

CERTIFIED STAFF HANDBOOK



USD #110 THUNDER RIDGE SCHOOLS

2024-2025

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Equal Opportunity Employer

EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION

See GAAA, GAAC, GAACA, JDDC, JGEC, JGECA, KN and KNA

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

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 individual's race, color, religion, sex, age, disability or national origin.

The superintendent has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Inquiries regarding compliance may be directed to:

Superintendent

PO Box 188

Kensington, KS 66951

785-476-2218

Or:

Equal Employment Opportunity

Commission

Gateway Tower II

400 State Avenue, Suite 905

Kansas City, KS 66101,

913-551-5655

kansascityintake@eeoc.gov

Or:

Kansas Human Rights Commission

900 SW Jackson, Suite 568-S

Topeka, KS 66612-1258

785-296-3206

khrc@ks.gov

Or:

United States Department of Education

Office for Civil Rights

One Petticoat Lane

1010 Walnut Street, Suite 320

Kansas City, MO 64106

816-268-0550

OCR.KansasCity@ed.gov

The district is committed to maintaining a working and learning environment free from discrimination insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to the employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

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. The superintendent, 128 S. Kansas, Kensington, Kansas, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

Benefits and Compensation

ACTIVITY PASSES

The Board provides each employee with a pass to district-sponsored activities (home activities) with the exception of specified athletic tournaments and KSHSAA events. The pass will be valid for employee and spouse.

HIRING

See GACC, GBD, GAAA

The board shall approve the employment of all employees. While this legal responsibility cannot be waived, the board delegates to the superintendent the authority to recruit staff members. In carrying out this responsibility, the superintendent may involve administrators and teachers.

All employment contracts recommended by the superintendent are subject to ratification by the board.

The employment of any staff member is not official until the contract is signed by the candidate and approved by the board.

The hiring sequence shall be as follows:

- The verbal offer of employment to the candidate
- Verbal acceptance by the candidate
- Contract sent to the candidate and the candidate's acceptance signified by a signed contract returned to the superintendent; and
- Approval of the contract by the board.

LEAVES AND ABSENCES

See GCRG, GBRH, GBRI

Bereavement Leave

See GBRI

See Negotiated Agreement

Conferences and Visitation

The superintendent shall have the authority to grant leaves not to exceed **5** consecutive school days for any employee during any school year for the purpose of attending educational conferences or school visitations.

Employees desiring to attend conferences and make visitations shall file an application in writing with the superintendent at least seven days prior to the first date of the leave being requested. The application shall be on a form prescribed by the superintendent. Said request shall explain in detail the length of the leave, the purpose and the opinion of the person requesting said leave as to how it will benefit the district.

Consulting

See GBRGA

Professional employees may be excused by the board to perform technical or professional services as consultants to other districts, government agencies or private industry.

Requests for approval to serve as a consultant shall be submitted in writing to the superintendent, who shall forward the same to the board of education together with his recommendation.

Disability Leaves

See GBRI

The board may grant leaves of absence for disability without pay. A leave of absence is a temporary suspension of duties subject to the board's policies/rules generally.

Emergency Leaves

See GBRI

Emergency leaves without pay may be granted by the superintendent. Emergency leaves with pay shall be granted at the discretion of the board.

Family Medical Leave

See GARI

District employees shall be provided family and medical leave as provided by a plan approved by the board and required by current federal law and regulation. The plan for providing leave under this policy shall be filed with the clerk of the board and made available to all staff.

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

Leave is available because of:

1. The birth of a son or daughter of the employee and to care for the son or daughter;
2. The placement of a son or daughter with the employee for adoption or foster care
3. The need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or
4. A serious health condition of the employee that prevents the employee from performing the job functions
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of

an impending call or order to achieve active duty) in support of a contingency operation;
and

(6) The need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member

Eligible employees are, for reason (6) only, entitled to a combined total of 26 workweeks of leave during a 12-month period.

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

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

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

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date, so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least 15 days prior to the termination.

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

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

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

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

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

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

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

Legal Leave

See GBRH

The board shall grant each employee the time necessary for appearance in any legal proceeding connected with his employment, the school system or in any other legal proceeding if the teacher is required by law to attend. When the teacher is compensated for his/her appearance, the teacher will have the choice of reimbursing the school for the amount received as compensation or keeping the compensation and having his/her salary reduced by an amount that is prorated on the basis of 1/188th of his/her salary.

Maternity Leave

Maternity leave shall be available for female employees prior to delivery of their child(ren) as recommended by their treating physician, and immediately following birth of their child(ren) for up to a maximum of 6 consecutive calendar weeks from the following categories of leave. All available personal leave must first be utilized. The employee shall then utilize all but 2 days of accrued sick leave. The employee may then utilize days from the sick leave bank as allowed if the employee has contributed to the sick leave bank. If the female employee is employed only during the school year, and the birth of the child(ren) occurs near the end or beginning of a school year, the summer months shall be considered part of the 6-week maximum leave.

Employees shall be entitled to additional leave as they request to permit up to 12 calendar weeks of maternity leave, all in accordance with the Family and Medical Leave Act, but any portion in excess of the 6 weeks herein specified shall be unpaid leave and designated as undesignated leave.

Military Leave

See GARID

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

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

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

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

- Active duty
- Active duty for training
- Initial active duty for training
- Inactive duty training
- Full-time National Guard duty
- Absence from work for an examination to determine a person's fitness for any of the above types of duty.

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

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

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

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

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

TIME SPENT ON
MILITARY DUTY

Less than 31 days:

RETURN TO WORK OR APPLICATION
FOR REEMPLOYMENT

Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an 8-hour rest period.

More than 30 but less than 181 days: Must submit an application for reemployment within 14 days of release from service.

More than 180 days: Must submit an application for reemployment within 90 days of release from service.

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

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

If documentation is not readily available or it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions should be directed to Veterans' Employment and Training Service, U.S. Department of Labor. Kansas law also requires reemployment if an individual is called to active duty by the state.

Military Family Leave

See Negotiated Agreement

Personal Leave

See Negotiated Agreement

See GBRI

Professional Leave

See Negotiated Agreement

See GBRI

Sick Leave and Sick Leave Pool

See Negotiated Agreement

MILEAGE REIMBURSEMENT

Mileage reimbursement is based on the current state rate. The Board will pay the approved rate that the state of Kansas pays for mileage. Staff members who wish to receive reimbursement on a monthly basis should submit mileage reimbursement requests to the business office by the 20th day of each month. The district will try to provide school vehicles for the employee when the school has requested that the employee attend an event or in-service that requires travel.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

See GAD, GBRC, GBRH, GAN

Opportunity will be provided all employees to develop their competence beyond the minimum skills necessary for the performance of assigned functions.

Employees are encouraged to develop and submit through normal supervisory channels, plans or proposals for the improvement of skills, knowledge and technical performance capabilities.

All plans for self-improvement which involve the expenditure of public funds shall be approved in advance by the superintendent.

RETIREMENT

See GAQ, GBN

See Negotiated Agreement

SALARY DEDUCTIONS OR REDUCTIONS (BENEFITS)

See GAL, FLSA, GAOF

Only those salary deductions or reductions authorized by law or by board of education policy will be permitted.

The superintendent or designated representative will develop appropriate forms which will supply the necessary information needed by the business office to make approved salary deductions or reductions.

The board will purchase tax-sheltered annuity contracts only after a valid application has been filed by an agent of a participating qualified company and after the employee has signed an authorization upon the form approved by the board stating the amount of reduction under his/her total contract salary to be used for the purchase of the tax-sheltered annuity.

The board will contract with qualified companies for tax-sheltered annuities, according to the minimum number of participants. Exception may be a new employee who has transferred from another public school district and who has a comparable tax-sheltered annuity contract acquired through his/her prior employer-school district from a qualified company not presently under contract with the board. The board shall accommodate such transferee-employee, if requested in writing, in continuing such annuity contract with such insurance company.

Board policy prohibits representatives of business, commercial or financial institutions from contacting district employees while on duty.

Flexible Benefit Elections

In accordance with IRC Section 125 (1986, as amended), and in compliance with applicable rules and regulations issued by the Internal Revenue Service, flexible benefits may be obtained by employees through monthly salary reduction.

