

**Hays Public Schools  
Unified School District No. 489  
Hays, Kansas**

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**ADMINISTRATOR  
HANDBOOK**

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## **Hays School District No. 489 Personnel Policies for Certified Administrators**

The mission of the Hays Public Schools is, "To provide a quality learning experience for every child in every classroom every day." To accomplish this mission, administrators serve in essential roles as educational visionaries, physical plant managers, personnel facilitators, student guides, community leaders, and budgeting experts. Administrators join the Hays Board of Education as the management team; and as such, have certain rights, duties and responsibilities different from other employees of the district.

As considered by the board and as used in these policies, the term "administrator" refers to those who have management and/or supervisory responsibilities, are employed as a result of their formal training and professional experience, and receive an annual certified administrative contract.

### **SCHOOL-BASED LEADERSHIP**

The Board of Education supports the concept of school-based leadership (SBL) and subscribes to the following tenets:

1. People who are affected by decisions should be involved in the decision-making process, because they tend to make better decisions and are more supportive of the final decisions.
2. If a school staff is to be held accountable for results of the educational process, staff members should be involved in the decision-making process that determines how that school operates.
3. When decisions affecting a school are made by the people responsible for the school's program, that school can respond more effectively to the needs of its students and the community it serves.
4. Education reform efforts will be most effective and enduring when implemented by people who feel a sense of ownership and responsibility for the reform process.

The purpose of SBL is to create and maintain effective schools – schools in which all children can learn.

In recognition of the unique and delicate relationship of trust, confidence and cooperation which exists among administrators and between the board and administration, and in order to promote communication and understanding, the board of education adopts the following policies:

### **GENERAL EMPLOYMENT PROVISIONS**

#### **A. Qualifications**

It is the policy of the board of education to employ well-qualified persons and to require and expect those employees to keep themselves informed in accordance with the ethics and standards of their profession.

#### **B. Eligibility**

In order to be eligible for employment as an administrator, a person must:

1. Satisfy the qualifications of the position desired;
2. Comply with requirements of the board of education; and



3. Hold a valid administrator's certificate issued by the State of Kansas, if a certificate is required by state law or board policy for the position desired.

C. General Requirements

1. An administrator is expected to be on duty during typical working hours and other times necessary to fulfill employment duties and responsibilities.
2. An administrator newly employed by the district must submit one official transcript of all college credit, a valid Kansas certificate (if required for the position), and written evidence of having fulfilled physical examination requirements as prescribed by the State of Kansas before any salary can be paid.

D. Ethics

The administrator must provide professional leadership in the school and community. Therefore, an educational administrator's professional behavior must be ethical. This responsibility requires the administrator to maintain standards of exemplary professional conduct and subscribe to the following standards:

1. Makes the well being of students the fundamental basis for decision-making and action;
2. Fulfills professional responsibilities with honesty and integrity;
3. Supports the principle of due process as required by law and protects the civil and human rights of all individuals;
4. Obeys local, state and national laws;
5. Implements board policies and administrative rules and regulations;
6. Pursues appropriate measures to correct laws, policies and regulations not consistent with sound educational goals;
7. Avoids using position for personal gain;
8. Accepts academic degrees or professional certification only from duly accredited institutions;
9. Seeks to improve the effectiveness of other professionals through research and continuing professional development;
10. Honors employment contracts until fulfillment or release.

### **PAYROLL ENROLLMENT**

All employees must immediately enroll with the district payroll office prior to working. To meet the Federal I-9 requirements of examining evidence of identity and employment authorization, the district will strictly adhere to this policy.

## **ASSIGNMENT OF ADMINISTRATORS**

An administrator will be assigned to a work location by the superintendent or designee. Such assignment will be determined by the needs of the district and the qualifications and experience of the administrator. Assignment of administrative personnel may be approved by the board upon recommendation of the superintendent.

## **CONFLICT OF INTEREST**

District employees are prohibited from engaging in any activity which may be construed as unethical, a conflict of interest, or detracting 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 such item which would directly or indirectly benefit said school employee. No school employee will enter into a contract with the district other than a contract for employment unless the contract is awarded by the board.

Any district employee shall report possible violations of the conflict of interest policy to the superintendent or board president.

## **HEALTH CERTIFICATION**

Every administrator employed by this school district is required by state law to furnish a certificate of satisfactory health. Prior to commencing employment with the district, each such employee must present a properly completed, dated, and signed health certificate on a form provided by the district. Thereafter, a health certificate may be required at such other times as may be deemed advisable. Each administrator will pay for his or her own health examination. (K.S.A. 72-5213)

## **EMPLOYMENT PERIOD**

Every administrator is employed and serves at the pleasure of the board of education, in accordance with an employment contract and in compliance with state law.

- A. At least annually, the superintendent will make recommendation to the board of education concerning the continuation or renewal of an administrator's employment. Such recommendations shall be based upon an evaluation of the administrator's professional competency, job performance, professional growth, and other relevant factors.
- B. Any administrator may be placed on probation by the superintendent for a designated period of time. The purpose of such a probationary period is to review, evaluate, and assist an administrator in improving professional competency and job performance. Any administrator placed on probation shall receive close supervision, guidance, and instruction. An administrator will be informed in private conference and in writing of the period of probation, the reasons for probation, and the areas of job performance in need of improvement.

## **NON-RENEWAL, SUSPENSION, IMPAIRMENT**

- A. Non-renewal  
Non-renewals by the board shall be in accordance with the provisions of law and board policy
- B. Suspension  
The superintendent may suspend an administrator with or without pay whenever necessary to protect the best interest of the school community.

C. Impairment of Job Performance by Reason of Poor Health

1. The superintendent may direct an administrator to secure a physical or mental examination if there is reason to believe that the job performance of the administrator is being impaired by reason of poor health. The cost of such examination shall be paid by the district.
2. The administrator may seek a second physical or mental examination at his or her own expense. In the event the examinations conflict, a third examination may be ordered by the superintendent, at district expense, to be conducted by a mutually acceptable physician.

### **RESIGNATIONS**

The board will consider the written resignation of any administrator.

