

Staff Handbook

2017-18

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District Calendar, Crisis Plan, Emergency Safety Intervention, Family Medical Leave Act, Classified Staff Sick Leave Bank, Copyright Regulations, Drug Free Policy, Sexual Harassment Policy, Racial Harassment Policy, Bullying by Staff, Prescription Drug Disclosure, Organizational Code of Conduct, Notice of Privacy Practices, and Blood-borne Pathogens Policy are included at back of handbook.

PREFACE

The Centre USD 397 Employee Handbook is designed as a ready resource for information to assist the staff in the performance of routine duties. Also, described are procedures when the established routine becomes interrupted and modified operations need to take place.

This document is not all-inclusive and the administration reserves the right to make additions or deletions as circumstances dictate. This handbook is not an employee contract. Further, this handbook is not incorporated in, or made a part of, any employee contract. An annual review of the contents shall be conducted for that purpose.

It is hoped that this handbook will answer basic questions and create a clearer understanding of the role of each individual in the operation of our schools. It is the responsibility of each employee to be well informed about matters pertaining to Centre schools and communicate with parents and community members whenever appropriate or when an opportunity presents itself.

DISTRICT MISSION STATEMENT

To the utmost limit of our abilities and resources, we want every student to be educated to the fullest extent of her/his capabilities. At the same time we must foster respect for individual dignity, love of lifelong learning, personal integrity and a sense of moral values. Since our society undergoes continual change, it is our responsibility to deliver a contemporary program that will allow our students to retain confidence and skills that will enable them to enjoy the full benefits in a changing society.

CENTRE ELEMENTARY MISSION STATEMENT

The mission of the Centre Elementary School is to enable all students to master the basic skills of reading, writing, mathematics and science. The school will foster a belief in individual self-worth and maintain a school climate that fortifies each student's self-esteem. The learning environment will instill confidence, competence, and a desire to learn and explore the world that surrounds them. The students will understand that they are held accountable for their own work and the respect for the rights of all others to an education in a safe and orderly school.

CENTRE JUNIOR/SENIOR HIGH SCHOOL MISSION STATEMENT

Parents, community, students and school personnel will work together as a team to the utmost potential of our abilities and resources to educate every student to the fullest extent of their capabilities. At the same time we must encourage respect for individual dignity, love of lifelong learning, personal integrity and a sense of moral values. It is our responsibility to deliver a contemporary program that will allow our students to attain confidence and skills that will enable them to enjoy the full benefits in a changing society. The school will encourage a belief in individual self-worth and maintain a school climate that fortifies each student's self-esteem and to provide a contemporary program that fosters respect for individuals, encourages personal integrity and provides students with the life skills and knowledge necessary to be successful in a changing society.

FY2016-17
CENTRE USD 397
BOARD OF EDUCATION

RICK BASORE - Burdick District+
JEFF BINA - Pilsen District**
JESSE BRUNNER - Tampa District
TERRY DEINES - Lost Springs District*
MARK HEISER - Ramona District++
SHERRI PANKRATZ- Lincolnville District
ANITA SVOBODA - Member-At-Large

+ Board President

++ Board Vice-President

* Representative to Marion County Special Education Cooperative Board

** TEEN Consortium Representative

CENTRE USD 397

2382 310th Street
Lost Springs, KS 66859
785-983-4304

CENTRE K - 12 SCHOOL

2374 310th Street
Lost Springs, KS 66859
785-983-4321

ACCIDENTS

All accidents involving students, employees or visitors are to be reported to the K-12 office. A completed accident report should be on file in the school office as soon as possible. The K-12 office will notify the district office immediately.

The staff will record student injuries and suspect injuries. A 20-day limitation for the report of claims to the insurance carrier is specified in the policy, failure to maintain adequate records will nullify insurance protection. JGFG

ACTIVITY REQUEST FORMS

Complete and submit an activity request form to the principal for approval for any type of activity that is not previously scheduled on the school calendar prior to submitting it to the district office.

ASBESTOS

The "Asbestos Report" and "Management Plan" are housed at both the district office and the K-12 school office and are available for public examination. Non-friable asbestos is found in the floor tile of the school. Presently our school is assessed to be asbestos safe and no known danger exists to the students or employees. Employees are directed to refer all questions related to asbestos management to the Superintendent of Schools.