Flexible Benefit Options

The following flexible benefits are available under the district plan at the employee's expense:

1. Term life insurance
2. Health insurance
3. Cancer insurance
4. Dependent care expense reimbursement
5. Medical expense reimbursement
6. Dental insurance

Applications for flexible benefits under salary reductions will be made available through the business office. Representatives of the approved companies will provide information to employees as provided by board policy.

STAFF PROTECTION

Personal Injury Benefit

Whenever a teacher is absent from school because of personal school-related injury resulting from an assault by a student or school patron, the teacher will be paid full salary less the amount of any workmen's compensation or disability insurance received due to such injury until the determination of the employment contract. No part of such covered absence will be chargeable to annual sick leave.

The board, however, shall have the right to have the teacher examined by a physician designated by the board for the purpose of establishing the length of time the teacher may be absent, and the board shall make its decision on the basis of the professional opinion of said physician.

The board, in its discretion and upon proper investigation of all facts of the incident, shall provide full support, including its legal counsel, for any assault upon a teacher acting in the discharge of official school duties.

SUBSTITUTE PAY TEACHERS SALARY

See Negotiated Agreement

See Negotiated Agreement

TRANSFERS

See GACE, GBE

The board recognizes the possibility of the need to transfer employees within their area of employment and/or certification. In recognition of this, the superintendent of schools is responsible for the transfer and/or assignment of personnel once they have been employed by the board of education.

Whenever the need to reassign or transfer any employee is recognized, whether it be due to class load, personal preference, qualifications, reduction in force, or other applicable reasons, an initial meeting will be called of the supervisor(s) or administrator(s) involved or to be involved. As soon as a possible resolution is agreed upon, all persons involved will be informed and an opportunity for contributions to the final resolution will be offered to them. Reassignments or transfers will be by way of a written communication. All applicable statutes and/or relevant regulations of the Kansas State Department of Education are to be observed in carrying out this policy.

TRAVEL EXPENSES

See GAN, BBBF, CG, CEF, GBRC, GCA, GEF

The board of education will provide employees reimbursement for travel expenses incurred in the performance of their duties as approved by the superintendent or designee.

Out of District

A request for absence from duty to attend educational programs or events as a representative of the Unified School District 110 will be made on a district leave application and submitted to the assistant superintendent for personnel for approval.

For reimbursement of approved transportation, parking, lodging, meals and other expenses, staff members must submit an itemized request to the business office on a mileage requisition or a travel expense claim reimbursement.

Receipts must accompany the reimbursement claim or a statement explaining why a receipt cannot be rendered.

Claims for reimbursement may be made up to, but should not exceed, the following amounts:

Breakfast (suggested)	\$10.00
Lunch (suggested)	\$10.00
Dinner (suggested)	<u>\$10.00</u>
Daily total	\$30.00

In addition, tips up to 20 percent of the meal cost are allowable for satisfactory service. If satisfactory service is not provided, tipping is discouraged. Exceptional meal expense reimbursement situations that exceed the daily amount will be reviewed and may be approved by the superintendent or designee.

The district will not reimburse any claims for alcoholic beverages.

Transportation will be by district vehicle when available. Individuals who decline available district transportation will provide their own transportation. If district transportation is not available, the established mileage reimbursement rate will be paid.

In District

Transportation will be by district vehicle when available. Individuals who decline available district transportation will provide their own transportation. If district transportation is not available, the established mileage reimbursement rate will be paid.

WORKER'S COMPENSATION

See GAOE

It is very important that anyone who receives a job-related injury follow procedures as outlined by the Kansas Workers Compensation Law.

What to do if an injury occurs on the job:

Notify your employer immediately. USD 110 employees should advise their immediate supervisor of any job-related injury and request the appropriate paperwork. **Submit injury reports to the district office.** Your claim may be denied if you fail to tell your employer within 10 days of the injury. For just cause, you may have 75 days to tell the employer of your injury. Thereafter you must file a written claim within 200 days of the accident or last date benefits are paid.

The district shall provide workers compensation benefits to all employees as required by current statute, K.S.A. 44-501 et seq.

All employees of the board shall be entitled to worker's compensation benefits as provided by current statute. The board shall provide the workers compensation benefits by an insurance carrier authorized to do business in the state of Kansas, a worker's compensation pool or as a recognized self-insurer, all at the board's decision and to be paid by the board. Workers compensation benefits shall be provided to all employees regardless of job assignment, length of assignment, and/or hours worked per day. Benefits shall be paid for personal injury or occupational disease arising out of and in the course of the employment and incurred by accident or occupational disease.

Workers compensation coverage will provide payment for medical expenses related to the injury or occupational disease and temporary and permanent compensation as provided by statute. The employee shall be entitled to receive temporary total compensation from the worker's compensation plan to the maximum weekly rate as established by the director of worker's compensation. The employee shall be entitled to those benefits available under applicable worker's compensation laws, but shall not be able to utilize sick leave or other district-provided leave benefits. However, in the event that the amount received by the employee does not equal the normal take-home pay of the employee, the board shall pay to the employee on regularly scheduled paydays an amount, charged to the employee's sick leave or the district's sick leave bank, necessary to result in no loss of take-home pay. Any employee who is restricted from work and receiving worker's compensation benefits shall not be allowed to return to work without a written doctor's release provided to the clerk of the board. Further, in the event that the employee is released to return to work by the physician but fails to do so, the board shall terminate all sick leave benefits and other benefits as provided by current statute or board policy.

The board shall have the right to fill the injured employee's job position for the balance of the school year or until such time as the employee is released to return to work by the physician. If the employee is not released to return to work prior to the issuance of contracts for the subsequent school year, the board shall have the right to fill the position on a permanent basis, but will accept an application from the previously injured employee for any other job positions that are available.

Choice of Physician

The board shall have the right to designate a health-care provider to provide medical services to any employee injured in the course of employment.

Conduct

CIVILITY

USD 110 employees will treat parents and other members of the public with respect and expect the same in return. The district is committed to maintaining orderly educational and

administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among district employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to children of this district, as well as the community, USD 110 encourages positive communication, and discourages volatile, hostile or aggressive actions. The district seeks public cooperation with this endeavor.

Disruptions

Any individual who disrupts or threatens to disrupt school classroom/office activity operations; threatens the health or safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or school district property promptly by the school principal or designee.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely request that the speaker communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated, and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly.

When an individual is directed to leave as requested above, and the individual fails to comply, the principal or designee shall inform the person that a complaint will be made with law enforcement. If an individual refuses to leave upon request or returns before the matter is properly resolved, the chief administrative officer or designee may notify law enforcement officials.

CONFLICT OF INTEREST

See GAG

District employees are prohibited from engaging in any activity, which may be a conflict of interest and/or detracts from the effective performance of their duties. No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which would directly or indirectly benefit the school employee. 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.

Any district employee shall report alleged violations of the conflict of interest policy to the superintendent. The superintendent shall make an initial investigation to determine whether the policy has been violated. Upon evidence of a violation, the superintendent shall report to the board for a board determination. If a district employee has been found to have violated the conflict of interest policy, the board will order the employee, in writing, to cease and desist from

all such activities. If the employee fails to comply, the board may suspend or terminate the employee, pursuant to the provisions of GBK-R and GCK.

DISCIPLINE PROCEDURES

See Negotiated Agreement

EMPLOYEE SUBSTANCE ABUSE

See GAOA, LDD, GAOB, JDDA, LDD

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. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory.

The superintendent or designee may, upon reasonable suspicion of employee violation of this policy, request that any employee submit to an immediate drug or alcohol test. The test shall be scheduled and paid for by the district.

Employees who are found violating the terms of this policy shall be reported to the appropriate law enforcement officials. Additionally, an employee who violates the terms of this policy, including a refusal to submit to the drug or alcohol test specified above, will be subject to any of the following sanctions:

1. Short-term suspension with pay;
2. Short-term suspension without pay;
3. Long-term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program;
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for in district policies or the negotiated agreement.

If it is agreed that an employee should enter into and complete a drug education or rehabilitation program, the cost of such program will be the responsibility of the employee. Employees are responsible for contacting the directors of the programs to determine the cost and length of the programs and for enrolling in the programs. Employees participating in programs pursuant to this policy shall authorize release of information regarding completion of the program to the superintendent or designee.

A copy of this policy, along with a list of acceptable drug and alcohol counseling and treatment and rehabilitation programs shall be provided to all employees.