### **RETIREMENT AND KPERS**

- A. The typical retirement date for administrators employed by the school district shall be the first day of July..
- B. Administrators shall be subject to the requirements of the Kansas Public Employees Retirement System and Social Security and are charged to become familiar with its laws, rules, and regulations.
- C. Upon submitting appropriate application to the superintendent and to KPERS, an administrator may retire on the normal retirement date, or with the consent of the superintendent, on the first day of any month thereafter; and shall be entitled to receive those retirement benefits as provided by Kansas law.
- D. To be eligible for the early retirement health insurance program (ERIP), an employee must meet the following criteria:
  1. The employee must have been in the district in a full-time position at least 15 consecutive years. The year of retirement must be included in the 15 consecutive years of employment,

**AND**

  2. Retire under the provisions of the Kansas Public Employees Retirement System for full retirement (i.e. required KPERS points OR age/service requirements).

To receive the insurance benefit, the staff must give notice by Feb. 15<sup>th</sup> of each year after the 2015-16 school year.

Those who retire at the end of the 2015-2016 contract year by April 21, 2016 will receive 10 years (or until the retiree is eligible for Medicare due to turning age 65 or due to disability) of insurance benefit at the rate of \$575.81 per month towards the district insurance plan.

Those who retire at the end of the 2016-17 contract year will receive 9 years (or until the retiree is eligible for Medicare due to turning age 65 or due to disability) of insurance benefit at the rate of \$500 per month towards the district insurance plan.

Those who retire at the end of the 2017-18 contract year will receive 8 years (or until the retiree is eligible for Medicare due to turning age 65 or due to disability) of insurance benefit at the rate of \$400 per month towards the district insurance plan.

Those who retire at the end of the 2018-19 contract year will receive 7 years (or until the retiree is eligible for Medicare due to turning age 65 or due to disability) of insurance benefit at the rate of \$300 per month towards the district insurance plan.

#### Section B: 403(b)

Staff not eligible for retiree health insurance may participate in the 403(b). The district started an employer match of at least 2% of the base salary in the 2013-14 school year. Staff who previously selected the retiree health insurance in lieu of the 403(b) and are no longer eligible will have an option to sign up for the 403(b). For these staff members, the district will provide up to 2 years of additional matching with a maximum match of 4% of the base salary each year. The additional match must be completed by the end of the 2018-2019 contract year.

### **ADMINISTRATIVE PERSONNEL EVALUATION**

The superintendent or designee shall conduct administrative evaluations each year. The superintendent may evaluate more often if warranted.

### **GRIEVANCE PROCEDURE**

The purpose of the grievance procedure is to provide orderly and expeditious adjustment of grievances of individual employees of the school district at the lowest level.

#### A. Definitions

1. "Grievance" shall mean any alleged violation of the terms and conditions of an employee's contract.
2. "Grievant" means an employee of the district having a grievance.
3. Words denoting gender shall include both masculine and feminine, and words denoting number shall include both singular and plural.
4. A day shall be defined as a school day.

#### B. Procedures

1. STEP 1  
A grievant shall first request a private informal conference with their supervisor. The supervisor must meet with the grievant within five days of the request. Every effort should be made to adjust the grievance in an informal manner. The supervisor has five days after the conference to give an oral response to the grievant.
2. STEP 2  
If the grievant is dissatisfied with the outcome of the initial private conference, the

aggrieved person has five days to request in writing a formal conference with their supervisor. Every effort should be made to develop an understanding of the facts and the issues in order to create a climate that will lead to a solution. The formal conference shall occur within five days of such request. The supervisor has five days after the conference to give a written response to the grievant.

3. STEP 3

The grievant has five days in which to submit an appeal to the superintendent if the response is not satisfactory. The superintendent or designee shall confer with the grievant in an effort to arrive at a satisfactory solution within five days after the appeal has been received by the superintendent. The superintendent or designee has five days after the conference to give a written response to the grievant.

4. STEP 4

If the grievant is not satisfied with the written response, the grievant has five days to appeal to the board by submitting written notification to the clerk of the board. The board shall, within ten days after receipt of the written request, meet and confer with the grievant. After the conference, the board of education will have five days to respond to the grievant in writing. The board of education's response to the grievance shall be considered final.

#### C. Supplemental Grievance Procedure Conditions

All individuals involved, and all others who might possibly contribute to the acceptable adjustment of a grievance, are authorized and urged to testify at any Step except 1 with full assurance that no reprisal by either party will follow.

At each step of the procedure for adjusting grievances after the initial private conference(s) with the principal or supervisor, the grievant shall be entitled to be accompanied by others who might contribute to the acceptable adjustment of the grievance and/or to be represented by legal counsel.

Except by mutual consent, all discussions and hearings shall be conducted at times other than when school is in session.

It is the responsibility of the grievant to utilize the procedure for adjusting grievances as soon as the grievance is known. If the grievant does not appeal the grievance within the timelines set forth, the appeal of the grievance shall automatically be denied.

Excluded from the grievance procedures shall be matters for which law mandates another method of review.

The filing of a grievance, except at Step 1, shall be in writing and shall be reasonably specific as to the nature of the complaint. The grievant at all levels should, to the extent possible, describe the alleged event or acts giving rise to the grievance including the time, date and place of the event or act and the names and addresses of any witnesses thereto.

Under unusual circumstances, the time limit prescribed in this statement may be extended or reduced by mutual consent of the grievant and the person or persons by whom the

grievance is being considered.

### **POLITICAL ACTIVITIES**

The board supports staff members participating in the political process and as such, the following guidelines have been established:

- A. An administrator who intends to become a candidate for political office should notify the superintendent within five days of the date on which the declaration of candidacy is filed.
- B. An administrator who becomes a candidate for public office may apply to the board for a leave of absence without pay for the purpose of conducting the campaign. Leave may not be granted if the board determines that administrative functions will not be performed as contracted.
- C. Administrators elected or appointed to a public office which the board, in its discretion, deems to be a full-time office may be required to terminate their employment with the district.
- D. Administrators holding less than full time public office must make arrangements one week in advance with the superintendent for political leave of absence from their duties.
- E. An administrator absent from employment responsibilities to implement public office responsibilities must take a leave of absence without pay for the duration of the political duties.

Administrators shall not use contracted time or school property to further the interests of any political party or the campaign of any political candidate. Administrators shall not use contracted time or school property for the purpose of advocating any political issue without approval from the superintendent.