BOARD MEETINGS

The Board of Education will meet in regular session on the second Monday of each month. The time, place and date of the regular meetings have been established by resolution at the first meeting in July. Approved minutes from the previous meeting will be put on the website following the board meeting each month. Staff members are encouraged to attend board meetings whenever possible. Agenda topics need to be submitted to the district office no later than the first Monday preceding the regular meeting date. The agenda is finalized to the Board on the Wednesday preceding the meeting. BCAB

BUDGET REQUESTS

Each employee will be requested to identify the classroom material or operational needs for the coming school year. You should be prepared to categorize items as consumable, instructional or equipment; this will assist with fiscal coding. In addition, a statement of purpose and justification may be requested to support the acquisition of specific materials. DC

BUILDING TRAFFIC

It is essential that a safe and orderly climate be maintained in the hallways and building at all times. For this reason, it is the responsibility of all employees to supervise the building. All staff members are asked to make their presence known during the times that students are in the hallways.

Teachers and students are expected to use the maximum "time on task" that the schedule for instruction provides. Students should only be released for significant purposes. A student who is released during scheduled class must be issued a pass. The pass should include information as to the time of release, destination and authorization. The pass must be signed by both the releasing teacher and a qualified person at the destination. JGF-R/JGFB-R

CARE OF THE BUILDING

Each employee is asked to give due consideration to the care and cleanliness of rooms, assigned areas, school buildings and property. When a room is not in use, please turn off the lights, close all windows, adjust temperatures accordingly and lock door(s). GBBA-R

CARE OF EQUIPMENT

Employees are responsible for the care and security of district-owned property placed in their charge. Student utilization of equipment is encouraged, but the assumption is made that proper instruction precedes the student's use and that proper supervision is provided. Instruction can and should be provided by the instructor in charge. The district will not be liable for personal property lost or stolen. Employees are encouraged to take precautions when housing personal property in the school. EC

CELL PHONES AND DEVICES

Staff members may carry a cellular phone or device while on duty. It should be kept on silent or vibrate during school hours, excluding plan period or during lunch, unless the staff member is serving as an active member of a volunteer firefighting organization or a volunteer emergency medical service organization. Limited use to deal with family emergencies is permitted. Staff members are asked not to use their phones or devices during classroom times or in front of students. Other than for instructional purposes, staff members should not use cell phones or devices for texting during school hours

CHANGE OF ADDRESS/PHONE NUMBER

A change of address or telephone number should be reported to the district office as soon as possible to ensure correct mailings.

CONDUCT

The board of education expects officers and employees of the district to fulfill the public's trust and to conduct themselves in an honorable manner, abiding by all district policies and regulations and by all applicable state and federal laws and regulations.

When district officers or employees know or have reasonable cause to believe that serious instances of wrongful conduct (e.g., mismanagement of district resources, violations of law and/or abuse of authority) have occurred they should report such wrongful conduct to the board or one of its designated officers.

Wrongful conduct of any kind by employees will not be tolerated and could result in disciplinary action being taken against the employee, up to and including termination.

For purposes of this policy, the term "wrongful conduct" shall be defined to include (but may not be limited to):

1. Theft of district money, property or resources;
2. Abuse of district property;
3. Unapproved use of district premises/property;
4. Misuse of authority for personal gain or other non-district purpose;
5. Fraud or fraudulent activities;
6. Violations of applicable federal and state laws and regulations;
7. Unauthorized possession of firearm or other dangerous weapons while on school district property;
8. Consumption, use, possession, selling, distribution or being under the influence of illegal drugs, alcohol or other controlled substances unless prescribed by a physician, while on duty or on school district property;
9. Divulging confidential information relating to a student or employee;
10. Physical assault/battery on another employee, a student or a visitor;
11. Serious violations of district policy, regulation and/or procedure.

CONFIDENTIAL INFORMATION

In the routine fulfillment of your responsibilities, you will come in contact with sensitive information regarding students and families that must be treated as privileged information and kept confidential. Confidential information is to be shared for professional purposes between personnel on a need-to-know basis. Your cooperation in this matter will be essential to credible operation of the district.