FACEBOOK AND SIMILAR INTERNET SITES

School principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

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

When inappropriateness use of computers and websites is discovered, the School Principal and Superintendent will bring it to the attention of appropriate employees.

The School Board discourages school district staff from socializing with students outside of school in person or on social networking websites, including but not limited Twitter and Facebook.

All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited. School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes. Access of social networking websites for individual use during school hours is prohibited.

FUND RAISING

The Board of Education will permit school-related groups and groups supporting students or student activities to carry out fund raising activities, in conformance with Board policies, on school premises or premises leased by the school district.

Groups whose purpose is to raise funds to directly benefit students or student programs shall have prior approval for their activities by the administrator responsible. Approval shall be made at least ten days prior to the date of the fund raising event or activity. The information that will assist the administrator in making the decision as to whether or not such an activity qualifies

under the intent of the board policy. Student sponsored activities shall have priority provided they have made application as required.

Sales shall be carried out in a manner that does not cause spectators or students to purchase merchandise by infringing upon them while in attendance at school-related activities. Advertising for selling of merchandise, tickets, or materials shall be limited to the area assigned by the administration. Actual sales shall be carried out by members of the student organization or the group sponsoring the event or activity.

GIFTS

See GAJ

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives where the intent of the gift, whether expressed or implied, is to influence the employee or cause the employee to represent the vendor, salesmen or other such representatives in a favorable light to the employee's immediate supervisor, the superintendent, or the board.

NON-SCHOOL EMPLOYMENT

See GBRG

Professional employees shall not be permitted to engage in outside employment that, by its nature or duration, will impair the effectiveness of their professional services

PROBATION (EMPLOYEES)

See GBG

The authority to recommend to the board that employees be placed on probation is delegated to the superintendent. The board, after hearing the superintendent's recommendation for probation and after evaluating the evidence gathered by the administrative staff, may place an employee on probation. The term of probation will be established by the board, but in no event shall said probation extend beyond one calendar year. A second year of probation may be instituted when sufficient progress has not been made by the employee.

All conditions of probation shall be in writing. One copy shall be given to the employee, and one copy shall be placed in the employee's personnel file.

For employees covered by the negotiated agreement, probation shall require the implementation of intensive assistance supervision.

Failure by an employee to remedy the causes of probation may result in non-renewal or termination of the employment contract.

RACIAL HARASSMENT

See GACCA, GAF, JGECA, KN

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color or national origin. Racial harassment will not be tolerated in the school district. Racial 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 Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Racial Harassment is racially motivated conduct which:

Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee 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 working environment; or

Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

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

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of racial harassment or receives a complaint of harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial 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 harassment may also face disciplinary action.

Initiation of a complaint of racial harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to termination of employment.

To the greatest 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.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant. The policy shall also be published in employee handbooks. Notification of the policy shall be published in the local newspaper annually.

SEPARATION

See GBN

The board shall not renew any teacher's contract in any case where the board is of the opinion that such renewal would not be in the best interests of the district.

All administrative recommendations for dismissal and non-renewal of certified personnel given to the board shall be accompanied by a detailed documentation justifying any such recommendation.

SEXUAL HARASSMENT

See GAAC, GAF, JGEC

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual 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.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually 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. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

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: (1) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) 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.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the alleged harassment with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual 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 sexual harassment may also face disciplinary action. Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified,

assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the greatest 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.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

The policy shall be published in employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be published in the local newspaper annually.

SMOKING AND TOBACCO PRODUCTS

See GAOC, GBRAB, JCDA

Employees may not smoke or use tobacco products in the buildings, on the property, or inside the vehicles of the Thunder Ridge Unified Schools.

Adult, non-student or non-employee visitors may not smoke or use tobacco products on school premises. The district discourages the adult use of tobacco products at school activities away from school premises.

SOLICITATIONS

See GAI

All persons seeking to sell, solicit or display an item or service to a school employee must first secure permission from the building principal, superintendent, or his designee, before any appointment is made.

Only vendors with items or services that are used directly in the educational programs of the district are to be permitted to meet with employee(s) during the school day, and then only at a time that does not interfere with the employee's job function.

Solicitations of or by staff on school premises during the school day for any purpose other than school-sponsored activities is prohibited.

Vendors may, with building principals or superintendent's permission, hold meetings to sell services or merchandise to employees after school hours if such goods or services are related to the employee's job.

STAFF-COMMUNITY RELATIONS

See GAH

All staff members are encouraged to reside within the boundaries of the district.

Staff members are encouraged to participate in community activities and organizations, insofar as these activities do not infringe upon school time. Prior permission must be obtained from the superintendent for participation in any community activity which takes place during school time.

STAFF-STUDENT RELATIONS

See GAF

All staff members are expected to maintain relationships with members of the student body that are conducive to an effective educational environment. Inappropriate interactions are not permissible and will not be tolerated. It is highly encouraged that teachers have a minimum of contact with students using social media.

All staff members in attendance are responsible for the regulation of student conduct at all school events and school-sponsored activities.

STUDENT PRIVACY RIGHTS

See IDAE

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including, termination.

SUPERVISION

See GBH

The responsibility for the immediate supervision of faculty members rest with each building principal. The superintendent and other central office administrators designed by the superintendent also have a right to supervise faculty members during the school year.

SUPERVISION OF STUDENTS

See JGFB, GAO, GBR, JH

Students shall be under the supervision of appropriate school personnel at all times when they are under the jurisdiction of the school.

Each building principal shall coordinate and assign personnel to supervise students engaged in school-related activities.

For the safety of each student, no activity sponsored by the school will be allowed to commence without appropriate supervision.

Every building principal will make a duty roster comprised of school personnel and other administrative staff to supervise students before school, during the lunch hour, after school and as the need arises.

Every elementary principal shall make a duty roster comprised of school personnel for the supervision of students on the playground before, during and after school.

Every school-sponsored activity held after school hours will have at least one faculty member in attendance who shall have general supervisory responsibilities over the student group.

The school has general authority to supervise students in the normal coming and going from home. Teachers who observe students in a potentially dangerous situation should attempt either to halt or prevent injury to students or property as they are reasonably able to do so.

SUSPENSION (EMPLOYEES)

See GBK

The superintendent of schools or his designated representative shall have the authority to suspend any employee with pay for a period of time which shall expire at the next regular or special meeting of the board of education or as otherwise specified by the board.

The superintendent of schools may suspend any employee for any one or more of the following reasons:

- 1) alleged violation of board policy, rule or regulation
- 2) upon the filing of a formal complaint against the employee with any civil authority or with the board of education charging the employee with the alleged commission of offense involving moral turpitude;
- 3) other just cause.

WORKING ASSIGNMENTS AND ATTENDANCE See Negotiated Agreement

See GBR, JGFB, GCA

District Procedures

ACCIDENT REPORTING

All staff are to complete a written report on any student accident that occurs in a classroom, in the gym, or on the playing field. Accident reporting is the responsibility of all staff. Accident reporting forms are located in the office and must be turned in to the building secretary.

CONTESTS FOR STUDENTS

See JM, JH

No student shall enter any contest as a representative of a school in the district unless such contest is acceptable to the Kansas State High School Activities Association or the board.

Students shall be advised by the appropriate sponsor that accepting cash or merchandise for participation in an activity may jeopardize the student's amateur standing and eligibility in that identical activity before the KSHSAA.

Each faculty sponsor bears the responsibility for monitoring his student activity sponsorship, and each student must be aware of those activities, which would put him in violation of this policy and KSHSAA regulations.

CORPORAL PUNISHMENT

See JDA

Principals, their designated representative, and teachers are not authorized to impose corporal punishment on students for disciplinary reasons.

CREDIT CARD AND PURCHASING CARD USE

See GANA

The district business office may establish a system for use of credit and purchasing cards. Use of cards by employees and board members shall be confined to necessary school business. The board shall annually prescribe limits and restrictions on the use of the cards and shall establish a system for monitoring expenditures monthly.

CROWD CONTROL AT SPONSORED ACTIVITIES

Disorder and disruption of school activities will not be tolerated, and persons attempting to endanger the safety of students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process; will be asked to leave the premises.

The school administration and staff are ordinarily responsible for handling any problems caused by adults or students. The final decision for determining if law enforcement assistance is needed is the responsibility of the school principal. In the absence of the principal, 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.

