

Pleasant Ridge Elementary
Licensed Staff
Handbook
2018-2019



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AppendixA

District Organization ChartA

Acknowledgment of Receipt of Handbook

I, _____, do hereby acknowledge receipt of the licensed staff handbook for 2018-2019. I have read, and I understand the contents. Further, I understand:

- **This handbook is not an employee contract. Further, this handbook is not to be considered as either an expressed or implied contract between the school district and the employee.**
- **Anytime the superintendent is mentioned in this manual, his/her designee is implied.**
- **As a condition of employment, I agree to follow rules and regulations, including handbooks, which have been adopted by the board.**
- **This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board.**

Date: _____ Signature of Employee: _____

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.

USD #449 Theme

Every Student. Every Day.

USD #449 Vision

To foster a culture where every student succeeds.

USD #449 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.

Pleasant Ridge Elementary School Mission Statement

The mission of Pleasant Ridge Elementary is to provide students with a foundation for learning.
They will be treated with dignity and respect in a secure environment.

USD #449 Core Values

1. Student-Centered
2. Excellence
3. Collaborative Culture
4. Continuous Improvement
5. Transparency
6. Integrity

Teaching and Learning

Exit Outcomes	<p>The school district standards and benchmarks can be reviewed on the USD #449 website, district or principal's offices, or by contacting Mrs. Jeanine Murphy, Curriculum Coordinator.</p>
Curriculum IC	<p>Board-approved district goals and learning objectives shall be used by the staff as the basis for developing and implementing instructional programs.</p> <p>The board-approved curriculum information can be found on the USD #449 website, district or principal's offices, or by contacting Mrs. Jeanine Murphy, Curriculum Coordinator.</p>
Instructional Materials	<p>Instructional media materials and the procedure for acquiring these materials can be acquired from Mrs. Tina Weber, PRES Library Technician.</p> <p>All textbooks, videos, software, and other instructional materials used in the district must:</p> <ul style="list-style-type: none">• Support the district's instructional goals and learning objectives; and• Meet all copyright and fair use guidelines. <p>Videos and other instructional materials may not be used in the classroom solely for recreational purposes.</p>
Lesson Plans IKI	<p>Each teacher shall develop, maintain and follow lesson plans that conform to the board-approved curriculum, the district's educational goals and the expected student learning outcomes. Lesson plans may be reviewed by the principal any time.</p>
Homework IHB	<p>Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.</p>
Grading	<p>Teachers must do all grading of papers. At no time shall volunteers grade papers.</p>
Make-Up Work	<p>It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.</p> <p>Upon return to school, the students will be allowed one day to obtain missed assignments, and one day per day of absence to complete missed assignments.</p>
Promotion/Retention JFB	<p>Teachers may recommend students for promotion when they have demonstrated mastery of the board-approved learning objectives.</p>

Special Education
JQ

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

The purpose of special education is to provide an individually appropriate education to students with exceptionalities. Special education stresses individual programs for each child which are based upon unique needs. Students are taught at a level, which they can perform successfully. The development of specific skills, academic, personal and social is emphasized. Altering the program to recognize individual differences is also an integral part of special education.

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At the beginning of the 2014-15 school year, USD 449 and Pleasant Ridge Elementary School became part of the Keystone Learning Services Inter-local. Keystone is made up of eight school districts in Northeast Kansas, including USD 338, Valley Falls; USD 339, Winchester-Jefferson County North; USD 340, Meriden-Jefferson West; USD 341, Oskaloosa; USD 342, McLouth; USD 343, Perry-Lecompton; and USD 377, Effingham-Atchison County. All special education staff in USD 449, both licensed and classified, are employees of the Keystone Learning Services, but they will follow the school day and calendar of USD 449. The mission of the education inter-local is to provide high quality services that produce independent thinkers. The programs are investments in human productivity. The personnel of Keystone strive to provide the professional service necessary to allow students every educational opportunity.

Special Services

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

Programs

The Interlocal currently provides a number of programs for children. The programs presently provided are:

- Autism
- Behavior Disordered
- Early Childhood Special Education

Emotional Disturbance
Gifted
Hearing Impairment
Mental Retardation
Occupational Therapy
Orthopedic Impairment
Other Health Impaired
Physical Therapy
Specific Learning Disability
Speech/Language Impairments
Severe Multiple Disabilities
Traumatic Brain Injury
Visual Impairment

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

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

Students who wish to meet with the counselor should sign in at the counselor's office. Students may go to the counselor office only with permission from the teacher.