GBU/JRB/Family Privacy Act

CONTINUING CONTRACT LAW

Kansas School Law as defined by the Kansas Legislature provides for automatic renewal of teacher contracts on or before the third Friday in May for the ensuing school year unless notified in writing by the Board of Education. Under the same law a teacher must give written notice to the Board of Education on or before the 14th calendar day following the third Friday in May if he or she does not desire continuation of his/her contract.

K.S.A.72-5411 / K.S.A. 72-5437

CREDIT CARD USAGE

Staff use of a district card shall be confined to necessary school business. The board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor monthly receipts and reimbursement expenses. Credit card use shall be reported monthly to the board. Staff seeking information about credit card use should visit with the superintendent or clerk. A district credit card may be checked out to a staff member. Deliberate misuse of district credit cards is grounds for termination and reporting of criminal activity.

GANA

FIRE DRILL PROCEDURE

Fire drills will be conducted on a regular basis. If the alarm is activated, leave the building following the designated route. If with a class, your responsibility is to accompany the group to a predetermined spot that is at least fifty feet from the building. When accomplished, wait for further instructions. Fire escape routes must be illustrated and posted in each room.

JGFA-R

HAZARDOUS CHEMICALS

When a school employee encounters a chemical spill, he/she will contact the facilities director who will determine the identity of the chemical and observe the appropriate cleanup procedures as described on the material safety data sheet (MSDS) for that chemical.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including termination. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

GAAE/JDDC

HEALTH CERTIFICATION

Each employee who will be in regular contact with students shall submit a certification of health signed by a licensed physician on a form prescribed by law. Food service workers will submit a certificate of health annually. Bus drivers shall submit a certificate of health bi-annually. All employees will be reimbursed for the cost of the physical examination not to exceed \$100.00, upon submission of proof of expenditure. Failure to submit a certificate of health will result in dismissal from continued employment.
GCD-R

HIPAA

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

ECA

INVENTORIES

It is the responsibility of each employee to keep a complete inventory of all rooms under his/her care. Inventories shall be created in duplicate; one in the classroom and one in the principal's office. Inventories should include serial numbers of equipment such as computers, iPad carts, machines and chargers, business machines, number of desks, listing of all instructional curriculum series, etc. The inventory should be completed and on file in the principal's office when an employee checks out at the end of the school year.

K.S.A. 72-126 et. seq. / DIC

JURY DUTY

When an employee has been selected to serve jury duty, the board of education will release that employee with pay. The employee in return will make compensation to the district in the amount received as payment for jury service.

K.S.A. 43-155 et. seq. / GBRI-R

KANSAS SCHOOL SAFETY HOTLINE

A hotline has been established to give staff, students, parents and community members the opportunity to anonymously report any potential or impending school violence. It is a toll-free number available 24 hours per day, 365 days per year. **Kansas School Safety Hotline Number: 1-877-626-8203.**

KEYS, FOBS and KEY CODES

When assigned a key, fob or key codes, confidentiality is required and use is limited to the individual to which they are assigned. Employees are directed to take sole responsibility for care and maintenance of the assigned tool. In the event a key or fob is lost, employees are required to notify the building administrator as early as possible. Employees may be charged \$5.00 for every new FOB requested. Upon leaving the district, all employees shall return all key(s) and FOB(s) to the building administrator or the administrative designee. The district may bill the employee for the replacement cost or cost of re-keying doors/locks.

LEAVES, ABSENCES and VACATIONS

An Employee Leave/Bus Driver's Absences form needs to be completed and signed by the building administrator/superintendent whenever an employee is or will be gone from work.

In the event of illness, please call the principal or his/her designee prior to 6:30 AM or the previous evening if and when possible. This will allow sufficient time to arrange for a substitute. Upon your return to school, please sign the leave form and return it to the office. In the event that an employee is absent from work five (5) days or longer, a fitness for duty certificate shall be submitted prior to the return to work. The personnel policies covering illness and personal leave are covered in the board policies and the negotiated agreement between the Board of Education and the Local Education Association. **Note: Personal leave will not be approved during the last two (2) weeks of each semester unless special circumstances dictate such a need.**

Illness

In the event of illness, employees shall notify the principal or the employee supervisor as soon as possible to allow sufficient time to arrange for a substitute. The personnel policies covering illness and personal leave are covered in the board policies. Upon return to work, the employee is responsible for completing the Employee Leave form indicating the date and purpose of the leave. GCRG