### **EMPLOYEE BENEFITS**

- A. Insurance
  - 1. **Health** – Administrators working 20 hours or more per week are eligible to participate in the group health insurance plan. The district will pay an amount determined by the board towards the group health insurance plan. If the employee does not participate in the KHPA incentive program (survey + required points), non-participation will result in a payroll reduction to collect the discounted difference. Employee-paid premiums are treated as Section 125 Cafeteria Plan contributions. Eligibility begins on the first day of the calendar month following 60 calendar days of eligible employment.
  - 2. **Salary Protection** – Employees working 20 hours or more per week are eligible to participate in the salary protection plan. The district does not contribute to the cost of the premium. Eligibility begins on the first day of the calendar month following 30 calendar days of eligible employment. Premiums are not part of the Section 125 Cafeteria Plan.

3. **Dental, Medical/Child Care Reimbursement Accounts** – Employees working 20 hours or more per week are eligible to participate in the group plans. The district does not contribute to the cost of the programs. Premiums are treated as Section 125 Cafeteria Plan contributions. Eligibility begins on the first day of the calendar month following 60 calendar days of eligible employment.
4. **Term Life and Cancer** – Employees working 20 hours or more per week are eligible to participate in the group plan. The district does not contribute to the cost of the programs. Premiums are **not** part of the Section 125 Cafeteria Plan. Eligibility begins on the first day of the calendar month following 30 calendar days of eligible employment.

B. Kansas Public Employees Retirement System (KPERs)

1. **Membership** is mandatory for all regular employees working three and one-half hours (3.5) per day or at least 630 hours per year. Employee contributions to the system are fixed by statute at four percent of gross salary. Interest is credited annually on June 30 based on the account balance the preceding December 31. The required contribution is excluded from gross income for federal income tax purposes. Federal income tax is not paid on this money until it is withdrawn. State income tax is paid on contributions but not on retirement benefits.
2. **Benefits** – Members are automatically enrolled in a term life insurance policy and a disability income program in addition to retirement benefits. The entire cost of the insurance is paid by the State of Kansas. The term life insurance policy is valued at 150% of the member's annual rate of compensation. The disability income program provides a monthly benefit based on two-thirds of the members' annual rate of compensation. To qualify for a disability benefit, a member must be totally disabled for 180 continuous days. Both policies are effective on the date membership begins.

C. Tax Sheltered Annuities

A flexible benefit plan has been established under the Internal Revenue Code: Section 125 "Cafeteria Plan". The purpose of this program is to allow employees, through a salary reduction agreement, to select their plan benefits within the guidelines of the Revenue Act of 1978. The benefits selected may be either taxable or non-taxable benefits, or a combination of both. It is understood that if it is necessary to have additional amounts of payroll deducted for the benefits selected, those amounts will be subject to federal and state income tax and FICA. All employees will be eligible for this option and will be restricted from changing participation status during the plan year unless there was a change in status or other qualifying event as recognized by the IRS. American Fidelity Assurance Co. administers the Section 125 Plan for USD 489.

D. Vacation

Administrators/Directors on a 12-month contract shall receive a minimum of twenty two working days of vacation annually or as negotiated.

E. Leaves of Absence

Administrator/Director Leave Policies will be the same as negotiated with HNEA & SEIU.

1. Business Leave

Administrators shall be granted two days each year with full salary benefits. The

leave may be taken in one-half (1/2) day increments. Business leave is not accumulative. Business leave is defined as leave for legal or court related business only. Business leave requests shall be submitted to the employee's supervisor for approval. The request is to include the specific reason for the leave.

#### 2. Professional Leave

The purpose of this leave is to improve the proficiency of staff members of the district. Professional travel shall be for the purpose of job performance improvement. It is within a supervisor's authority to approve or disapprove the application.

#### 3. Sick Leave

Sick Leave is defined as leave for illness or injury of a disabling nature to the employee or to members of the immediate family when it is necessary for the employee to be with them. Immediate family members include the spouse, children of any age, parents of the employee, and grandchildren.

The Board of Education may make exceptions to the definition in unusual circumstances.

Current sick leave benefits shall be two days per annum plus one day per work month with full salary. Unused sick leave is cumulative without limit.

The annual sick leave benefits will be awarded to administrative staff members upon completion of one (1) day of the assigned duties of their contract. Sick leave accumulated leave amounts are updated one month in arrears on the employee's monthly pay stub. All employees will be notified of sick leave accumulation amounts as of July 31 during the month of August of each year. (82-83)

#### 4. Personal Leave

Four (4) days per year of the sick leave benefits may be used as personal leave. Unused personal leave days are not accumulative as personal leave, but are accumulative as sick leave. Except in emergency situations, administrative personnel shall give two (2) days advance notice to their supervisor through AESOP.

#### 5. Leave For Illness Or Death Of Relatives

Administrative employees will be granted, per incident, up to five (5) days of leave with full salary and five (5) days of leave with deduction of salary in the event of death or serious illness of a close relative (mother, father, spouse, or child).

Administrative employees will be granted, per incident, up to three (3) days of leave with full salary and three (3) days with deduction in the event of serious illness or death of other relatives (brother, brother-in-law, sister, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchild, grandparents).

Administrative employees will be granted, per incident, up to three (3) days of sick leave and up to five (5) days of leave with salary deduction in the event of serious illness or death of distant relatives or friends.



Leave under this policy, except for leave of serious illness or death of distant relatives or friends, is not deducted from sick leave. The Board of Education reserves the right to make exceptions to this policy in cases involving unusual circumstances.

What is serious illness?

- In-patient surgery
- Out-patient surgery – day of surgery ONLY
- Potential danger or immediate shut down of any life-giving system.

What is NOT serious illness?

- Doctor's appointments
- Staying home with a sick relative, including someone coming home from the hospital.

#### 6. Jury Duty and Court Appearances

Administrative employees shall receive full compensation for court attendance as a witness under subpoena or for such employee's required appearance before, and at the direction of, the Kansas Commission of Civil Rights, the United States Equal Employment Opportunity Commission, or a court in a case in which the State of Kansas or state agency is charged with discrimination in employment.

Employees will be allowed to keep any compensation given for jury duty or any of the other appearances before commissions or the court as mention above.

