Leaves and Absences**

#### Procedure for Requesting Leave

It is the responsibility of the employee to complete a request for leave and submit it to their immediate supervisor or principal in advance for approval, if possible. If the employee is sick and is unable to submit the request form ahead of time, the employee is required to contact the immediate supervisor or principal before 7:00 a.m. or one hour prior to their report time. When the employee returns to work a chargeable leave form shall be completed and submitted to the principal or immediate supervisor for approval.

The employee shall acknowledge leave taken by signing their time card. Any employee needing more than three consecutive personal days must have prior approval from the superintendent. Any employee who is absent three or more consecutive days may be required to provide a doctor's permit to return to work. There may be conditions that require an employee to have written release from a physician to return to work, which is submitted to the superintendent.

Employees shall be required to exhaust all leave (both sick/personal & vacation) before any approved, unpaid leave will be granted. Requests for unpaid leave must be made in writing to the Superintendent at least 10 working days prior to the beginning of the leave period. There is no right to take unpaid (sometimes called "dock day") leave.

#### Chargeable Leave

Chargeable leave is to be used for sick or personal leave. The employee shall designate on the Chargeable Leave form if the leave is for illness or personal leave. No leave requests will be approved which will interfere with the needs of the district or which will result in recurring leave requests on a regular basis (such as requests for one or more days of leave

every week until all leave time has been used). Employees who begin work after the start of the work agreement year and part-time employees will receive a percentage of sick leave according to the percentage of the agreement worked. The following formula is used to determine the earned sick leave for new hired staff members: 0-6 days left to work in the month the employee earns 0 days of sick leave for that month; 7-16 days worked in the employee's first month, the new employee will earn ½ day of sick leave for that month; if the new employee works 17 or more days in a month, they will earn one more day for their initial month of employment. Each month thereafter the employee will accrue one day of sick leave each month they work and two days of additional leave (13th and 14th day of leave in their eleventh month of their work agreement).

### **12 Month Full-Time Employees**

The board permits full-time, 12 month employees 14 days of chargeable leave, accumulative to 75 days. Employees who accumulate over 75 days of leave at the end of each school year will be paid for one half of the accumulated leave times their hourly rate of pay for each day over 75 days.

### **School Term Employees**

The board permits 12 days of chargeable leave, accumulative to 75 days. Employees who accumulate over 75 days of leave at the end of each school year will be paid for one half of the accumulated leave times their hourly rate of pay for each day over 75 days.

### **Part-Time Employees**

Employees contracted for less than 20 hours per week or temporary employees shall receive chargeable leave days which will be prorated in conjunction with working hours.

### **Temporary Employees**

Employees working on a temporary basis, for example during the summer shall not receive chargeable leave days.

### Jury Duty

Believing jury duty is a duty and responsibility accorded to all American citizens, USD #449 encourages employees to serve if called for duty. Employees shall be paid their regular wages less the amount paid to the employee for serving on jury duty. Expenses for serving shall not be considered.

### Accumulated Leave Day and Separation from the District

Upon leaving service of the school district, classified employees may cash in leave days, accumulated up to 75 at a rate of one fourth of one days' pay of the employee's hourly rate. Employees who leave employment before fulfilling their agreement will have their leave days prorated in a ratio equivalent to the amount of the time the employee has worked beginning July 1 and ending June 30th. If an employee in any given year resigns or terminates before fulfilling their contract, days will be prorated and the final paycheck will be adjusted to pay back unearned days.

### Family and Medical Leave

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

Leave is available because of:

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

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

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

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

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on or before the payroll date or at another time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

1. The reasons that leave will count as family and medical leave;
2. Any requirements for medical certification;
3. Employer requirement of substituting paid leave;
4. Requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share;
5. Right to be restored to same or equivalent job; and
6. Any employer required fitness-for-duty certification.

Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

The superintendent may require an instructional employee to continue leave until the end of the semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

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

### **Holidays**

The following paid holidays will be observed:

School term employees, Full-time, and twelve month employees that work 2,080 hours per year from July 1 through June 30 have the following paid holidays leave:

- July 4
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving

- Christmas Eve
- Christmas Day
- New Year's Day
- Martin Luther King
- Good Friday
- President's Day
- Memorial Day

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

**Vacations**

The board shall permit full-time classified employees personal vacation based on the following schedule based upon their years of service with the school district. Unused vacation leave day exceeding 21 days at the beginning of the new school year will be paid one-half of the accumulated vacation days times their hourly rate of pay for each day.

- 1-3 years of service                      10 vacation days
- 4-10 years of service                      15 vacation days
- 11-years or more                      21 vacation days

Approval for use of vacation must be arranged 5 days in advance with the immediate supervisor or principal. Application for use of vacation time must be made on the regular "Application for Leave" form. Vacations must be approved by both the immediate supervisor and the superintendent.

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

**Pay Day**

Salary checks for classified employees on a monthly pay schedule will be issued on the 15th of each month. Staff will receive their check/direct deposit record on the previous Friday in the event a pay day falls on Saturday, or Sunday. Should the 15th fall during a scheduled holiday, staff will receive their check/direct deposit record the day prior to the beginning of the vacation period.

**Early Payment of Wages**

A staff member may be paid the balance of their wage after the completion of all contractual obligations. Conditions of such payments will be as follows:

1. Application to the Clerk of the Board in writing on or before April 1 of each year.
2. The June, July and August checks will be automatically be made in one lump sum payment in June.

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.

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 and 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.

**Textbook Discount**

100% discount on textbook rental fees will be permitted for classified employees with students attending USD #449.

### **Sick Leave Pool**

A sick leave pool will be established by the classified employee members. At the beginning of the school year, individuals may contribute one of their chargeable leave days. After a contributing participant has used all of their accrued chargeable leave days, they may apply to the pool for additional leave days not to exceed 20 days. Borrowed days will be paid back at a rate of 3 days per year.

### **Emergency School Closing**

As soon as it is determined weather conditions exist making it advisable to cancel school, the media will be notified to post the closing information.

Employees may use chargeable leave days when school is cancelled due to inclement weather.

### **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**

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.

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 and 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 \$26 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 will be reimbursable if it is a direct and necessary business event; however a meal at a daylong workshop would not be reimbursable because there is not a necessary ongoing business need.

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

### **Salary Reduction Plan**

Classified employees may participate in a district salary reduction plan. The board may change, add or delete benefit options included in the plan.

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

### **Annuity Plan**

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

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

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

### **Kansas Public Employees Retirement System**

Employees who meet the qualifications for the Kansas Public Retirement System Employees Retirement System must become a member. An employee contribution as determined by current law will be made each pay date.

Requests for information or questions about procedures should be directed to the Clerk of the Board.

### **Workers Compensation**

#### Notice of Accidents

Employees must notify the designated employer's workers compensation coordinator (Clerk of the Board) or, if the coordinator is unavailable, his or her supervisor within 20 days of the injury or within 20 days of repetitive trauma in order 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.

#### Coverage

Benefits are for personal injury from accident or occupational disease arising out of and in the course of employment with the district. Injuries that occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties, are not covered under workers compensation.

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

#### Coordination With Leave Benefits

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify however, the amount of workers compensation benefits and paid leave benefits shall not exceed a regular daily rate of pay. An employee using paid leave in combination with workers compensation will be charged for one full or partial day of paid leave, as provided for in the applicable leave policy or the negotiated agreement, for each day of absence until the employee's paid leave is exhausted.

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

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid leave to supplement the workers compensation or district paid disability insurance payments. Workers compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid leave may be used for this purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work; or 3) the employee is released by the medical provider and a position is offered by the employer, but the employee declines to return to work; or 4) employment is terminated. Paid leave shall be calculated on a prorata amount equal to the percentage of salary paid by the district.

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. However, if the injured employee chooses to go to a medical provider other than the designated provider, the recovery for such expenses shall be limited to \$500.00.