LICENSING OF DRIVERS

It shall be the responsibility of all school bus drivers and other employees who will operate school vehicles to register with the district office annually the validity of license certification by the Kansas Department of Transportation. If an employee's driver's license is suspended or revoked at any time the suspension or revocation shall be reported to the superintendent and the employee shall immediately cease driving a school vehicle. School bus drivers must receive a copy of this policy annually on registering their driving certification with the superintendent. EDAA

MAILBOXES

Staff will have an assigned mailbox. It is the responsibility of each staff member to check his/her mailbox each morning and again in the afternoon prior to checking out.

MEAL CHARGES

Employees shall keep all meal charges to a minimum and preferably paid up.

MOBILE TECHNOLOGY USEAGE

Mobile technology devices are for educational and professional use. All information created by staff shall be considered district property and shall be subject to monitoring by administration. The district retains the right to discipline any employee up to and including termination for violations of this policy.

No software, including freeware or shareware, may be installed on any district mobile device until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware and prescribe installation and de-installation procedures. Freeware and shareware may be downloaded only onto workstation USB drives not hard drives. Program files must have the superintendent's approval to be installed on any district server or mobile device. Employees shall not install software on district mobile devices or technology systems. Software acquired by staff using either district or personal funds and installed on district computers must comply with copyright laws. Proof of purchase must be filed in the district office. Administration may conduct periodic audits of software installed on district equipment to verify legitimate use. Staff shall not install unapproved hardware on district mobile devices or make changes to software settings that support district hardware.

Employees shall have no expectation of privacy when using district email or other official communication systems. Any email or computer application or information located on district mobile devices or technology systems is subject to monitoring by administration. Computer materials created or devices used for any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

IIBG

ORGANIZATIONS

Members of the certified "instructional" staff have the opportunity and option to join the National Education Association, the Kansas State Education Association and the Local Education Association. Payroll deduction for annual dues is available upon request. Please contact the payroll clerk to complete the required payment deduction authorization.

Please Note: Please read and refer to the "G" section (personnel) of the School Board Policies. Copies are available on-line and at the district office.

PAYCHECKS

Centre staff payday is established as the 16th day of each month. Should the 16th fall on a weekend or holiday, employees will receive their paycheck on Friday prior to the 16th or on the last school day prior to the holiday. If the payday (16th) should fall on/during a scheduled break or vacation, paychecks will be direct deposited by the 16th, available for pick-up at the district office by the 16th, or will be mailed to the staff by the 16th.

PERFORMANCE EVALUATION

Local and state regulations require periodic performance evaluations. The purpose of the evaluations is to improve instruction and service whenever possible. Each assessment will include a written report followed by an exit conference with the immediate supervisor and the employee. Staff members are expected to participate in the evaluation process and develop strategies with the principal as to program improvement.
GBI

PERSONNEL FILES

It is the responsibility of each staff member to make available to the **district** office the following items:

- A. A certified copy of your birth certificate or driver's license;
- B. A photocopy of your Social Security card;
- C. Health certificate;
- D. KPERS application or transfer form;
- E. W-4 withholding exemption certificate;
- F. K-4 withholding exemption certificate;
- G. A signed loyalty oath;
- H. A signed copy of your job description;
- I. Copy of certificate or license as applicable to a specific job;
- J. Official copy of transcripts for certified personnel.

All of the items listed must be on file in the **district** office before the individual can receive any compensation.

GAK

PROFESSIONAL DRESS/ATTIRE

Staff members are required to dress professionally each day. On Fridays staff members may wear jeans and a spirit-related shirt.

PUBLIC RELATIONS

It shall be the responsibility of each and every staff member to diligently contribute to the maintenance of a favorable school image. Educators hold a prominent position in the community and when they speak, people listen. Measure your statements to insure that an accurate assessment is given and received. Be prepared to listen attentively and analyze the circumstances prior to taking action or over

reacting. Frequently actions speak louder than words; take care to calculate your actions to insure the message that is projected will be appropriate and bring credit to our good name and profession.