#### 7. Maternity Leave

As established by the As established by the Federal Equal Employment Opportunities Commission, pursuant to Title VII of the Federal Civil Rights Act as amended, the following shall apply:

- Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery there from, are temporary disabilities and shall be subject to sick leave.
- The date which the leave commences shall be determined by the employee and her physician. As soon as the leave commencement date is determined, it shall be communicated to the superintendent.
- The employee may continue in her position during the pregnancy until, in the opinion of her physician, continued professional activity could endanger her health.
- Where an employee's effective work performance is impaired due to pregnancy, the leave may begin at a time deemed advisable by her physician and the principal/supervisor.
- The employee may return from the leave to her position as soon as her physician certifies she is capable of performing all tasks required under her work agreement.
- In the event of miscarriage prior to the start of maternity leave, the sick leave provisions of this agreement shall apply.
- Any written or unwritten policy, rule, or regulation which excludes from employment employees because of pregnancy is hereby declared to be null and void.
- The leave may be extended, upon request of the employee, for a period of not to exceed the following school year.

- Employees on extended maternity leave who desire reinstatement shall notify the superintendent of school of their availability for assignment. Such employees shall give such notice on or prior to April 15<sup>th</sup> if they expect to return to full-time employment during the school year next following.
- Nothing herein shall be interpreted to assure an employee of a position of work assignment identical to that previously held, except that it shall be in the same general classification.
- In accordance with the provisions contained herein, reassignment shall be made in consultation with the employee concerned, and every effort shall be made to secure a mutually satisfactory assignment.
- Maternity leave runs concurrently with FMLA.

8. Military Leave

Military leaves of absence shall be granted by the BOE to an employee in accordance with the existing state and federal statutes.

9. Parental Leave

Parental leave provisions apply to fathers as well as mothers, for natural born, legally adopted children, and foster children. All aspects of sick leave and maternity leave policies apply to mothers and fathers in those items that are appropriate.

10. Family Medical Leave

District employees shall be provided family and medical leave as provided by a plan approved by the BOE and required by current federal law and regulation.

11. Other Extended Leaves

Administrative employees may be granted extended leave subject to approval of the BOE for health, maternity, adoption, military service, study and professional activities. Such leaves are subject to the provisions of BOE policy GBRIBA. Such leaves shall not be in excess of one (1) year and shall be without compensation or pay.

12. Leave Without Pay

Administrators may be excused from work with advance notice for reasons not covered in other leave policies or if the other leave policies are exhausted. A salary deduction of one contract day of the employee's annual salary shall be deducted for each day of leave under this policy.

F. Absences Recording

In order to substantiate and verify all leaves, administrative employees must submit any and all absences on the appropriate forms or by utilizing AESOP, an online absence reporting system. Professional leave is to be recorded on My Learning Plan, an online PDC reporting system.

G. Severance Pay

Administrative employees who leave the district with a minimum of five (5) years of service in USD 489 shall receive the following payout:

1. New Hires for the 2015-16 school year and subsequent years will be paid for up to 80 days of unused sick leave at a rate of \$45 per day if a minimum of 20 days is accumulated.

2. For administrators employed with USD 489 prior to the 2015-16 school year and have a sick leave balance of 100 days or more as of June 30, 2015, they will be capped at their June 30, 2015 balance and paid \$65 per day less the first 20 days.
3. For administrators employed with USD 489 prior to the 2015-16 school year and have a sick leave balance under 100 days, they will be paid \$65 per day for a maximum payment of 80 days.

## **TRAVEL EXPENSES**

The board will provide reimbursement for expenses incurred in travel related to the duties of administrators when approved in advance by the superintendent. .

Administrators may check out a district vehicle when traveling out of the district or may use a personal vehicle. When using a personal vehicle, the administrator must submit a New PDC Knowledge request for actual expenses and mileage reimbursement on My Learning Plan. The district reimburses mileage at the state-approved rate.

### A. Expense Reimbursement Procedure

Appropriate information must be filed in advance on My Learning Plan for expenses related to professional meetings and/or conventions that have been approved for school reimbursement. Administrators must maintain and submit receipts to file with their PDC knowledge form for the days that the expenditures are made. Reimbursement cannot be made for expenditures incurred without the actual receipts showing the amounts expended.

## **ADMINISTRATOR'S SALARY GUIDELINES**

### A. Compensation Guides and Contracts

Administrative personnel shall be compensated for their services with a contracted salary as recommended by the superintendent, in consultation with the board. Administrative contracts shall be reviewed annually. The contracts of the superintendent and assistant superintendents shall be acted upon at the first regular meeting of the board of education in February of each year. The contracts of principals and assistant principals shall be acted upon at the first regular meeting of the board of education in March of each year. The contracts of Classified Directors shall be acted upon at the first regular meeting of the board in May.

### B. Negotiation Procedures for Administrators

All administrative groups will be given the opportunity to confer with the board of education or its designated representative(s) concerning working conditions, salaries and fringe benefits prior to action by the board of education on said contracts.

## **PAYMENT OF SALARY: METHOD**

All administrators shall be paid for services rendered on a 12-month basis, payable the 25<sup>th</sup> day of each month. When the 25<sup>th</sup> of the month is on a Saturday, Sunday or other non-working day, checks will be distributed the last working day preceding the same.

If an administrator takes a leave prior to the completion of the contract period, or if irregularities exist

during the contract period, such administrator's salary shall be adjusted and paid on the basis of the relationship between the number of contract days worked and the total number of work days in the contract period.

## **ADMINISTRATIVE ROLE IN CURRICULUM DEVELOPMENT**

### **A. The Role of the Superintendent of Schools**

The superintendent of schools is responsible for the instructional program in the district. The superintendent shall develop guidelines for an annual evaluation of the district's instructional programs. This evaluation shall be part of the district's school improvement efforts as required by current regulations.

The superintendent is directly responsible for all curriculum development, maintenance, and evaluation activities. The superintendent shall be responsible for developing decision making processes for all curriculum revisions and other curriculum activities including the appointment of all curriculum committees.

### **B. The Role of Building Principals**

Building principals are responsible for the maintenance and implementation of the adopted curriculum and as such are responsible for assessing each teacher's effectiveness in implementing that curriculum. Building principals are responsible for coordination of curriculum among the various grade levels and courses of study.