Criminal Possession of a Firearm

It shall be illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils, or at any regularly scheduled

school sponsored activity or event. This prohibition includes concealed weapons even if the person has a legal permit.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

DISTRICT ASSESSMENT OF STUDENTS COVERED UNDER IDEA

The 1997 Individuals with Disabilities Education Act requires all students with disabilities to take district-wide assessments with appropriate accommodations or modifications so that they are a part of district reports. This includes:

- 1) local performance assessments mandated by the State Board of Education in August, 1997 to replace state performance assessments, and
- 2) other local assessments (multiple-choice and/or performance assessment) used by the district to satisfy requirements for Quality Performance Accreditation.

Local alternate and/or modified assessments for students with disabilities, who are unable to take the local general assessments, are not required to be equal or the same as the local general assessment, but should have the same purpose.

Special education students who are mildly disabled will take the same district assessments as general education students with accommodations as written on the student's Individualized Education Program (IEP).

Special education students who have been designated on their IEPs to take the Kansas State Test with Modifications will be assessed at the district level at the same performance level of benchmarks as covered on the Kansas State Test with Modifications.

Special education students who have been designated on their IEPs to take the Kansas Alternate Assessment will be assessed at the district level using same levels and benchmarks as specified on the Kansas Alternate Assessment and the student's IEP.

EVALUATION OF CERTIFIED PERSONNEL

See Negotiated Agreement

See GBI, GAK

Purpose of Evaluation

The purpose of the evaluation of certified personnel in the district is to provide a systematic method for (a) improvement of school personnel in their work, and (b) improvement of the educational program of the district.

Availability of Evaluation Documents

Board policy provides that evaluation documents shall be available to the superintendent, central office personnel administrators under whose supervision the teacher works, the administrator

who evaluates the teacher, the building administrator under whose direct supervision the teacher will work and others authorized by law.

Process and Procedures

The evaluation of certified, non-administrative employees covered under the negotiated agreement should be determined by the Evaluation document. Copies of this document should be provided annually to all employees covered by the Negotiated Agreement. The district uses the McREL evaluation tool that is an online tool available to staff through a user ID and password. Final employee evaluations will be filed with the clerk in the district office.

Certified, Non-administrative Personnel

Every certified, non-administrative employee in the first two consecutive years of employment shall be evaluated at least one time per semester by the 60th school day of each semester.

Every certified, non-administrative employee in the third and fourth year of employment shall be evaluated at least one time each year by not later than February 15.

After the fourth year of employment, every certified, non-administrative employee shall be evaluated at least once in every three years by not later than February 15.

Additional evaluation conferences of certified, non-administrative employees may be held in addition to the above minimum.

The building principal has primary responsibility for the evaluation of all certified personnel assigned to the building.

The superintendent, elementary and middle school principals, or the director of special education may also evaluate certified personnel in any building.

Certified, non-administrative staff who are assigned to more than one building, and certified, non-administrative staff who are working under a supervisor or coordinator, shall be evaluated by a qualified administrator as designated by the superintendent.

Supervisors, coordinators and district wide special education personnel may be evaluated by the appropriate principal(s), the director of special education, the assistant superintendent and/or the superintendent as designated by the superintendent.

Certified Administrative Personnel

The superintendent shall be evaluated by the board.

The building principal shall be evaluated by the superintendent.

Administrators in the first two years of consecutive employment should have the first evaluation prior to November 1, and the second conference prior to March 1. Additional conferences may be scheduled if deemed necessary or desirable by the evaluator or the principal.

Administrators who are to receive a minimum of one evaluation conference each year should have the conference prior to December 20. Additional conferences may be scheduled if deemed necessary by the evaluator or the principal.

Self-Evaluation

The evaluation instrument to be used shall be given to the person to be evaluated so the person may complete the instrument in the process of self-evaluation. This may be used as a partial basis of discussion at any conference.

Custody of Evaluation Records

All written evaluations and written responses concerning the work of a certified employee will be maintained in a confidential personnel file for each certified employee for a period of not less than three years. Evaluation documents are kept electronically.

Except by order of a court of competent jurisdiction, evaluation documents and responses thereto shall be available only to the evaluated employee, the board, the administrative staff designated by the board, the State Board of Education as provided in KSA 72-7515, the board and the administrative staff of any school to which such employee applies for employment, the board attorney when requested by the board, and other persons specified by the employee in writing to the board.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The district abides by the Family Educational Rights and Privacy Act (FERPA), which afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These include the rights to:

- 1.0 Inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2.0 Request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3.0 Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials

with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4.0 File a complaint with the United States Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The office that administers FERPA is the following:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

GRIEVANCE PROCEDURE

See Negotiated Agreement

IN-SERVICE EDUCATION

See GADA

The superintendent, in consultation with the management team, or a designated committee, will develop a program of in-service education for employees and submit such program to the board for approval prior to the adoption of the annual budget.

All employees are expected to attend in-service education sessions unless excused by the superintendent or his designated representative. Workshops, seminars and similar programs may utilize all or a portion of the work day. On occasion, these programs may be combined with regular staff meetings. Appropriate personnel will be selected to conduct the sessions.

INTERROGATION AND INVESTIGATIONS CONDUCTED IN SCHOOL

See JCAC, JHCAA

It shall be the policy of the district that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. The district's administrators shall at all times act in a manner which protects the rights of students and parents and shall cooperate with law enforcement officials.

School staff members shall be reminded annually of the contents of this policy and rules.

A student who has attained the age of 18 enjoys the responsibility of speaking for himself without the agreement of parent, guardian, or representative as to his submitting to questioning.

Initiated by School Administrators and Conducted by Administrators

Building principals shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Any investigation shall be conducted in a manner which minimizes interference with regular education or school activities.

Initiated by School Administrators and Conducted by Law Enforcement Officers

The building principal shall determine when the necessity exists for law enforcement officers to be notified to conduct an investigation of alleged criminal behavior.

The building principal may request that law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior during school hours. A reasonable attempt shall be made to contact the student's parents, guardian or representative prior to questioning by law enforcement officers. Reasonable requests of the parents, guardian or representative shall be observed. Such notifications or attempted notifications to parents, guardian or representative shall be documented by the administrator involved. In the absence of a student's parents, the principal or certified school staff person shall be present.

If the investigation has centered on any particular student suspected of any alleged criminal activity, the procedure for taking students into custody shall not interfere with reasonable law enforcement procedures.

Initiated and Conducted by Law Enforcement Officers

Only in demonstrated emergency situations shall law enforcement officers be voluntarily permitted to conduct such an investigation during school hours.

The building principal shall require proper identification of law enforcement officials and the probable cause for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the probable cause, he shall not grant the request of such persons and shall attempt to so notify the superintendent and the officer's superior, documenting such action.

The law enforcement officers shall be required to obtain prior approval of the principal before beginning such an interrogation or investigation on school premises. The administrator shall document the circumstances as soon as practicable.

Interrogation of Student During Investigation of Violation School Rules

In instances where school rules have allegedly been violated, the principal may notify the suspected rule violator(s). When suspension may be a consideration, the suspect student shall be advised orally or in writing of the nature of the alleged offense and of the evidence.

Probable witnesses should be told the nature of the alleged misconduct and the reason to believe that they were witnesses.

The principal may have another adult present during questioning of students.

Violation of Criminal Law

During an investigation of violation of school rules, the principal shall attempt to ascertain whether there is sufficient justification to believe that a criminal offense was committed that warrants notification to law enforcement officials. Information of criminal conduct not related to the schools shall be turned over to law enforcement officials, without additional investigation by school officials. School officials shall request that law enforcement officers advise a student of his rights.

Taking A Student into Custody

Following either interrogation or investigation, students shall not be released to law enforcement authorities voluntarily by school officials unless the student has been placed under arrest.

When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to notify the student's parents, guardian or representative immediately. Such effort shall be documented.

The building principal shall make reasonable efforts to persuade law enforcement officers not to make arrests or to take students into custody on school premises.

When an emergency exists, the principal may summon law enforcement officials to the school to take a student into custody.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall require the law enforcement officers to notify the principal of the circumstances as quickly as possible.

Disturbances of School Environment

Law enforcement officers may be requested to assist in controlling disturbances of the school environment.