Keep in mind that each student is an ambassador to the home and community and the image that is created in their minds will be carried to the home and parents on their lips. Build our staff-pupil relations based on courtesy, mutual respect and high expectations for human growth and development; in that way we can better provide a productive school climate and enjoy the rewards of a favorable school image. GBU

REIMBURSEMENT

All requests for reimbursement of mileage/travel or any other reimbursable expenses shall be submitted to and pre-approved by the school/district administrator and shall be submitted within 60 days for reimbursement or the IRS does not consider them as reimbursable expenses. Payment shall be received within 30 days upon receipt in the district office.

REQUISITION OF SUPPLIES AND EQUIPMENT

Supplies and equipment shall be ordered for the upcoming school year during the months of April thru June using the vendor requisition form or the local building requisition form. District staff may email the Vendor requisition forms to all staff for completion and or individual staff shall locate local requisition forms available in the building office. All requisitions shall be submitted to the school/district administrator for approval or disapproval prior to being submitted for processing in the district office. Requisitions submitted after the start of the school year will be considered for exceptions only, including for new staff needs, new course offerings, extended class sizes, uniform needs/adjustments, etc. Board approval shall be required for district purchases totaling more than a determined cost.

EC

RULES FOR INSPECTION AND AUDIT COMPLIANCE

In order to provide optimal internet access and for the safety of students and staff, all classroom inner windows and glass areas are to remain free of paper, curtains or anything that blocks the view into the room. Furniture and other obstructions are also not to be placed in the classroom in order to block the view into the room.

Desks, chairs, furniture, file cabinets, refrigerators, microwaves, etc. are not to be brought into the building. Staff members needing additional items for their classroom shall requisition for these items to be moved from storage or purchased by the district.

Food items shall only be stored in the designated staff eating areas. Leftover food in refrigerators that is not removed by 3:30 PM on Fridays will be discarded. Staff members who have used the eating areas (not custodial and secretarial staff) are responsible for removing or washing their dirty dishes, cookware, and utensils.

In order to meet the new stricter federal guidelines for student nutrition and wellness, pop is not to be made available to students during the class day or stored in classrooms. Staff members who wish to have pop during their workday shall store it in the designated staff eating areas and transfer it from can or bottle into a cup with a lid if they wish to take it out of the eating area. Pop may occasionally be used

as a “reward” to students, and shall be approved by the building principal in advance. Please note that federal and state lunch program dollars will be forfeited if the district does not remain in compliance with all food and nutrition laws.

Secretary workstations are assigned to clerical staff for their use only. Other employees are asked to refrain from using the secretary’s desk and work area when they are in the office unless their purpose is to answer phones, etc. in the secretary’s absence.

School equipment, i.e. technology devices, copiers, printers, ice machine, washer & dryer, etc. and supplies purchased with district funds are for the instruction and support of student learning. Employees must reimburse the district for occasional only personal use of district equipment and supplies. Fiscal audits require administrators, business office staff, and the board president to identify specific known incidents where employees did not reimburse the district for use of equipment and/or supplies to the auditors for follow-up at the annual on-site audit. Failure by employees to make payment for personal use of district resources may result in suspension or termination of duties. Centre USD 397 employees shall report any incidents of theft or fraud to administration **immediately**.

SALARY REDUCTION AGREEMENTS

All USD 397 employees are eligible to participate in 403(b) salary reduction (tax-sheltered annuity) agreements. Open enrollment is conducted annually in the month of August, but an agreement may also be initiated or changed at any other time during the year except in the months of June through August. Employees must specify an amount, subject to the maximum exclusion allowance according to current law, to be withheld from monthly earnings as pre-tax dollars. The agreement remains in effect until the employee notifies the clerk of the board by completing a change form to cancel or modify the withholding amount.

Listed below are the companies who have a Hold Harmless Agreement on file and have been approved by the board to provide 403(b) annuity services to district employees:

- * American Fidelity Assurance Co
- * Security Benefit Life
- * AIG Valic
- * Waddell & Reed

Employees, who presently have a TSA salary reduction agreement on file, do not need to complete a new enrollment form annually in August unless they wish to change the amount or company, etc. New enrollees should contact the clerk of the board to initiate an agreement. A district form and company form must be completed to begin the reduction.