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

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

It is important that teachers adopt common (grade-level/course) uniform testing schedules and procedures and that these formative assessments be the basis for teacher-directed interventions for students needing additional time and work to master the curriculum. Common assessments represent the most effective strategy for determining whether the guaranteed curriculum is being taught and, more importantly, learned. Planned, purposeful assessment can

also yield the data necessary to differentiate instruction so that all students are working on challenging coursework. With this information, a teacher can seek assistance from teammates on areas of concern and can share strategies and ideas on skills in which his or her students excelled.

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

Home/School
Communication

Keeping parents informed of student progress and school happenings is a great way to promote positive home/school relations. This may be accomplished through newsletters, memos, or phone calls. Parents need to hear positive comments about their children from teachers, not only negative. Information is accessible to parents and patrons through PowerSchool. Grades are to be kept up-to-date.

Site Council

The Elementary School Site Council is responsible for providing advice and counsel in the areas of state, district, and building performance objectives. The Site Council is knowledgeable about building programs and priorities and often discusses such topics as staff efforts to meet the needs of all children.

The council is comprised of the principal and representatives of: teachers and other school personnel, patrons of pupils attending the school, the business community, and other community groups.

If you are interested in becoming a member of the Council, please contact the school office.

Reports

Progress Reports
JF

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

Report Cards
JF

Report cards shall be issued to each student at the end of each quarter for each subject taken. Reasons for deficiencies and/or failures shall be given. Grades are due in the office no later than 3:30 p.m. two days before grade cards are issued, which will be announced.

Attendance (Student)
JB

Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording attendance shall be assigned to the

teacher grade book and in the district provided software (PowerSchool) program.

Accidents
JGFG

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

If the person requires medical treatment, the employee shall:

- Send for medical help;
- Make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- Notify the principal or designated representative.

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

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

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

Child Abuse
GAAD

Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the Kansas Department of Children and Families (DCF) office or to the local law enforcement agency if the DCF 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
EBCA

Employees shall report any vandalism to their immediate supervisor.

Schedules

Daily Schedule	All teachers are required to be in the building no later than 7:55 a.m. each day. <u>The duty day is from 7:55 a.m. to 3:30 p.m.</u>
Recess Duty	There will be at least one certified staff member on recess duty at all times. Also, there will be a certified staff member in the cafeteria with an aide. The schedule will be written with this as a special concern. At all other recesses, 2 out of 3 or 3 out of 4 teachers must be outside with the students. Please report to the office if there are oversights. The playground must be covered.
Scheduling of Gym, Computer Lab, and Other Special Purpose Rooms	Schedule special purpose rooms at least one day prior to use.
Special Events Scheduling	Special events, pep assemblies, after-school events shall be scheduled with the principal. A record of special events will be placed on the building calendar.
Classroom Schedules	Class rules will be posted in respective classrooms after approval from the building principal. The teacher will provide the principal with a copy of the class schedule and class rules.
Classroom Supervision and Discipline	Class rules will be posted in respective classrooms after approval from the building principal. The teacher will provide the principal with a copy of the class schedule and class rules. <ol style="list-style-type: none"> 1. Classroom conduct is the direct responsibility of the teacher in charge. The administration is ready and willing to assist with serious disciplinary problems. 2. All teachers must remember that classroom environment will be determined, to a great extent, during the first few days of school. It is, therefore, imperative that an educational atmosphere conducive to learning (reflecting fairness, firmness, and consistency) be established at the very beginning. 3. Keep rules to a minimum; possibly only three or four will be necessary. Make them positive, not negative, and post them on the bulletin board in your room. This complies with the discipline policy of our school. Please send a copy of your classroom rules to the principal's office. 4. Make punishments be in accordance with the offenses; do not punish the whole class for the offense of one person or a small group of persons.