Coordination of Policies by Enforcement Officials

School administrators shall meet at least annually with local law enforcement officials to discuss the district's policy and rules regarding law enforcement contacts with the district. Law enforcement officials will be asked to instruct their staff as to the terms of the school's policies and rules.

OUT-OF-SCHOOL RESIDENCY

See Negotiated Agreement

PARENT PARTICIPATION FOR EMPLOYEES

It is the policy of the Unified School District 110 to attempt to approve time away from work for employees who are participating in certain discussions with school personnel regarding their children.

Time may be granted when the discussion in which the employee's child is involved is initiated or scheduled by school district personnel. These discussions shall generally be limited to parent-teacher conferencing and participation at individual education plan staffings. This policy shall apply to employee-parents regardless of residence of the employee.

Release time under these terms will be considered ordinary duty for the employee. Deductions shall not be made from personal leave for circumstances covered by this policy. Employees will not be expected to provide compensatory time or to clock out for the activities that occur during their regular duty time.

Supervisors should be informed in advance so there is appropriate planning time to make staffing, scheduling or coverage arrangements. The policy is not intended to encourage the scheduling of conferences during instructional time if alternative times are available.

POLICIES AND RULES DEVELOPMENT INVOLVEMENT

See GAC

In the development of personnel policies, rules and regulations, the board shall, to the fullest extent possible, utilize and involve the employees of the school district with respect to their ideas, comments and criticism.

POSITIONS

See GACA, CD, and GACB

Only those certified positions authorized by the board may be filled.

RECORDS/ACCESS TO INFORMATION

See Negotiated Agreement

See GAK, GACD, GBI, CEI, CGI, GCI

The board shall designate a Freedom of Information Officer (the superintendent) with authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws and may assign another district employee (Clerk) to handle requests for records and to serve as the custodian of the records. The custodian shall prominently display and distribute or otherwise make available to the public a brochure in the form prescribed by the district's Freedom of Information Officer.

Types

A public record means any recorded information regardless of form or characteristics which is made, maintained or kept by or is in the possession of the district, including those exhibited at public board meetings.

Central Office Records

Records maintained by the superintendent shall include, but not be limited to, the following: financial, personnel, property (both real and personal) owned by the district.

Building Records

Records maintained by the building principals shall include, but not be limited to, the following: activity fund, student records, and personnel records.

Public Access

All records except those subject to exception by Kansas Open Records Act shall be open to inspection by the general public during regular office hours of any school or the district office. The superintendent will establish procedures for making records available on normal business days when district offices are closed. Copies of open records shall be available on written request.

Requests for access to open records shall be made in writing to an official custodian of district records. The official custodian shall examine each request to determine whether the record requested is an open record or is subject to an exception by the Kansas Open Records Act. The custodian shall either grant or deny the request.

If the custodian does not grant the request, the person requesting the record shall receive a written explanation of the reason for the denial within three days of the request, if an explanation is requested. If the requester disagrees with the explanation, the freedom of information officer shall settle the dispute.

To the extent possible, requests for access to records shall be acted on immediately. If the request is not acted on immediately, the custodian shall inform the requester of when and where the open record will be made available. The record shall be made available within three business days of the request. Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

The board shall annually set a fee for copies of records. Advance payment of the expense of copying open records shall be borne by the individual requesting the copy. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

Revenue from copying open records will be deposited in the district's general fund.

Disposition

All district office records shall be kept for at least the minimum length of time required by law.

The clerk is designated as the official custodian of all board records maintained by the district office. The clerk is also designated as official custodian of all district office records maintained at the district level. Each building principal is designated as official custodian of all records established and maintained at the building level. In addition to those records required by law, the clerk shall be responsible for preparing and keeping other records necessary for the district's efficient operation.

RECRUITMENT

See GACC, GBC

The superintendent shall have the authority to recruit well-qualified personnel to staff the schools. The superintendent may request the assistant superintendent(s) and building principal(s) to assist him in his efforts.

REDUCTION OF TEACHING STAFF See Negotiated Agreement

See GBQA

REEMPLOYMENT

The board shall give no preference to former employees in filling vacancies except for board-approved leaves of absence for study or travel.

RELIGIOUS BELIEFS AND HOLIDAYS

See IKD, AEA, IF, IKDA, KN

Recognition of Religious Beliefs and Customs

The board recognizes that one of the district mission goals is to teach students about cooperation with others, to show compassion for others, and to be tolerant of individual differences.

Knowledge and understanding of the role that religious heritage has played in the social, cultural and historical development of civilization are important considerations in fulfilling this goal.

No religious belief or practice should be promoted by the district or its employees, and none should be disparaged. Instead, the district should encourage all students and staff members to recognize and to be tolerant of each other's views. The curriculum of the district should be developed to provide understanding and mutual respect among students regarding religious beliefs or practices. In that spirit of tolerance, students and staff members should be excused from participating in practices which are contrary to their religious beliefs or practices.

Observance of Religious Holidays

The practice of the district shall be as follows:

The several holidays throughout the year which have both a religious and a curriculum-related basis may be observed in the public schools.

The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.

Music, art, literature and drama having a religious theme or basis are permitted as part of the curriculum or school-sponsored activities and programs if presented in an objective manner and as a traditional part of the cultural and religious heritage of the particular holiday.

The use of religious symbols such as a cross, menorah, crescent, Star of David, creche, symbols of Native American religions or other symbols that are a part of a religious holiday are permitted as a teaching aid or resource provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature.

The district’s calendar should be prepared so as to minimize conflicts with religious holidays observed by district residents. School vacations shall have general designations.

Religion in the Curriculum

Religious institutions and orientations are central to human experience, past and present. An education excluding such a significant aspect would be incomplete. It is essential that teaching about—and not of— religion be conducted in a factual, objective and respectful manner without sectarian indoctrination. Therefore:

- a. The emphasis on religious themes in the arts, literature and history, etc., for a balanced and thorough study of these areas and in district-sponsored activities, should not be precluded. Such studies and activities should neither foster nor demean any particular religious tenet.
- b. Student-initiated expressions to questions or assignments which reflect their beliefs or practices about a religious theme shall be accommodated. For example, students are free to express religious belief or practices in compositions, art forms, music, speech, debate, etc.

Dedications and Commencement

Traditions are a cherished part of the community life, and the district expresses an interest in maintaining those traditions which have had a significance to the community. While recognizing the significance of traditions, dedication ceremonies and commencement exercises should be nonreligious in nature. Inspirational addresses, which do not promote religion, may be permitted at such ceremonies.

RESIGNATION

See GBO

See Negotiated Agreement

RESOLVING COMPLAINTS

See GAE, GAEASa

See Negotiated Agreement

STAFF MEETINGS

See GBRD

Staff meetings will be held for the purpose of solving the problems involved in building-level operation, the implementation of district-wide policies, and solutions of district-wide problems.

Regular or special meetings will be called by administrators or department heads.

TUTORING FOR PAY

See GBRGB

Tutoring for pay or giving private lessons for pay after the school day on school premises must be approved by the principal and superintendent. Tutoring for pay shall not occur during the school day.

Health

ADMINISTRATION OF MEDICINE

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.

BLOOD BORNE PATHOGENS

See GARA

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

The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan. (Copies of the Control Plan are available from your building administrator.)

COMMUNICABLE DISEASE

See GAR

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

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

The employee shall be allowed to return to duty upon termination of the illness when authorized 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 that the employee is free from all symptoms of a severe communicable disease.

In the event that a district employee has been diagnosed as having a communicable disease and the superintendent has been notified by the employee, as provided in this policy, the superintendent shall determine whether a release shall be obtained from the employee's physician before the employee returns to work.

Decisions regarding the type of employment setting for an employee with a communicable disease shall be based upon the physical condition of the employee and the expected type of interaction with other employees and students.

These decisions are best made using the team approach including the employee's physician, public health personnel, superintendent and personnel associated with the proposed employment setting.

HEALTH EXAMINATIONS

If the board has a good faith doubt as to the validity of an illness of any employee, the employee may be required to furnish the superintendent with a physician's statement validating the illness.

Safety

BULLYING

See GAAE

The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. The term "bullying" shall have the meaning ascribed to it in Kansas law. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

CHILD ABUSE

See GAAD, JCAC, JGEC

Kansas Statute 38-1521 provides for the protection of children by requiring teachers, school administrators or other persons employed by a school to report suspected abuse or neglect. Any employee of the school district, who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect, or sexual abuse, shall report the matter promptly to the Department of Children and Families. Call 1-800-922-5330 to report suspected child abuse.