SEVERE WEATHER PROCEDURE

In the event of a tornado the warning signal will be sounded. The staff and students are to proceed immediately to the predetermined areas. Tornado drills shall be conducted in the fall and spring to insure that the designated shelter location and procedure are familiar to all personnel. Everyone shall remain in designated areas until notice is given to return to regular duties. JGFA/JGFC

SOCIAL MEDIA

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:

1. improper fraternization with students using Facebook and similar Internet sites or social networks
2. inappropriateness of posting items with sexual content
3. inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. examples of inappropriate behavior from other districts, as behavior to avoid
5. monitoring and penalties for improper use of district computers and technology
6. avoid the use of the school's name and logo on a staff's personal website
7. the possibility of penalties, including dismissal from employment for failure to exercise good judgment in on-line conduct

The administration may periodically conduct Internet searches to see if staff has posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principal and Superintendent will bring it to the attention of the appropriate employees. IIBGC

STAFF MEETINGS

Staff meetings will be held as needed and employee presence is required unless excused by the superintendent. Meetings will be held to accomplish three purposes: (1) district / department communications, (2) peer interaction and (3) in-service and work sessions relevant to school operations. Your suggestions of items for the agenda will be appreciated. GBRD

STAFF RELATIONS

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or consent. GAF

STUDENTS IN THE BUILDING

Students will be allowed to enter the building at **7:50 AM**. All students, except those participating in supervised activities, are to leave the building and the school grounds no later than **3:40 PM**. Those remaining after that time, for any reason, should be in a designated area and the sponsoring faculty member must be present. **Children of employees who are present in the building before 7:50 AM or after 3:40 PM must be with their parent in the employee's designated work area at all times unless participating in a before or after school-sponsored activity.**

STUDENT PRIVACY RIGHTS

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.

STUDENT TRANSPORTATION

Approximately 95% of our pupils are transported to and from school from rural areas by bus. Arrangements to work with bused students or to hold them after school must be made with the parents prior to dismissal time at the close of the school day.

In addition to regular bus service, field trips are allowed if sufficient notice is given to the director of transportation. Present policy calls for an Activity Request form to be filled out at least one week in advance. Forms for the request for bus transportation are available in the building office or online. All requests must first be made through the building principal. Requests will be honored if the trip is a vital part of an instructional program. A list of students to be transported and the trip itinerary must accompany each transportation request.

The use of school-owned vehicles with less than 14 passenger capacity requires the use of seat belts for all passengers and the driver. All employees are expected to enforce this regulation. Anyone transporting students is required to complete a driver's license check prior to transporting. IFCB/JGG

SUBSTITUTES

The office shall maintain a list of **approved** persons to be substitutes for all employees.

TESTING INTEGRITY

In the administration of standardized tests, licensed staff (teachers, administrators, and others) shall not: (1) provide inappropriate test preparation; (2) modify test administration procedures; (3) provide inappropriate assistance to students during test administration; (4) change or fill in answers on student answer sheets; (5) provide inaccurate data on student information sheets; (6) discourage or exclude certain students from taking the test; and (7) engage in any other practice to artificially raise student scores without actually improving underlying student achievement. Failure by staff to follow district guidelines and/or state testing directions is grounds for termination.

WEB SITES

Student Privacy Rights: Identifiable student images shall not be posted on district or school web sites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number, or other personally identifiable information about any student shall not be posted on district or school web sites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

Copyrighted Material Posted on Web sites: Any original materials created by students are owned by those students. Original materials will not be posted on district or school web sites without prior written permission of the student who created the work. The Technology Systems Technician and Principal shall be in charge of monitoring permission to post copyrighted materials.

Software Copyright: Software acquired by staff using district or school web sites and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

Downloading Copyrighted Materials: Staff shall not download copyrighted materials without prior written permission being obtained from the author or creator of the material in questions. See ECH for "fair use exceptions" which may allow for limited use of copyrighted materials. KBA

WELLNESS POLICY

Centre USD 397 is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Guidelines to be followed are available in the office.

WORKER'S COMPENSATION

All regular employees of the school district are covered by Worker's Compensation laws of the State of Kansas. Any employee who is injured in the line of duty shall receive compensation, as stated by the

rules and regulations of the law. In case of injury, the district office shall be notified immediately. **Employees must provide notice of the accident to the employer.**

Work related accidents that result in a Workers Compensation claim must be reported to your employer immediately or within 20 days of the accident or the claim may be denied.