## **DESELECTION OF LIBRARY MATERIALS**

### **A. Deselection Rationale**

Deselection of library collection is to be done periodically by the library media specialist. This process is necessary to keep the collection up-to-date and in good condition for the patrons. Materials that are out-dated provide misinformation that is detrimental to the learning process, and damaged materials do not encourage students to care for or use library materials appropriately.

### **B. Deselection Criteria**

The following standards will be used for determining withdrawal of library materials:

- Use of material as dictated by current curriculum objectives and patrons' leisure time reading patterns,
- The library media specialist's evaluation or reevaluation of the suitability of the material for current patrons,
- Unnecessary duplication of the title in the collection,
- Information contained in the material found to no longer be timely,
- Physical condition of the material.

### **C. Disposal**

Final disposal of all deselected materials is at the discretion of the library media specialist with administrative approval. This could include, but not be limited to: placing in classroom collections, placing in other special programs, or giving to community charities. Materials may be discarded by the library media specialist (with administrative approval) if they are in irreparable condition or are no longer of merit (as detailed in the criteria above).

## **NON-DISCLOSURE**

The protection of confidential business information and trade secrets are vital to the interests and success of USD 489. Such confidential information includes, but not limited to the following:

- Computer processes
- Computer programs and codes
- Technological data

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment, and, legal action, even if they do not actually benefit from the disclosed information.

## **DISABILITY ACCOMODATION**

USD 489 is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis, in accordance with the ADA and all other applicable federal, state, and local laws.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensations as well as in job assignment classifications, organizational structures, position descriptions, lines of progression and seniority lists.

## **EMPLOYMENT REFERENCE CHECKS**

To insure that individuals who join USD 489 are well qualified and have a strong potential to be productive and successful, it is the policy of USD 489 to check the employment references of all applicants.

USD 489 will respond to all reference check inquiries from other employers. Responses to such inquiries may confirm dates of employment, wage rates, position(s) held and objective and factual information concerning job history and work performance.

## **CRIMINAL BACKGROUND CHECKS**

USD 489 requires all candidates selected for employment to submit to a Kansas Bureau of Investigation criminal background check. Convictions or pending charges will not be used or considered unless they are substantially related to circumstances of the particular job. A discrepancy between the job application and the background check by omission or false statement may be grounds for termination.

## **LOYALTY OATH**

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

## **WORKER'S COMPENSATION**

Notice of Accident – Employees must notify the employer within ten (10) days of an accident or the claim may be barred. Additional information about your rights and responsibilities under worker's compensation may be obtained from your supervisor or the district office.

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

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

Coordination with Leave Benefits – The worker's compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Whenever an employee is absent from work and is receiving worker's compensation benefits due to a work-related injury, the district will coordinate sick leave/salary with any time-loss pay received from worker's compensation.

## **FACILITY SCHEDULING**

All matters relating to the use of school buildings and properties other than for school purposes shall be under the jurisdiction of the superintendent in accordance with BOE policy. The use of playgrounds and buildings during the summer shall be governed by regulations established by the BOE.

It is the purpose of the BOE to promote the greatest possible use of existing plant facilities consistent with good educational practices. All meetings and building or equipment uses in or on school property of whatever character by any group whatsoever must meet with the approval of the BOE and be subject to its supervision.

Refer to the BOE policies for guidelines on the use of district facilities.

## **DRUG-FREE WORKPLACE**

The use, possession, sale, distribution, dispensation or manufacturing of alcohol, illegal drugs, or any controlled substance, other than prescribed amounts of a prescription drug, during working hours, on school property, or during school activities, or while operating school equipment or vehicles is prohibited by the district.

Reporting to work while impaired by the use of alcohol, illegal drugs or controlled substances or with any of those substances in your system is also strictly prohibited. Any violation of this policy may be grounds for immediate dismissal.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1998, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary personnel actions which may be taken under existing board policies or the negotiated agreement.

The board believes that maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district.

### **TOBACCO USE, VAPING, E-CIGARETTES**

The possession/use of tobacco and tobacco products on/in school property/buildings or at any school-related activity is prohibited. Vaping and E-cigarettes are also prohibited.

### **RELATIONS WITH STUDENTS**

In general, pupils are the responsibility of the teacher and except under certain circumstances, classified personnel should assume no direct authority over them. Exceptions occur with bus drivers, para-educators, and certain secretarial positions. Misconduct should not be ignored but reported to the teacher or principal in charge.

### **EMPLOYEE PROTECTION**

Any administrative employee who feels that his or her personal safety or property has been threatened in connection with his or her employment by USD 489 needs to notify his/her supervisor as soon as possible. If a principal is involved, the complaint should be handled at the next administrative level. The threat may be physical, or it may be conveyed through any means of communications.

### **USD #489 SAFETY COMMITTEE POLICY/PROCEDURE STATEMENT**

USD #489 is committed to maintaining a safe and healthy work environment for all employees and users of our facilities. Each employee is empowered to act and is expected to respond to unsafe conditions by reporting their observations and/or taking appropriate corrective measures in keeping with District safety procedures and industry practice. Visitors, contractors and other users of the District are subject to the Health and Safety Policies as established by the Board of Education.

The Superintendent will commission and support a safety committee to oversee district-wide safety and occupational health issues. The chairperson, with support of the committee, has the authority to affect immediate cessation of activities or situations that compromise health, safety or environmental statutes or create undue risk exposure to the District and its employees. Committee membership will consist of

representation capable of covering District-wide safety, communications and input, such as, but not limited to, Administration, Classified Employees, Certified Employees and others as determined by the Superintendent. The Superintendent will appoint a chairperson and may establish goals where necessary. The committee will report findings and recommendations to the Executive Director of Finance and Support Services to facilitate District-wide communications. The Superintendent's office maintains an "open door" policy to address safety and health concerns.

The Safety Committee will meet regularly throughout the school year as called by the chairperson. Goals include:

- The review of and monitoring of accident, incident and hazard reports.
- Providing for accident/incident/ hazard investigation as needed.
- Review, development, communication and enforcement of safety and emergency procedures including; general safety, right-to-know, hazardous waste management, risk management, environmental and personal protection and any other health and safety related exposure.
- Conducting periodic hazard inspections.
- Assisting in environmental health and safety related training programs.
- Track health and safety regulations and implement as required.