School employees will not contact the child's family or any other person to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove that the child has been abused or neglected. The school employee's responsibility is to report suspected abuse.

Regulations and reporting forms shall be prepared and made available to employees as needed.

Employees should advise their supervisor of the suspected abuse and work cooperatively with the supervisor in complying with the statute on reporting of abuse and neglect. The employee and supervisor may consult with other district personnel to determine whether or not abuse is suspected.

No employer or employee may prevent or interfere with another employee whose intent it is to make a report of suspected child abuse or neglect.

Reports should be made to the Department of Children and Families. The call number to report child abuse is 1-800-922-5330. Do not call the local office. If for some reason you are unable to get through to the DCF, the reports should be made to the appropriate law enforcement agency.

The report shall be made orally and will be followed by a written report to the DCF (formerly the SRS) office.

Information that may be requested in the written report may include, if known, the names and addresses of the child and the child's parents or other persons responsible for the child's care, the child's age, the nature and extent of the child's injury (including any evidence of previous injuries) and any other information that the maker of the report might be helpful in establishing the cause of the injuries and the identity of the persons responsible for the injuries.

Building administrators shall provide to employees of the State Department of Social and Rehabilitation Services and law enforcement agencies, access to a child in a setting on school premises determined by school personnel for the purpose of the investigation of a report of suspected abuse or neglect.

DISMISSAL OF SCHOOL

School will not be dismissed because of storms that arise during the school day as long as it is feasible for students and staff to remain at school in safety.

Parents are urged not to send their children to school when in their judgment storm conditions exist or road conditions are such as to create a definite hazard.

If adverse weather conditions develop during the school day, the building principal will consult with the superintendent or designated representative concerning dismissal of school.

If the superintendent decides the weather to be of such a nature that the safety of students and staff is threatened, a decision may be made to dismiss school. The media will be notified of the school dismissal. Publication of information relating to communicating school dismissals will be made at the beginning of each school year. ***All employees should sign up for Textcaster (contact the high school secretary) to receive updated messages concerning school closings and other school related messages.***

In the event of a safety or security threat the principal or director will call the law enforcement center and report the threat. Decisions about student and staff movement, dismissal, evacuation, or continuation of the school day will be made between school administration and law enforcement per the joint standard operating guidelines. School may be resumed if no threat is found to the safety of the students and staff and there is sufficient time remaining in the school day to warrant continuation of classes.

Following the joint standard operation guidelines, the media will be notified as to the nature of the threat and action taken to ensure the safety of the students.

Decision making procedures will be formulated by the superintendent and administrative staff covering situations where the building administrator or staff has been isolated or incapacitated during a weather, safety, security, or other situation. Such plans are to be held in strict confidence by each staff member having a direct responsibility in the implementation of the plan.

EMERGENCY SAFETY INTERVENTIONS (ESI)

See GAAF

- The Board of Education is committed to limiting the use of Emergency Safety Interventions (“ESE”), 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.
- Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents immediate danger to self or others. Violent action that is destructive or property may necessitate the use of emergency safety intervention.
- “Seclusion” requires all three of the following conditions to be 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 the student 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.
- “Physical Restraint” means bodily force used to substantially limit a student’s movement.
- “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 Restrain

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

1. Using face-down (prone) physical restraint.
2. Using face-up (supine) physical restraint.
3. Using physical restraint that obstructs the student’s airway;
4. Using physical restraint that impacts a student’s primary mode of communication;
5. Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
6. Use of mechanical restraint, except:
 - a. Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - b. Any device used by law enforcement officers to carry out law enforcement duties; or
 - c. Seatbelts and other safety equipment used to secure students during transportation.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. The intensity of the training provided will depend upon the employee's position.

Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification shall be provided within 2 days. In addition, each building will shall maintain documentation any time ESI is used with a student. Such documentation must include the following:

1. Date of time of the intervention,
2. Type of intervention,
3. Length of time the intervention was used, and
4. 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.

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 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 to 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.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report the 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 the report containing 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.

HAZING

See JCDC

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this policy, hazing is defined as any activity that recklessly, intentionally, or unintentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization or activity recognized by the board.

The school district does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, district employee, coach, sponsor, or a volunteer shall plan, direct, encourage, assist or engage in any hazing activity.

The Board encourages students who believe they have been subjected to hazing to report promptly such incidents to the building principal or staff person. Any staff person receiving such reports shall communicate the information to the building principal.

Administrators will investigate all complaints of hazing and will assign appropriate discipline to any individual who violates this policy.

The district shall annually inform students, parents, coaches, sponsors, and district employees that hazing of district students is prohibited. This information will be published in handbooks for students and staff.

SECURITY

See EBC, JDDC, JGGA, KGD

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

Reporting Crimes at School to Law Enforcement

Any district employee who knows or has reason to believe any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.

It is recommended the building administrator also be notified.

Anyone making a report in accordance with state law and without malice, shall have immunity from any civil liability.

Reporting to Administrators and Staff

Teachers and other professional or paraprofessional employees are required to notify administrators and administrators are required to notify all other school employees when they have knowledge of the following student behaviors:

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

Annual Reports

The principal of each building shall prepare all reports required by law and present them to the board and the state board of education annually. Reports shall not include any personally identifiable information about students. These reports and this policy shall be made available upon request to parents, patrons, students, and employees and others who request the information.

Staff Immunity

School administrators and school employees are not liable for civil damages for acts or omissions required by the Kansas School Safety and Security Act. The school board and each board member shall have immunity from liability in any civil action for the acts or omissions of any administrator pursuant to the requirements of the School Safety and Security Act.

WEAPONS

See JCDBB, EBC, JDC, JDD, JHCAA, JGD

Teachers and students shall not knowingly possess any object that can be considered a weapon on school grounds or at a school activity or event. If a teacher suspects a child has a weapon or hears that a student is threatening to bring a weapon, the principal must be informed immediately.

Facilities/Supplies/Equipment

ANIMALS AND PLANTS IN THE SCHOOL

Persons bringing animals into the school must receive prior permission from the classroom teacher and the building principal. Animals and plants may be brought into the classroom for educational purposes. Animals must be appropriately housed, humanely cared for and properly handled.

Under no circumstances are animals to be transported on school buses.

Wild animals including skunks, bats, snakes, and so forth are not to be permitted inside school facilities.

Teachers must assume primary responsibility for the humane and proper treatment of any animal in the classroom.

If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care and safety.

All experiments using live animals must have prior approval of the principal or designated representative. Dissection of deceased animals should be limited to those preserved in formalin or alcohol.

Animals (warm-blooded mammals) capable of carrying rabies must be inoculated at the student's expense before the student may bring the animal to school unless prior verification of inoculation is provided. Handling by students must be on a voluntary basis.

If a staff member or student has been bitten by an animal and skin has been pierced, the incident must be reported immediately to the school office by the supervising teacher. Principals are to assume responsibility to notify public health authorities to have the animal impounded for observation. Public health authorities will determine the appropriate term of confinement of the animal and method of observation. Principals will attempt to notify the parents.

ENERGY CONSERVATION MANAGEMENT

It is district policy to encourage that reasonable efforts are made to conserve energy and natural resources while exercising sound financial management. Effective implementation of this policy is a joint responsibility of the board of education, administrators, teachers, support personnel and students.

The administration is responsible for overall implementation of this policy. The administration is expected to develop rules and procedures to implement this policy. Plans for auditing systems and program effectiveness will be developed by district staff. Periodic reports of the effects of these rules and procedures will be made to the board of education.

Building principals and supervisors will be responsible for building energy management. Judicious use of energy systems of each building will be the joint responsibility of the principal and head custodian.

EQUIPMENT

Permission must be gained from the appropriate building principal before any school district equipment may be removed from the school grounds.

INSTRUCTIONAL RESOURCES

Textbook selection and adoption

Selection of textbooks for use in the district shall be a cooperative effort of the teacher(s) who will use the sample textbooks, instructional material samples, and curriculum guides to make their recommendation.

The procedure outlined below will be followed for district-wide use in implementing the board's policy on the selection of textbooks and instructional materials, hereinafter referred to simply as "textbooks." The procedure carries out the board's intention that the textbook selection process guarantees involvement of district staff.