Injuries Occurring When an Employee is “Under the Influence”

The Worker’s Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

Recreational and Social Activities

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

Injuries Suffered While Traveling to and From Work

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee who is injured while deviating from the course of his employment, including leaving the employer’s premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

Horseplay

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity. There will be a \$500.00 pay out if you go to your own doctor outside of the BC/BS network.

CERTIFIED STAFF ONLY

COMMITTEE ASSIGNMENTS

Each staff member (K-12 and other designated staff members) may be assigned to a curriculum committee with responsibility for the program of instruction within the building. The standing committees will consist of: (1) Reading, (2) Mathematics, (3) Language Arts, (4) Science, and (5) Social Science with additional subject areas at the junior/senior high levels.

The responsibilities will consist of the development of a philosophy of instruction, selection of materials and communication within the building. Committee meetings will be scheduled by the chairman as needed. In the event the school district conducts an in-service by subject matter area, in-service participation may be dictated by subject committee assignments. CMA-R/IC/IF-R

DISCIPLINE

Each teacher is responsible for maintaining an orderly classroom through fair, firm and consistent standards for student performance and compliance. When it becomes necessary to discipline a student or group of students, an established systematic procedure should be in place that allows resolution of the problem.

HOMEWORK

Homework assignments shall be reasonable and serve a specified purpose. When written homework is assigned, it shall be evaluated by the teacher and returned to the student. The evaluation may include a grade or some other form of communication to the student about the strength or weakness of the student's work. Homework assignments should not exceed a student's capacity to complete in a reasonable time. Note: Students are allowed two school days for each day of absence to make up assigned work.

IHB/JBD-R

INDIVIDUAL EDUCATIONAL PLANNING (IEP)

Students that experience difficulties with meeting instructional expectations or social adjustment to the school program may benefit from the intervention of a staffing team. Instructional staff and support personnel who recognize the indicators of an "At Risk Student" should initiate the request for staffing assistance with the principal. A pre-assessment inventory should accompany the request and will be used to clarify the at-risk indicators.

Early intervention is a significant factor that frequently results in a higher probability of success in the resolution of developmental difficulties. The instructional personnel are in the prominent position to identify and deliver the least restrictive educational program. Your commitment to personalize the educational program for the student can and will make a significant difference and yield the greatest satisfaction.

PROFESSIONAL DEVELOPMENT COUNCIL

Beginning with the 1991-92 school year, a Professional Development Plan is in force at Centre USD 397 schools. Each certificated employee will receive a copy of the plan and is encouraged to become completely familiar with the contents and procedures contained in the plan.

Council Members:

Jennifer Montgomery, Co-Chair
Tana Riffel, Co-Chair
Gail Lorson
Laura Klenda
Susan Beeson, Superintendent

REPORTING TO PARENTS/REPORT CARDS

A measure of success of which we are working to obtain is to successfully report to the parents in a regularly scheduled conference regarding the child's progress. A scheduled parent-teacher conference is held at the close of the first quarter. A formal report card is sent home at the close of each semester. In addition to the regularly scheduled reports, informal reports are recommended when major units of instruction have been completed or whenever a student is having problems and a conference may be helpful.

Reports to parents should be honest appraisals that are easily understood. In addition, the method selected by the teacher should be tactful. "Progress Notes" are available at the office and frequent communications with the parents is recommended.

JF/JFAC

SPECIAL EDUCATION SERVICES

Centre USD 397 offers comprehensive special services to support the students and teachers in delivery of an appropriate education program. Pre-assessment and referral forms are available through the building principal or related special education instructors.

JGD

SUBSTITUTES

Teachers who find they are unable to fulfill their assigned duties should notify the designee prior to leaving the building or as soon as possible so that a substitute can be secured. In all cases of absence the substitute teacher is to be secured by the principal or his/her designee. An acute shortage of qualified substitute teachers has been experienced. Professional and personal leave approval will be based on the availability of a substitute teacher.