A. Employee Responsibilities

Each employee is expected to assist in maintaining a safe work environment as a condition of employment, to observe all safety and personal protection measures established by the District or individual departments and to report unsafe practices or conditions. An employee may be called upon to assist in training new employees, serving on the Safety Committee, conducting hazard inspections and facilitating abatement of hazards as part of their regular job duties. When unsafe conditions exist, employees may take immediate corrective measures then communicate and document as appropriate to the situation. An Accident/Incident or Hazard report needs to be filled out as soon as possible and submitted to the Administration office within 24 hours.

B. Administrator Responsibilities

Administrators are responsible to communicate to all in their respective area that health and safety for all are of the highest priority. Administrators will support and encourage subordinates in the development and implementation of building safety procedures and monitoring the implementation and effectiveness of the safety practices in their unit.

C. Supervisor Responsibilities

Supervisors are responsible for the training and education of their employees in safe working practices within respective work areas. Supervisors will supply proper safety equipment and personal protection devices, develop and monitor safety practices appropriate to the area. Supervisors should work in partnership with employees to eliminate hazards and refrain from assigning tasks to employees where training has not been given. Supervisors are responsible for documenting all training and maintaining a record of such for each employee.



D. Hazard/Accident Reporting

Upon discovery of a work place safety hazard, one should first take measures to eliminate or reduce the risk to others. Contact Facilities, Administration or other appropriate source for assistance.

Accident Reports are filled out to document a situation that has already occurred, such as a slip, trip, fall, cut finger, or other work place injury. Reports are submitted to the Administration within 24 hours of the incident.

**BULLYING POLICY**

Bullying on USD property, in a USD 489 vehicle, or at any USD 489-sponsored activity or event is prohibited. The Superintendent of USD 489 shall develop a plan to address bullying at USD 489. The plan shall include provisions for training and education of staff and students.

See Appendix F for definitions and procedures to report bullying.

**CIVILITY POLICY**

USD 489 believes interactions among individuals should be of a positive and productive nature. In accordance with this belief, it is the policy of USD 489 for its BOE members and employees to treat everyone (fellow employees, students, parents/guardians, patrons, visitors, anyone having business with the district) with fairness and respect. The district also expects that anyone having interaction(s) with employees of the district will treat them with professionalism, courtesy, dignity, and respect.

See Appendix C for definitions and procedures to report uncivil behavior(s).

**SEXUAL HARRASSMENT**

The BOE 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 will not be tolerated by the school district. Sexual harassment of employees or student of the district is strictly prohibited.

See Appendix B for definitions and procedures to report sexual harassment.

**CONFIDENTIALITY**

USD 489 is committed to promoting an environment that retains the full trust and confidence of the staff and school community. In our daily work we are in the unique and responsible position of having access to and being aware of an array of highly sensitive personal, medical and workplace information. Information we have received of a personal nature will be disclosed to other parties only when it is legally required or essential to the operation of the school district, and then only on a strict need-to-know basis.

Unauthorized disclosure of confidential information is considered a serious offense, and may be cause for

disciplinary action up to and including termination of employment.

### **GIFTS**

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

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

### **SOLICITATIONS**

The district will not release the names of students or employees except to meet legal requirements.

Agents and salesmen may not interview staff about personal matters during the school hours or for a half hour before or after school with the exception of services offered through payroll deductions.

### **DRESS CODE**

The BOE encourages appropriate dress for all district employees.

### **DISCRIMINATION COMPLAINTS**

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited.

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

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

Complaints of discrimination will be resolved using the district's discrimination complaint procedure.

See Appendix H.

### **DISTRIBUTION OF MATERIALS**

Materials from sources outside of the district may not be distributed on school grounds without prior

permission from the principal/supervisor. Examples of outside materials include, but are not limited to, political materials, special interest materials and advertisements. The principal shall determine the time, place and manner for materials distribution.

### **ORIENTATION**

All new administrative employees shall receive an orientation as designed by the supervisor and shall be given a copy of this handbook. All new employees are to review the handbook, sign the Acknowledgement of Receipt form, and return the form to the payroll department.

### **PERSONAL PROPERTY**

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

### **WEAPONS**

Employees are prohibited from carrying weapons on school property or at school-sponsored events.

### **INTERROGATION AND INVESTIGATION OF STUDENTS**

No one may interrogate or investigate a student on school grounds without the permission of the principal except as mandated by law.

### **SEARCHES OF STUDENTS AND PROPERTY**

#### A. Searches of Lockers and Desks

Lockers, desks and other school storage areas shall be under supervision of the building principal or designated representative and assigned to the student for the storage of school materials and clothing necessary for school attendance. The principal or designated representative may search any locker or storage areas at any time if the/she believes it contains matter prohibited by law or school regulations from being on school property. Such search may be made without notice to the student to whom the assignment has been made. No law enforcement officer may search any locker or storage area without a search warrant unless he/she has the consent of the building principal and is accompanied by the principal. Prohibited items recovered from a student's locker or storage area shall remain in the custody of either the building administration or the law enforcement officer. If such items are turned over to law enforcements, the principal shall receive a receipt for the items.

#### B. Search of the Person

In order to protect the health, safety or welfare of students under school jurisdiction, the building principal or his designated representative is authorized to search students. When it is determined by the building principal that there is reason to believe a student is in possession of an object which can jeopardize the health, welfare, or safety of others, that student shall be ordered to report to the building principal. The student will be advised of the reason why he/she has been ordered to report to the principal or designated representative. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, backpacks and briefcases. Items which the building principal or his designated

representative believes may be connected with illegal activity may remain in the custody of the building principal, unless such items are turned over to law enforcement officials, and if this is done, the principal shall receive a receipt for such item so delivers. When possible searches shall be carried out in the presence of an adult witness.

**Strip searches by school personnel are not authorized under any circumstances.**

If the student refuses to comply with a request for the search, the building principal shall notify the student's parents, advise them of the immediate situation, and request that they come to the school at once. If the parents of the student are unable to persuade the student to comply, the parents and the student shall be advised that law enforcement officials will be notified, and the matter turned over to them. If the parents refuse to come to the school or are unable to be notified and the student continues to refuse to cooperate, the building principal shall notify law enforcement officials and inform them of the facts. Any further search of the student shall be at the discretion and under the control of the law enforcement officials.