5. Teachers should not use methods of discipline such as writing assignments and homework as tools for punishment. Please do not mistake this with assigning regular class work missed due to poor behavior...there is a fine line of difference.
6. Before giving detention or any other form of punishment, be sure that you are consistent with the rules set of your classroom. Personal contact with parents usually produces cooperation.
7. Physical force with students will not be used except for extreme cases of restraint. Read and study this policy. "Hands off students" even in jest, is the policy of this school.
8. Be in your classroom on time; that means notify the office if you are detained or need to leave early.
9. Use whatever seating arrangement best suits the needs of the class and the climate you decide produces the best learning environment. Changes are usually good.
10. Insist that students come to class with the proper supplies. Try to keep "leaving class" to a minimum. Do Not allow students to wander; they disturb all classes.
11. All teachers should give directions clearly and completely, and insist that they be followed. Please watch your voice control.
12. All teachers should emphasize, encourage and insist that desks and rooms be kept neat and orderly.
13. When it is necessary to "isolate" a student in the office, please send another student with a note to make sure the offender is not "wandering". Teachers will be expected to take care of discipline for the offender when time permits. If help is needed from the principal, please indicate on the note or later in person.
14. Avoid making threats and promises which cannot be carried out. Avoid making remarks in front of the class which will produce "ego-saving" response from a student. Correct students privately as much as possible. Remember the "12 Inch Rule." Correcting students quietly from within 12 inches is the kind of positive interaction that will help students achieve self-control.
15. Please do not allow students to grade papers or record grades for other students, except in exchange "practice" situations in class. Keep grades private.

16. Never leave students unsupervised. If you need to leave the classroom, please send for principal or teacher designate; an aide will be sent to your rescue. This means be back from planning periods and lunch on time!
17. All teachers are responsible for the order and safety of the students. Be sure they all know the Emergency Procedures for your classroom. Please report any dangerous conditions in the building to the principal.
18. Remember, any outside imposed discipline does not work as well as inner discipline. Take time to talk to your students, hear them out, and respond with respect to them. Respect on your part is the example students of this age need to respond to you with respect.
19. Keep your sense of humor. That's a positive directive that can save you and your students many heartaches and humiliations.

Parent-Teacher
Conferences

Teachers will make themselves available for parent conferences.

Faculty Meetings

Scheduled staff meetings will be held on a regular basis. It is expected that teachers will attend these meetings. If, for some reason you feel you cannot, notice must be given to the principal. We have many important decisions to make and well-informed decisions are made by well-informed staff members.

Benefits and Compensation

Loyalty Oath

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

Reimbursement/Travel
Expenses
GAN

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

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

Authority:

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

Administrative Implementation:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

KPERS (Kansas
Public Employees
Retirement System)

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

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

Workers
Compensation
EBAA

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

Records

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

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

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

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

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

Student Records
JR, JRA, JRB, JRC All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. The general public shall not be allowed to inspect a student's personal record files. The custodian of student records shall disclose the student's educational records only as provided for by law and in policy.

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

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

Conduct

Prohibited Substances Drug Free Schools and Communities Act/
Drug Free Workplace

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

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

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

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

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

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

Use of Tobacco
Products

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

Relations with
Students
GAF

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

Supervision of
Students
JGFB

Teachers are responsible for supervising students during school and at school-sponsored activities.

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

After-School Supervision

Coaches and sponsors will remain at school with students until all students have left school property. After school hours, coaches and sponsors will supervise students if they are permitted to enter the building.

Confidentiality

Student Information

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

Personnel Information

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

Sexual Harassment
GAAC

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

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

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

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation.

Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his

or her compensation or work assignment. Violation of district policy shall result in disciplinary action, up to and including termination.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with the principal or the superintendent. If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

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
GAJ

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

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

Solicitations

Solicitation of Employees

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

Solicitations By Employees

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

No employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal.

Tutoring for Pay
GBRGB

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

Absences/Substitutes
GBRJ

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

Conflict of Interest
GAG

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

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

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

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

District and Building Procedures

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

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

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

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

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

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

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

Complaints

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

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. Superintendent, Easton USD 449, 32502 Easton Rd, Easton, KS 66020-7260, (913)651-9740, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

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

Informal Procedures

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 reoccurrence. 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 reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

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

Complaints About Policy

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

Complaints About Curriculum (See IF)

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

Complaints About Instructional Materials

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

Complaints About Facilities and Services

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

Complaints About Personnel

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

Complaints About Emergency Safety Intervention Use

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

Drug and Alcohol Testing

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

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

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

Communications

When approved by the building principal, notes, attendance center announcements or other school-related information may be sent home with students.