Reminder to teachers when a substitute is needed:

- A. Make sure lesson plans are prepared and all supporting instructional materials are placed in a prominent location easily accessible to the substitute.
- B. Make sure the seating chart, class schedule and other information unique to your assignments are available to the substitute.
- C. Make sure any special events or activities that will affect the general routine of the school are communicated to the substitute. GBRJ/GBRJ-R

SUPERVISION DUTIES

Teachers will be assigned supervisory duty during the school year. All staff are required to supervise the hallways outside their classroom before and after school and during passing periods. Students in grades 6-12 shall not leave the classroom without their planner signed by their teacher noting their destination.

Bus Supervision

Middle school and high school staff members will supervise after school bus loading per a rotation schedule. All elementary teachers will supervise bus loading after school until busses leave the parking lot. A separate duty roster will be prepared designating the time and location of the assigned duty. The distribution of duties will be equitably shared. GBRE/JH

TEACHER WORK DAY

The standard workday is eight hours. All teachers are to report to school by **8:00 AM** each morning and are expected to stay until **4:00 PM**. The exception is Friday afternoon. Teachers are allowed on Fridays to leave as soon as all of their students have left the building and their responsibilities are complete. Administration reserves the right to call meetings of the faculty that may exceed the stated times when they are deemed necessary for the efficient operation of the school. GBR

TIME SHEETS

Extra duty time sheets are to be completed by all certified employees and approved by the building principal, and then submitted to the district office.

CLASSIFIED STAFF ONLY

ASSIGNMENT OF DUTIES

The superintendent shall be responsible for the assignment of duties and responsibilities to all classified personnel employed by the district. The immediate supervisor of each classified employee will assume the responsibility for the work schedules of each employee under his/her supervision, if applicable.

An employee shall be demoted or reassigned if his total performance on the job does not measure up to expectation. GCE-R

COMPENSATION GUIDES AND CONTRACTS

Work schedules, compensation and benefits will be determined on an individual basis annually by the board. Work assignments for classified employees shall be made by the superintendent.

Regularly scheduled employees who work less than 12 months each year will be paid in substantially equal payments over 12 months. Any overtime payment shall be paid in the first pay period after the overtime duty was performed except during the summer months. Overtime payments worked in June, July and August will be paid on the September payroll. GCA

EVALUATION

The superintendent or principal in charge of the employee is responsible for the evaluation of each classified employee. GCI

REST PERIODS

All classified personnel are allowed a rest period if their regular schedule calls for more than four (4) hours of continuous work. Employees are free to leave those workstations not requiring continuous attendance during rest periods. Rest periods are not to be taken until at least two hours after the shift starting time and are limited to no more than 15 minutes. Rest periods may be flexible due to the individual employee's work schedule; however, the daily hours worked assure the rest periods according the following schedule.

<u>Daily Hours Worked</u>	<u>Rest Periods</u>	
7 - 8 hours	AM	PM
4 - 6 ½ hours	15 minutes	15 minutes
3 ½ hours or less	10 minutes	10 minutes
	0 minutes	0 minutes

GCRAA

TERMINATION

Employment may be terminated by either party after giving two weeks written notice of termination to the other party, and no oral statements nor statements in the employees' handbook are intended to create a right to continuing employment. Upon termination of employment, either by retirement or otherwise, no compensation will be made for accumulated unused leave.

TIME SHEETS

Weekly time sheets are to be completed by all hourly employees and turned into your immediate supervisor by 8:00 AM each Monday morning.

VACATION

Vacation is granted to all classified employees who are employed on a 12-month full-time basis. Prior to scheduling vacation leave, employees are required to complete a leave form and obtain approval of the superintendent.

GCRH

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN) GAAF

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

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

Definitions

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

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

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

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

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

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

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

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

exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

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

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

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

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

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

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

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and

- Use of mechanical restraint, **except**:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

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

ESI Restrictions

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

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

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

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

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

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to

transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

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

Law Enforcement, School Resource, and Campus Security Officers

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

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

Documentation of ESI Incidents

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

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

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

Reporting Data

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

Parent Right to Meeting on ESI Use

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

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

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation.

For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

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

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

Local Dispute Resolution Process

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

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

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

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

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

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

Approved: August 1, 2016

I have read and understand the 2016-17 Centre Staff Handbook. I agree to abide by the information given in the handbook.

Printed Name

Signature

Date