Textbook needs in various subject matter areas will be considered on a cyclical basis. The staff will recommend textbook areas for study and adoption on a rotating basis at least every seven years.

It should be noted that the textbook selection procedure for each subject area covers one school year and that textbook selection procedures may be in process for two or more subject matter areas concurrently.

The superintendent or designee will arrange for the purchase and delivery of the textbooks/instructional resources adopted by the board.

Lost, damaged or destroyed student textbooks

Textbook fees may be charged. The USD 110 Board of Education makes the decision to implement textbook fees at the July Board Meeting each year. The cost to the student for a lost or destroyed text will depend on the number of years the text has been used. The law provides that a system of fines and penalties may be established for lost or damaged books. The administration of such a system is, of necessity, up to the judgment and discretion of the teacher and principal.

Outdated and old textbooks

Upon adoption of new textbook series, previously used textbooks may be kept as reference books. Worn out and defaced books will be destroyed, sold to a paper company, or made available to a charitable organization in the community.

Book usage requirements and administration

A book usage record will be kept in all buildings for all students. The school name will be stamped in all books and the books will be numbered. A record shall be kept showing the number of each book issued to each student. An inventory shall be kept of all rental books or sets of books.

PRINTING AND DUPLICATING SERVICES

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.”

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment news reporting, teaching, scholarship or research. If duplicating or altering a product is to fall within the bounds of fair use, these four standards must be met for any of the purposes:

The Purpose and Character of the Use

The use must be for such purposes as teaching or scholarship and must be nonprofit. Fair use would allow teachers acting on their own to copy small portions of work for the classroom but would not allow a school system or an institution to do so.

The Nature of the Copyrighted Work

Copying portions of a news article may fall under fair use but not copying from a workbook designed for a course of study.

The Amount and Substantiality of the Portion Used

Copying the whole of a work cannot be considered fair use; copying a small portion may be. At the same time, however, extracting a short sequence from a 16mm film may be far different from a short excerpt from a textbook, because two or three minutes out of a 20-minute film might be the very essence of that production and thus outside fair use. Under normal circumstances, extracting small amounts out of an entire work would be fair use, but a quantitative test alone does not suffice.

The Effect of the Use Upon the Potential Market for or Value of the Copyrighted Work

If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials is an infringement, and making multiple copies presents the danger of greater penalties.

Prohibited Practice

A teacher may not make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of an anthology; and may not make a copy of “consumable” materials, such as workbooks.

Permitted Practice

A teacher may make (for use in scholarly research, in teaching or in preparation for teaching a class) a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work); a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following: a complete poem (if it has fewer than 250 words and is printed on not more than two

pages), an excerpt from a prose work (if the excerpt has fewer than 1,000 words or 10 percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical.

A library may, for interlibrary-loan purposes, make up to six copies a year of a periodical published within the last five years, make up to six copies a year of small excerpts from longer works, make copies of unpublished works for purposes of preservation and security and make copies of out-of-print works that cannot be obtained at a fair price.

Music

Sheet music may be reproduced (one copy per student) if a performance is imminent, and then only if copies are on order.

One copy of a sound recording of copyrighted music may be made from a record or tape owned by the school or district for the purpose of aural testing only.

Reproduction of consumable copyrighted music workbooks is prohibited.

Copying a variety of musical selections from the radio onto audio tape in order to illustrate certain types of musical composition is prohibited.

Off-Air Recordings

Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recordings.

After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes by the teacher, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. They may not be used for student exhibition or any other non-evaluation purpose without authorization. Recordings must be erased if permission has not been gained for continued showing.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off-air recordings must include the copyright notice on the broadcast programs as recorded.

Off-air recordings must be used for instruction, as part of a legitimate lesson plan, not as entertainment, filler or reward.

No television program may be taped for classroom use from a pay channel, i.e., Cinemax, Disney, HBO or Showtime.

Commercially-made videotapes from sources outside the district (rented from video stores or checked out from the public library) may be used in the classroom, provided they are part of a lesson. The teacher or librarian who rents or borrows the tape should inform the dealer that the tape will be used in the classroom.

Recordings may be used if the circumstances fit the following 5-point test:

1. Nonprofit educational institution
2. Teacher/pupil makes the presentation
3. Recording used as part of a lesson plan
4. Show the recording in a classroom situation
5. Use only lawfully made recording

The district does not condone unlawful copying of copyrighted materials by any employee for any reason. Any district employee who violates the copyright law or this policy does so at his or her own risk, and assumes full responsibility and/or liability.

Unlawful copies of copyright materials may not be made on equipment owned by the district. Unlawfully-made copies of copyrighted materials may not be used with equipment owned by the district, in buildings operated by the district or at events sponsored by the district.

All copiers, computers, and video equipment owned by the district will have the following disclaimer attached and clearly visible:

“NOTICE: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.”

The district wishes all employees to be aware of the importance it attaches to this issue. Therefore, all employees are hereby notified that a willful infringement of copyright law or district policy may result in any of the following forms of disciplinary action:

1. Removal of video and/or audio-visual privileges
2. Verbal reprimand
3. Written reprimand in employee's personnel file
4. Refusal to support employee in resulting legal action, or to pay attorney's fees
5. Suspension

A copy of the policy and further interpretation of the copyright law will be available in each library within each attendance center. Librarians will hold yearly in-service on the copyright law and policy and a summary of the policy will be printed in each teacher's handbook.

Employees will sign a voucher attesting to their understanding of the policy. The librarians will provide this voucher.

REQUISITION FOR SUPPLIES AND EQUIPMENT

All supplies and equipment must be purchased with a pre-approved requisition. On occasion, building administrators or supervisors may pre-approve expenditures. Those expenditures should immediately be followed up with a requisition. This will be communicated directly from principals to the superintendent for business. Phone orders or verbal orders to sales representatives should be followed up with a requisition indicating that it was a phone or verbal order and that it is not to be duplicated. The school district does not reimburse for expenses that are not accompanied with receipts or for sales tax paid.

TECHNOLOGY INSTRUCTION POLICY ON ACCEPTABLE USE

Technology is any form of electronic equipment or media designed to support the productivity of the students, staff and patrons of USD 110 and enhance the learning process. This equipment includes, but is not limited to, desktop computers, laptops, printers, networking equipment, the Internet, e-mail, other forms of telecommunications, telephones, all forms of software and other peripherals.

Use of our access to district technology is for approved educational and professional use only. Each student must have on file a signed agreement form and consent form as set forth in the "Acceptable Technology Use Policy." Employees are expected to comply with the policy as a condition of employment. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy.

Ownership of Employee/Student-Produced Computer Materials

All information created by employees and students shall be considered district property and shall be subject to unannounced monitoring by district administrators. Computer materials or devices created, as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the Board.

Copyright

Software and other materials acquired by staff using either district or personal funds, and installed on district technology, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

Installation

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 without prior approval. District software shall not be copied for personal use without prior approval.

No software, including freeware or shareware, may be installed on any district computer until cleared by the system administrator. Program files must have the approval of the administrator to be installed on any district server or computers. Students shall not install software on district computers or computer systems.

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

Hardware

Staff shall not install unapproved hardware on district computers or make changes to software setting that support district hardware.

Computer Materials

The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

Privacy Rights

Employees and students 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 or other forms of technology. Any email or computer application or information in district computers or computer systems is subject to monitoring by the administration.

E-mail

USD 110 e-mail accounts are first and foremost for education/business-related activities. Access is a privilege, and with it comes an expectation of responsible use. Employees should use this technology to support their work and accomplish the educational mission of our school district.

Internet

The Internet is an electronic communications network that provides vast, diverse and unique resources. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

Inappropriate use and/or transmission of any material in violation of any United State 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.

District Web Presence

Our schools' web presence represents the school to a potentially greater audience than any other medium. The collection of electronic documents can be an excellent way to provide unique information about the schools. In addition, the World Wide Web is an excellent teacher and learning tool.

USD 110 web pages will be used for the following purposes:

- a. Share Information
- b. Share Resources
- c. Provide authentic classroom and audience experiences for students
- d. Bring real-world relevance to curriculum and expands the classroom beyond the traditional "four walls"

Policies and Guidelines related to the use of District Technology Approved by the Board of Education

Overview and Purpose

All of the guidelines and procedures outlined in this document pertaining to the acceptable use of technology are intended to make that technology more useful to students, staff and patrons of USD 110. These guidelines are also intended to maximize the learning environment and process. Access to these technologies is a privilege that comes with responsibility.