Field Trips

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

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

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

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

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

Fund Raising

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

Interrogation and Investigation of Students	No one may interrogate or investigate a student on school grounds without the permission of the principal.
Searches of Students and Property	<p>If a licensed staff member believes there is a need to search a student or property, he/she shall contact the principal.</p> <p>Searches of students or property shall be conducted in accordance with the rules approved by the board. Teachers shall not search students or property. No law enforcement officer shall search students or property without a search warrant.</p> <p>Building principals are authorized to search students or property if there is reason to believe that district policies, rules or directives have been violated. All searches by the principal shall be carried out in the presence of another adult witness.</p>
Release of Students from School During the Day	<p>Teachers shall not release a student from school during the school day. A student seeking release from school shall be sent to the principal's office to seek the principal's permission and follow the designated sign-out procedures.</p> <p>Teachers shall not allow students to run errands requiring the student to leave school grounds during the school day.</p>
Hall Passes	Teachers shall not release students during class without issuing a hall pass.
Requests	<p><u>For Records</u> See board policies CN, JR, JRA, JRB, JRC All requests for records should be forwarded to the official custodian of records.</p> <p><u>For Opt-Out</u> See board policies IKCA, IKDA All opt-out requests should be referred to the principal.</p>
Distribution of Materials	<p>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.</p> <p>No advertising for commercial purposes shall be permitted in the school building or on the grounds of the district without prior board approval.</p>
Posters	Posters approved by the principal may be displayed in designated areas.

Nepotism	<p>The board will not employ anyone who is a father, mother, brother, sister, spouse, son, daughter, son-in-law, or daughter-in-law of any board member, superintendent, assistant superintendent, director or principal if they are to be directly supervised or evaluated by any person who is a relative.</p> <p>The superintendent will make reasonable efforts to determine whether a candidate for employment in the district is related to a board member, the superintendent assistant superintendent, director or principal. If a candidate is related to a board member or any of the officials, the superintendent, as set forth above, will make this fact known to the board.</p> <p>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.</p>
Organizational Chart/Chain of Command	<p>Please refer to the Organizational Chart (Appendix A) 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.</p> <p>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.</p>
Orientation	<p>All new licensed employees shall receive orientation including the contents of this handbook.</p>
Personal Property	<p>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.</p>
Use of Personal Vehicle	<p>Any employee who plans to transport students in his or her personal vehicle must provide proof of adequate insurance and a valid driver’s license to the superintendent prior to transporting students.</p>

Weapons

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

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

Disruptive Acts at School or School Activities

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

The school administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the superintendent or school principal. In the absence of these individuals, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

Possession of a Firearm

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

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

Emergency Safety Interventions (ESI)

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The

board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

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

Definitions (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint.

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

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

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

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

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

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

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

Prohibited Types of Restraint

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

Using face-down (prone) physical restraint;

Using face-up (supine) physical restraint;

Using physical restraint that obstructs the student’s airway;

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

Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and

Use of mechanical restraint, except:

- Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;

- Any device used by law enforcement officers to carry out law enforcement duties; or
- Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

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

Seclusion Restrictions

A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

Training

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

Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents.

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

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

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

Reporting Data

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

Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already

in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

Local Dispute Resolution Process

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

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

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall

adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Telephone Use

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

Staff members are not to use their cell phones while they are on duty or attending school or district inservices. Teachers will be called from class to answer a phone call in an emergency, otherwise messages will be forwarded to the teacher's voice mail system. Staff members are encouraged to check their voice mail a minimum of two times per day. Staff members shall set up their personal voice mail message by September 1. **If a parent has called it is expected that a teacher or staff member return their phone call within 24 hours at minimum.**

Maintenance Requests

All maintenance needs should be requested using the appropriate form and be turned in to building principal. The principal will review the request and if the principal deems the requests shall be acted upon will forward the request to the superintendent. The superintendent will review the request and will either add it to the district maintenance list to be acted upon or refer it back to the principal for no action. The superintendent will provide reasons why the request will not be approved or delayed.

Substitute Teachers

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

The superintendent shall be responsible for developing a substitute's handbook. The board shall establish the rate of pay for substitute teachers.

The superintendent shall meet with principals and review the performance of substitutes.

Authority:

The Board of Education shall annually approve the rate of pay for a standard daily rate for certified substitutes. The superintendent shall be responsible for the creation of a list of qualified substitutes and shall provide such list to the

building principals. The building principals must secure substitute teachers or coverage for those classrooms where the regular teacher is absent. The superintendent shall cause a substitute handbook to be provided to all prospective substitutes. The principals shall evaluate the performance of the substitutes and provide a report to the superintendent.

Administrative Implementation:

1) The Board of Education shall approve the daily rate of pay for substitute teachers for the district at the first board meeting of the fiscal year.

2) Substitute teachers may be obtained and paid in either $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, day or full day increments. The rate of pay for a $\frac{1}{4}$ or $\frac{1}{2}$ day increment will be $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ or the daily rate of pay approved by the board.