#### **Unemployment Compensation**

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

#### **Schedules**

##### Work Schedule

Time schedules for classified employees will be assigned by the superintendent. There will be no compensatory time unless approved by the superintendent and employees are not to modify or adjust schedules without permission from the superintendent.

The normal workweek for classified personnel shall consist of 40 hours per week for full-time employment. See "Overtime," below.

##### Overtime

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

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

### Time Cards

All hourly employees shall report in at the beginning of each workday, check out for lunch, back in after lunch and at the end of each workday. It shall be considered a violation of this policy if any employee reports in or out for any other employee. Such violations may result in disciplinary action including termination.

At the end of each pay period the employee will sign a time card listing hours and leave.

### Arranging for Substitutes

Staff members who are unable to be present to discharge their duties shall notify their immediate supervisor, principal, or superintendent before they leave the building the evening prior to the day of their possible absence. Tentative arrangements can then be made to schedule a substitute. If it is necessary to call a substitute in the morning, the supervisor shall be notified immediately.

### Breaks

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

Breaks for meal times, if allowed, shall be scheduled by the supervisor.

## **Conduct**

### Prohibited Substances

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

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

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

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. See "Criminal Convictions," p. 14.

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

This is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish personnel disciplinary actions, which may be taken under existing board policies or the negotiated agreement.

## **Tobacco Use**

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**

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.

### **Employee Protection**

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

### **Confidentiality**

#### Student Information

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

### **Sexual Harassment**

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and 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 reoccurrence.

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, employees shall not give gifts to any student or class of students when the gifts arise out of a class or school-related activity.

Employees are prohibited from receiving gifts from vendors or sales representatives. Premiums resulting from sales projects sponsored by the district shall become the property of the district. All other premiums, price reductions, and additional merchandise awarded based on district business shall become the property of the district.

### **Solicitations**

#### Solicitation of Employees

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.

### **Dress Code**

The board encourages appropriate dress for all district employees. Clothing shall be appropriate for the job, in good repair and clean. Any method of dress that attracts undue attention, disrupts, or interferes with the mission of the school district is not permitted. If in the opinion of any supervisor, principal or superintendent the employee's attire is disruptive or inappropriate the employee will be referred to their immediate supervisor for a conference and shall be asked to change their attire. Employee's asked to change their attire or dress shall not be paid for the time used to change their attire or dress.

### **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**

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

### **Criminal Convictions**

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

### **Suspension**

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

### **Termination**

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

### **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.

## **District Procedures**

### Assignment and Transfer Board Policy

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

### Board Policy

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

### Complaints/Grievances

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. Employees shall follow and be familiar with all policies and regulations established by the board of education.

The complaint shall be in writing and filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.

### Work Agreement Procedure

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

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

#### Discrimination Complaints

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. Easton USD #449 Superintendent of Schools 32502 Easton Road Easton, Kansas 66020, (913) 6519740 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

Complaints of discrimination will be resolved using the district's discrimination complaint procedure in policy KN. 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, proceedings or hearings.

#### 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.

#### Evaluations

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

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

#### Supervision

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

#### Job Descriptions

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

#### Employment Status

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

#### 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.

#### Organizational Chart

Please refer to the Organizational Chart 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 classified employees shall receive an orientation as designed by the supervisor and a copy of the handbook shall be made available on the district’s webpage.

#### 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.

#### **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.

### **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, stepson, 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.

### **Use of Personal Vehicle**

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

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 clerk of the board prior to transporting students.

### **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 setup 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.

### **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.

### **Recruitment**

The superintendent will recruit personnel to fill existing or proposed vacancies and recommend the board hire the most qualified candidate. Vacant positions will be posted in the office and on the school district web page.

### **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:

1. The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties;
2. 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 classified staff member believes there is a need to search a Property 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. Classified personnel shall not search students or property. No law enforcement officer shall search students or property without a search warrant.