USD 110 views information gathered from various technological resources, including the Internet, in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidelines and supervision from the faculty and staff. Exploration and manipulation of resources is encouraged. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information that is not consistent with the educational mission, goals and policies of the school district.

Guidelines for Acceptable Use

1. Acceptable Use Policy – Rules of Behavior: Informal rules of behavior have evolved for the use of technology and communication on the Internet and other online services. All users of USD 110 computers and networks are expected to abide by the generally accepted rules of technology usage and etiquette. Collectively, they help to identify a level of acceptable use of the technology in USD 110.

2) Acceptable Use Policy – State and Local Policies: Use of district technology (as defined above) is a privilege that comes with responsibility. Violations of the policies and procedures of USD 110 and/or Kansas Law concerning the use of technology will result in disciplinary action. State and local policies concerning these issues are outlined below.

- USD 110 Board Policy: Computer Materials (IIBG)
 - A. Ownership of Employee/Student-Produced Computer Materials:
Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the Board. The Board's rules governing ownership of employee or student-produced computer materials are on file with the clerk and are available upon request.
 - B. Computer Use: Use of district computers or software is for performance of official and approved assignments only. Use of district computer equipment or software for personal projects is prohibited without prior permission of the administration.
 - C. Administrative Access to Computerized Information: All computer-generated information produced by students and employees are subject to administration or Board review.

- Kansas Law K.S.A. 21-3755 Computer crime; criminal computer access.
 - A. As used in this section, the following word and phrases shall have the meaning respectively ascribed thereto:
 1. “Access” means to approach, instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources of a computer, computer system or computer network.
 2. “Computer” means an electronic device which performs work using programmed instruction and which has one or more of the capabilities of storage, logic, arithmetic or communication and includes all input, output, processing, storage, software or communication facilities which are connected or related to such a device in a system or network.
 3. “Computer network” means the interconnection of communication lines, including microwave or other means of electronic communication, with a computer through remote terminals, or a complex consisting of two or more interconnected computers.
 4. “Computer program” means a series of instructions or statements in a form acceptable to a computer, which permits the functioning of a computer system in a manner designed to provide appropriate products from such computer system.
 5. “Computer software: means computer programs, procedures and associated documentation concerned with the operation of a computer system.
 6. “Computer system” means a set of related computer equipment or devices and computer software which may be connected and unconnected.
 7. “Financial instrument” means any check, draft, money order, certificate of deposit, letter of credit, bill of exchange, credit card, debit card or marketable security.
 8. “Property” includes, but is not limited to, financial instruments, information, electronically produced or stored data, supporting documentation and computer software in either machine or human readable form.
 9. “Services” includes, but are not limited to, computer time, data processing and store functions and other uses of a computer, computer system or computer network to perform useful work.
 10. “Supporting documentation” includes, but is not limited to, all documentation used in the construction, classification, implementation, use or modification of computer software, computer programs or data.
 - B. Computer crime is:
 1. Intentionally and without authorization gaining or attempting to gain access to and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
 2. Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretense or representation, or;

3. Intentionally exceeding the limits of authorization and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.
- C. Computer crime:
1. Computer crime, which causes a loss of the value of at least \$500, is a class A nonperson misdemeanor.
 2. Computer crime, which causes a loss of the value of at least \$500 but less than \$25,000, is a severity level 9, nonperson felony.
 3. Computer crime, which causes a loss of the value of \$25,000 or more, is a severity level 7, nonperson felony.
- D. In any prosecution for computer crime, it is a defense that the property or services were appropriated only and avowedly under a claim of title made in good faith.
- E. Criminal computer access in intentionally, fraudulently and without authorization gaining or attempting to gain access to any computer, computer system, computer network or to any computer software, program, documentation, data or property contained in any computer, computer system or computer network. Criminal computer access is a class A nonperson misdemeanor.
- F. This section shall be part of and supplemental to the Kansas criminal code.

3) Acceptable Use Policy – Security: If you identify a security problem, notify a faculty member immediately.

- Do not show or identify security problems to others.
- Do not reveal your password(s) to another person for use.
- Attempts to log in as another user may result in cancellation of privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access. Users may occasionally be required to update/change password information in order to continue access.

4) Acceptable Use Policy – Privileges: Access to all forms of technology is a privilege. Unacceptable usage may result in revoked privileges and/or district disciplinary actions.

5) Acceptable Use Policy – Vandalism/Harassment: Vandalism and/or harassment will result in the cancellation of the offending user's account.

- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses.
- Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted e-mail.

6) Acceptable Use Policy – Penalties: Any user violating these provisions, state and/or local policies, applicable state and federal laws or pasted classroom and district rules is subject to loss of technology privileges and any other district disciplinary options, including criminal prosecution. School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

TRANSPORTATION REQUEST INFORMATION

Reservations to use a school vehicle may be made by completing a Transportation Request forms, paper or electronic and submitting it to the business office. If possible, requests should be made at least two weeks in advance of the travel.

When transportation is for a field trip, the Transportation Request form should be attached to the Request for School Field Trip form. (A copy of the field trip request form is not needed in the business office unless the trip is over 100 miles from the school.)

Before leaving the garage, the odometer reading should be recorded in the “starting mileage” blank on the Vehicle Assignment form provided. Upon returning to the school, the vehicle should be filled with gas. When it is necessary to pay cash or use a personal credit card for school-related travel, submit a requisition for reimbursement as soon as possible. The ending mileage should be recorded when returning the vehicle to the garage.

If you notice a problem with the vehicle, please note what the problem is on the Vehicle Assignment form. If problems occur during your trip that you feel require immediate attention, you may call the district office (785) 476-2218 or 785-638-2244.

In the event a school vehicle is not available for school-related travel, the district will reimburse the driver for use of a personal car at the state rate established at the beginning of the school year (arrangements must be approved in advance of travel).

USE OF SCHOOL FACILITIES

Lease Arrangements

Any lease arrangement entered into by the board shall conform to state laws. Any such lease, however, shall not exceed one year, but the board may extend the lease for subsequent periods of one year.

Legal Status

The board shall care for and have control of the use of all school buildings and school properties belonging to the district. The board or its representatives may, however, at any time, refuse to open any or all school buildings for any or all of these purposes.

Delegation of Responsibility

The superintendent has authority to handle each request for use of school facilities within the framework of the policy. Any exceptions to the policy are to be approved in advance by the board.

To assure adequate care of school property, any group meeting in the school building must be properly supervised by an adequate number of adult sponsors 21 years of age or older from the time anyone arrives until all persons leave the building. The sponsors shall be approved by the authorized school administrator.

Where to Apply

Organizations or individuals desiring to use school facilities should make the request to the administrator responsible for the building. Fees, if required are to be paid at the district business office.

Community Nonprofit Organizations

Use must be in keeping with the general program of education and recreation and must not be for commercial use or for personal gain or profit.

Tobacco, Alcohol, or Illegal Drug Products

Use of tobacco, alcohol, or illegal drug products will not be permitted in the school facilities or on school property. Use of such products may result in sanctions ranging from the loss of access to use school facilities to involvement of law enforcement agencies.

Procedure for Bringing Charges Against Individuals Who Are Suspected of Damaging or Stealing School Property

In the event of the suspected violation of criminal laws relating to or involving any school property, whether it be to the building, contents, real estate or otherwise, or in the event of theft of school property, the principal of the building where such violation or theft occurs shall immediately report the suspected violation to the appropriate law enforcement agency. A report of such suspected criminal activity shall be made to the superintendent as soon as possible after making a report to law enforcement personnel.

Administrators are authorized to file formal complaints in order to initiate legal action.

Custodial Services

A school custodian will be on duty and shall have instructions to see that the building and equipment are properly cared for and used whenever any school facility is used by non-school groups or individuals.

A school custodian may not be required when, in the opinion of the building administrator, a district staff member may assume the role of the custodian. In this care, the sponsors accept full responsibility for use of the facility. Each year the administration will designate blackout dates when custodians will not be asked to work duties under the Use of School Facilities policy. Should requests be made to use facilities that would require a custodian on a blackout date, the facility use will be denied.