3) Long-term substitutes, those substitute teachers who teach for any one teacher for longer than 12 consecutive contact days, will receive an increase in pay beginning with the 13th contact day. The rate of pay for any teacher who teaches in a long-term substitute capacity will be \$125 for each day taught beyond 12 days. Teaching for more than one teacher during a continuous 12 day period will not be considered consecutive for the purpose of determining rate of pay. Missing a day of teaching for employment outside of district employment will reset consecutive employment days to day one upon the substitute's return to duty for the district, except if the substitute has a personal illness or is required by the superintendent to attend approved workshop and return to the same assignment.

4) The superintendent shall compile and maintain a list of qualified substitutes for use by the building principals.

a) The substitutes must meet all required elements listed under state statute.

b) Substitutes must have passed a background check.

5) Substitutes may be obtained either through a district locator, via online service, or through other means approved by the principal of the building. No matter what selection service is used, the principal is ultimately responsible for insuring that all coverage needs are met.

6) The superintendent or his designee shall create a substitute handbook for use by district certified substitutes. This handbook may be in paper or electronic form or both.

7) Annually, principals shall evaluate the effectiveness of substitutes and provide the superintendent with an evaluation report. The superintendent shall use the evaluation to aid in deciding the continuing eligibility for substitute teaching within the district.

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

Requisition of
Supplies and
Equipment

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

Purchasing Authority

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

Authority:

The Board of Education shall annually appoint a purchasing agent for the district who shall have authority over the procedures and requirements for purchasing, storing and distributing goods and materials within the district.

The purchasing agent may delegate authority as necessary so as to procure items for the district in the most economical and efficient manner.

Administrative Implementation:

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

District Purchasing Policies

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

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

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

State statute and board policy require the following:

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

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

Request To Purchase Supplies and Equipment

The request to purchase (requisition) goods and services MUST be completed using the district requisition form and submitted to the building principal.

The requisition must include the name of the vendor, vendor's address, zip code, fax number, building name and name of person completing the requisition or ordering. The requisition shall have the quantity, catalogue number, the name of the item(s) ordered, price per item and total price.

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

Freight

Please add enough for freight. Do not forget that freight costs depend on a variety of factors, including quantity, size, weight, etc. The vendor can be

called for approximate freight cost. A rule of thumb is adding 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.

School Activity Fund

Type of Activity Funds

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

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

Responsibility

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

Accounts

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

Receipts

All monies are to be deposited with the school bookkeeper by the close of the school day on which they are collected. Any written checks should be restrictively endorsed upon receipt by the bookkeeper. Money should not be taken home for “safe keeping” or left in desk drawers or file cabinets. Monies must be kept in a locked safe. No funds should remain in the classroom when the teacher is away from the room.

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

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

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

Expenditures

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

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

Contracts

Contracts should have signatures in accordance with the following:

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

Reporting

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

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

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

Inactive Accounts

Board policy DK provides that the balance of any inactive student account shall be distributed, at the discretion of the building principal, to the student council or other student activity fund. Any class balances for outgoing seniors will be considered inactive once the subsequent year commences.

Other student activity accounts with no activity for two consecutive years will also be deemed inactive.

Auditing Accounts

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

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

Transportation
Requests

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

School Fees and
Exemptions

Building principals shall be authorized to collect fees approved by the Board or to seek restitution for any school property lost, damaged or destroyed by a student. Student textbook rental fees will be refunded 100% of the textbook rental fee before September 20th.

Health

School Nurse

The school nurse schedule is:
Mondays Pleasant Ridge Middle School

Tuesday Pleasant Ridge Elementary School
Wednesday Pleasant Ridge Elementary School
Thursday Pleasant Ridge Middle School
Friday Pleasant Ridge Elementary School

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

Blood Borne Pathogens

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

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

Communicable Diseases

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

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

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

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

Health Examinations

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

The board reserves the right to have any employee examined at any time by a physician of the board's choice to determine if the employee is able to fulfill and perform the obligations of employment and to abide by and implement

the policies and rules of the board. The costs of any examination required will be borne by the board.