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

### Resignation

Classified employees may resign from their jobs in accordance with the employment agreement and board policies. Resignations are to be submitted to the building principal in the building the employee is assigned. District-wide employees shall submit resignations to the superintendent.

#### Exit Interviews

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

#### 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.

The district shall pay the registration fees and workshop related expenses for all workshops the employee is required to attend by the principal, immediate supervisor or superintendent.

Classified employees may be required to attend district workshops and scheduled as needed by the immediate supervisor, principal or superintendent. The employee is required to attend scheduled workshops or meetings and will be paid overtime if the meeting or workshop requires the employee to work more than 40 hours that week.

#### Telephone Use

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Long distance calls made in an emergency must be logged and reported to the employee's immediate supervisor so arrangements may be made to bill the employee.

#### 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

The 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.

### **Family Educational Records Privacy Act (FERPA)**

The *Family Educational Rights and Privacy Act* (FERPA), a Privacy Act (FERPA) 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
- Address
- Telephone listing
- Photograph
- Electronic mail address
- Major field of study
- Dates of attendance
- Institutions attended
- Grade level
- Date and place of birth
- Degrees and honors
- Awards received 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 person identifier used to communicate in electronic systems that cannot be used to access education records without a PIN password, etc.

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 believes 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

## **Records**

### Personnel Records

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

### Required Records

- Each classified employee must have the following records/forms on file with the director of personnel before the first day of employment:
- Employment application;
- KPERs enrollment form (if employee is eligible);
- W-4 withholding certificate;
- Social security number;
- Loyalty oath or affirmation;
- Health form (if working directly with students).
- Driver's license and driving record (if required for position).
- INS form (proof of identity) certification by the Kansas Department of Revenue.

### Address Changes

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

### Driving Records

It shall be the responsibility of all school bus drivers to annually provide documentation to the superintendent and the leasing company if the district leases buses of the validity of license certification by the Kansas Department of Revenue. If a school bus driver's license is suspended or revoked at any time, such suspension or revocation shall be immediately reported to the superintendent, and the driver shall cease driving a school bus until the license is restored.

## **Reports**

### Accidents

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.

### 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 (DFS) 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.

## **Health**

### Asbestos

An asbestos management plan has been developed for the district. A copy of the management plan is available from building principal and superintendent of respective buildings.

### Bloodborne Pathogens

The exposure control plan for bloodborne pathogens is available for review from the school nurse. All staff shall receive the training and equipment necessary to implement the plan.

### Communicable Diseases

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

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

The employee shall be allowed to return to duty upon termination of the illness, when authorized in writing by a physician.

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

#### Health Examinations

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

As a condition to entering employment, new employees in any of these categories in the district are required to complete a physical examination at the time of employment with the district. The employee must present a district-approved form, completed by a healthcare professional, to the clerk, which states "that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established. If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health." (K.S.A. 72-5213) See "Required Records," p. 21.

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

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

#### Hazardous Waste

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

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

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

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

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

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

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

#### Pest Control

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

## **Safety and Security**

### 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.

Classified employees shall be notified of school closings by either the principal or direct supervisor.

### Safety Practices

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

### Security

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

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

It is recommended the building administrator also be notified.

### Securing Work Area

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

### 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 to the high school will be checked out from the district office.

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

A copy of the district emergency plan can be obtained in the district board office.

## **Equipment and Supplies**

### Appropriate Use of Equipment and Supplies

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the 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 requester 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 e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration. The district retains the right to duplicate any information stored in the system or device or on any hard drive. Employees who violate district computer or electronic device policies are subject to disciplinary action up to and including termination.

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 email 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**

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

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

#### **Inventory**

Classified employees shall turn in an inventory of their work area to the building principal or immediate supervisor at the conclusion of each year.

#### **Ordering Procedures**

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 \$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 10% of the total value of the items being ordered.

### **Credit Card Use**

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.

### **Vehicle Request**

All vehicles are to be scheduled through the activities 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.

## Appendix A

### **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

**Appendices B**

**Easton USD #449  
 Organization Chart  
 5/30/19**