**COMPUTERS AND E-MAIL USAGE**

Computers, computer files, the e-mail system, and software furnished to employees are USD 489 property intended for business use. Employees shall not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored with approval of the Superintendent.

USD 489 strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, USD 489 prohibits the use of computer and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. The display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-school business matters, unless approved by the Superintendent.

Employees may only use software on local area networks or on multiple machines according to the software license agreement.

**USD 489 prohibits the illegal duplication of software and its related documentation.**

Employees should notify their immediate supervisor upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

**COMPUTER AND DEVICE ACCEPTABLE USE: NO RIGHT TO PRIVACY**

Employees shall have no expectation of privacy when using district e-mail, other official communication systems, computers, or electronic devices. E-mail messages shall be used only to conduct approved and official school business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration and the board.

Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration. The district retains the right to duplicate any information stored in the system or device or on any hard drive. Employees who violate district computer or electronic device policies are subject to disciplinary action up to and including termination. Employees shall only use passwords or other encoding or security mechanisms as assigned by the district computer systems administrator or other officials designated by the board. The use of a password does not affect the employer's right to monitor. All forms of electronic communications are monitored by the employer to ensure the systems are only being used for official purposes. See BOE policy IIBG.

### **INTERNET USAGE**

The equipment, services, and technology provided to access the Internet remain at all times the property of USD 489. As such, USD 489 reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Abuse of the Internet access provided by USD 489 in violation of law or USD 489 policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

See "Internet Safety Policy" Appendix G.

### **CHILDREN'S INTERNET PROTECTION ACT (CIPA) SAFETY PLAN (See BOE policy IIBGA)**

#### **Goals:**

It is the policy of USD 489 to take the following technology protection or other specified measures in order to better protect our district students from harmful online and electronically transmitted content:

- Install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography and visual depictions or materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- Monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- Address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- Educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyber bullying awareness and response;
- Hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- Prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- Comply with the Children's Internet Protection Act.

#### **Access to Inappropriate Material**

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students. It is the district's goal to implement and enforce technology protection measures under this plan in such a way as to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or

obscene.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

### **Inappropriate Network Usage**

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the district's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the district's staff to educate, supervise, and monitor appropriate usage of online computer network access to the internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

1. Students shall report suspected violation of this policy to any classroom teacher.
2. Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

### **Disciplinary Measures**

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

### **Adoption**

This Children's Internet Protection Act Safety Plan was adopted by the Board of USD 489 at a public meeting, following normal public notice on July 15, 2013.

## **PURCHASING PROCEDURES**

All purchases will be made using a district purchase order. The following steps are necessary to purchase any item:

1. A requisition form is submitted and approved by the principal and/or immediate supervisor. The requisition will contain the vendor's name, a description of the item to be purchased, and an estimate of the cost of the item & shipping costs.
2. A Purchase Order is generated by the central office from the requisition form and is checked for proper signatures. A purchase order is approved if funds are available and mailed to the vendor.
3. The route copy of the purchase order must be returned to the central office once all items are received. Payment will not be made until the route copy is received.

No purchases can be made without a requisition form being completed and signed and a Purchase Order being issued. The requisition form should include the name and department of the person to whose attention the items should be shipped.

## ACCIDENTS

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

If the person requires medical treatment, the employee shall:

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

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

If an employee is injured on the job, the following procedures should be followed:

1. The injured employee reports to the nurse assigned to that site, **the same day as the injury occurs.**
2. The nurse will help the employee fill out the **USD #489 EMPLOYEE ACCIDENT REPORT FORM.** The nurse will send a copy to the Clerk at Rockwell Administration Center.
3. The nurse will decide if the injured employee needs to see a physician. If so, she will call Hays Medical Center Work SMART Health Clinic and make an appointment. The injured employee will report to Hays Family Practice at 2509 Canterbury for the appointment.
4. The injured employee needs to return any paperwork given to them by the doctor (if applicable) to the school nurse, who in turn give copies to the Clerk at Rockwell Administration Center.

See Appendix K.

## CHILD ABUSE

Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

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

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

## VANDALISM

All school personnel shall report any vandalism to their immediate supervisor. School personnel are required to lock or otherwise secure any files, records, safes or similar compartments at the close of each school day.

## **SCHOOL NURSE**

Each building site has a designated School Nurse. See "Accidents," p. 20.

## **ASBESTOS**

USD 489 has developed and affected an Asbestos Management plan for all school facilities within the district. The plan meets all the requirements enacted by federal regulations. The Management Plan is available for your review in the main office of each school site and at RAC. All inquiries regarding the Management Plan will be directed to the Asbestos Program Manager, Francis Hammerschmidt, Supervisor of Buildings and Grounds.

All employees will sign a Receipt of Asbestos Notification when enrolling with payroll, and will receive a follow-up letter annually from the Program Manager. See Appendix L, "Receipt of Asbestos Notification".

## **BLOODBORNE PATHOGENS**

The exposure control plan for bloodborne pathogens is available for review from the school nurses or the assistant superintendent for finance at Rockwell Administration Center.

Employees that have a high risk of exposure to bloodborne pathogens will receive specific training and will be offered the Hepatitis B Vaccination at no cost. All other employees, not included in the high-risk category, will be required to attend annual training on bloodborne pathogens. See Appendix M, "Bloodborne Pathogen Information".

## **COMMUNICABLE DISEASES**

In the event that a district employee has been diagnosed as having a communicable disease and the superintendent has been notified as such by the employee, the superintendent shall determine whether a release shall be obtained from the employee's physician before the employee returns to his/her duties.

### AIDS

In each case involving an employee with AIDS, ARC, or a seropositive test for the HTLV-III virus, the board shall reserve the right to make a final decision regarding the employment status of the employee after taking into account the recommendations of the health assessment team, the risks and benefits to both the employee and to others in the proposed work setting. No information regarding employees with communicable diseases shall be released by district personnel without the employee's consent or in order to comply with state or federal statutes.

### Confidentiality

In the case of a school employee, the school principal, the office secretary, the school nurse, and the designated school custodian(s), the county health officer, the school attorney, and the superintendent may be appropriate personnel who would need to be knowledgeable about the employee's case. In some situation it may be necessary that other personnel also be advised. This will be determined by the superintendent.