Medications,
Administering
JGFGFB

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

Hazardous Waste

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

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

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

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

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

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

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

Asbestos

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

Pest Control

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

Animals and Plants

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

Safety and Security

Safety Rules

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

Safety Units

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

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

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

Drills and Evacuation

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

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

Tornado Alert Procedure

1. Severe weather alerts are received in the principal's office via Plectron, radio or telephone. Drills will be conducted three times a year.
2. Should the principal not be in his office when a severe weather bulletin is received, the secretary will take down the message and report directly to him. Should he be out of the building or should the alert be for immediate safety precautions, the designated person will ring the alarm!
3. Immediately upon hearing this alarm, have the students report to the safety areas specified. Teachers are to report to the areas assigned to them.
4. Insist on absolute silence. Verbal commands must be heard.
5. Should the alarm continue blasting or should it start again once you arrive to the shelter areas, or should the verbal command "take cover" be given, repeat the command and then be sure that all have assumed the posture for maximum safety (on their knees, bent forward, hands clasped behind their heads, elbows in close to the body).

6. Have the students remain in this position and quiet until the "all clear" is given.
7. Again, keep calm and insist on absolute silence. The students' lives may depend on this!
8. Handicapped students....If PRES should enroll any student who is wheelchair bound, two adults must be assigned to aid this child in exiting the building in case of emergency.

Fire Drills- Fire System Blast

1. Fire drills will be conducted and timed at least once a month.
2. Please instruct the students to leave the building in an orderly manner, walking rapidly, not running and SILENTLY! They are to remain silent until they are back in the classroom. The teacher should be sure all windows and classroom doors are closed after every child is out.
3. Teachers take grade book or current class list with you; count and call roll outside. Be sure to have a current class list readily accessible for substitutes.
4. Other procedures:
 - Assign a class leader to lead the way to the outside area.
 - If the alarm sounds during lunch break, the teacher is to join the class at the designated area outside the building.
 - If you have students in a special class, the teacher will take your class out and you are to join them outside.
 - If the fire drill occurs while you are outside for recess, take your students to the designated area.
 - Students are to be 100 feet from the building until the all clear is given.

Unwanted Intruder Alert

1. Turn lights off in classroom and lock hallway doors.
2. Doors will be closed and no students are allowed in the hallways.
3. Students will quickly and quietly move to the assigned area of the classroom and remain silent until the "all clear" signal is given.
4. If we have an Unwanted Intruder Alert while you are outside at recess, take all students to the South end of the playground and line them up.
5. Students in the restroom should remain in the restroom and quiet during an Unwanted Intruder Alert until a staff member takes them to cover.
6. Periodic Unwanted Intruder Alert Drills will be run and recorded similar to Fire and Tornado drills.

Bomb Threat- Code Green

1. Evacuate building through south exits and congregate at the south end of the playground. (Bring grade books to take role)
2. When it is safe, proceed to Pleasant Ridge High School.
3. Pleasant Ridge High will serve as staging area for PRES. If allowed back into building, we will walk back. If not, students will be released to parents or buses from there.

Safety Practices	<p>When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/TV station to broadcast a school closing announcement. The superintendent will announce the closing of school to staff. Calling trees will be activated.</p> <p>All employees shall engage in safe lifting, climbing and carrying practices. Employees shall ask for assistance when needed.</p>
Security	<p>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:</p> <ul style="list-style-type: none"> • An act which constitutes the commission of a felony or a misdemeanor; <li style="padding-left: 20px;">or • An act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law. <p>It is recommended the building administrator also be notified.</p>
Securing Work Area	<p>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.</p>
Keys	<p>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.</p> <p>Keys should be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building.</p> <p>Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.</p>
Crisis Plan	<p>The District Emergency Plan procedures shall be distributed to staff members by the principal at the start of the year.</p>

Student Conduct

Student Handbook	<p>All licensed staff shall read, be familiar with and enforce the rules and regulations established in the student handbook(s).</p>
Behavior Code (Student)	<p>Licensed staff shall consistently enforce the behavior code. The behavior code for students is printed in the student handbook.</p>
Playground Rules	<ol style="list-style-type: none"> 1. Seat in swings...hands on chains. 2. No jumping out of swings. 3. Students must play where visible.

4. No tag, wrestling, or any other behavior that results in on-the-ground play.
5. Fighting, arguing or leaving the playground are forbidden.
6. Students must have adult permission to go off the playground for any reason.

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

Corporal Punishment Corporal punishment shall not be permitted in the district.

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

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

Equipment and Supplies

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

Computers Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal projects is prohibited without prior permission of the employee's supervisor.
Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

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

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
ECH

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

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

Vehicle Request

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

Appendix A

Easton USD #449 Organization Chart 7/8/2015