## **MEDICATIONS, ADMINISTERING**

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

## **HAZARDOUS WASTE**

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

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

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

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

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

Unlabeled containers, whose contents are undetermined, which may contain hazardous substances, shall not be put in trash containers. All hazardous wastes must be properly labeled and stored appropriately until they can be disposed of properly. Placing them in trash containers or the sewer system is not an acceptable disposal method.

## **PEST CONTROL**

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

## **FIRE DRILL**

Each principal is expected to hold at least one fire drill per month. Each classroom is to have the evacuation route for said room posted in a conspicuous place. The master plan for evacuation of each building is to be on file in the principal's office.

## **TORNADO DRILL**

Each principal is expected to hold at least three (3) tornado drills per school year. Each classroom is to have the tornado procedures posted in a conspicuous place. The master plan for tornado procedures of each building is to be on file in the principal's office.

## **EMERGENCY DRILL**

Each principal is expected to hold a minimum of one practice drill with staff and/or students at least once per school year, to include building evacuation drills.. Each classroom and each phone is to have the emergency flipchart posted in a conspicuous place.

## **EVACUATION AND EMERGENCIES**

School will not be dismissed early because of an emergency when the safety of students and teachers is better served by remaining at school.

During an emergency period when there is insufficient warning time, the district will keep all students under school jurisdiction and supervision. The staff shall remain on duty to supervise students during this time. Parents may come to school and pick up their children. Students shall be released according to board policy and the district crisis plan for release of students during the school day. (See JBH)

## **BOMB THREAT**

If there is a bomb threat or similar emergency, the principal shall see that students are escorted to a safe place in accordance with all procedures outlined in the district crisis manual. The principal shall notify law enforcement agencies of the threat and request a thorough inspection of the buildings and grounds. Other contingencies as noted in the crisis plan shall be followed.

## **PUBLIC NOTIFICATION**

If necessary to evacuate to another site or if the district must lock down all buildings, the superintendent will notify all local radio and local TV stations as to the status and further information. The superintendent and/or building principal may utilize the TextCaster emergency notification system that sends important information as text messages and e-mails to those who have subscribed to the free service.

## **WEATHER RELATED CLOSING**

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the designated radio and TV stations to broadcast a school closing announcement. A list of designated radio and TV stations is available from your supervisor or building principal. Any closings for weather will also be broadcast on the TextCaster emergency notification system.

## **SAFETY PRACTICES**

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

## **SECURITY**

Any district employee who believes any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to his/her building principal or central office administrator:

- 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.

## **KANSAS SCHOOL SAFETY HOTLINE**

The Kansas State Department of Education, in cooperation with the Kansas Highway Patrol, has established a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. This hotline gives students the opportunity to anonymously report any potential violence.

Personnel at the Salina Central Dispatch of the Kansas Highway Patrol will answer the hotline number. The dispatches will get as much information about each situation reported as the caller wishes to relay. Upon receipt of a call, the dispatchers will notify appropriate law enforcement agencies and/or the office of the superintendent of schools depending upon the severity of the situation.

**The Kansas School Safety Hotline Number is 1-877-626-8203.**

## **SECURING WORK AREA AND BUILDING**

Administrators are expected to lock or otherwise secure any files, records, safes, tools, vehicles or other district equipment at the close of each work day and other appropriate times. Building administrators shall work with their building custodial staff to ensure their building is cleared and secured each evening and on weekends.

## **KEYS**

The supervisor of buildings and grounds is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission. Keys should be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building.

Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.

## **ID CARDS**

Photo ID cards are issued to all staff when they are hired. The ID card must be worn at all times while in your place of employment or at any district site to identify the holder as an employee of the school district.

All visitors to the building are required to report to the office and will be issued a visitor's ID. If you see someone in your building without a visible ID, you should stop them and ask them to present their visitor's ID. If they do not have one you should ask them to follow you to the office to get one.

ID cards must be turned back in to the principal/supervisor with your keys when you leave employment with the district.

## **CRISIS PLAN**

The master crisis response plan and floor plan for each building is to be reviewed/revised annually, with one copy to be kept on file in the principal's office, a copy to be kept at the Rockwell Administration Center office, and a copy to be provided to the appropriate emergency responders. Building Principals shall train staff to implement the building plan. As necessary, students and parents will be informed about details of the plan.

## **Discipline: Progressive Discipline Policy and Procedure**

### **Purpose**

Our progressive discipline policy and procedure is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. It has been designed consistent with our organizational values, HR best practices, and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. The District Administration reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching, counseling and/or training, the employee's work record and the impact the conduct and performance issues have on our organization.

### **Procedure**

#### ***Step 1: Verbal Warning***

Step 1 creates an opportunity for the immediate supervisor to speak with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or violation of district policies and procedures. The verbal warning will be documented by the supervisor using the district Disciplinary Notice form and placed in the employee's personnel file. The employee should submit, sign, and date any written comments that the employee desires to accompany the verbal warning.

### **Step 2: Written Warning**

If any problem arises which, in the discretion of the employee's supervisor, is serious enough to warrant a written warning, the supervisor will meet with the employee and review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. The written warning and corrective procedures will be documented by the supervisor and employee using the district Disciplinary Notice form and placed in the employee's personnel file.

### **Step 3: Final Written Warning**

Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, through the Progressive Discipline Policy steps 1 and 2, a final written warning may be issued. The district Disciplinary Notice form will be completed and placed in the employee's personnel file.

### **Step 4: Termination of Employment**

The last and most serious step in the progressive discipline procedure is termination of employment. Generally, District Administration will try to exercise the progressive nature of this policy by first providing warnings and a final written warning before proceeding to termination of employment. However, District Administration reserves the right to combine and skip steps depending upon the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

*Nothing in this policy provides any contractual rights regarding employee discipline or counseling nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Hays Unified School District No. 489 and its employees.*

### **Performance and Conduct Issues Not Subject to Progressive Discipline**

Behavior that is illegal is not subject to progressive discipline and may be reported to local law enforcement. Theft, intoxication at work, fighting and other acts of violence are also not subject to progressive discipline and may be grounds for immediate termination.

## **APPROPRIATE USE OF EQUIPMENT AND SUPPLIES**

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited.

## **INTELLECTUAL PROPERTY**

See negotiated agreements.

## SECURE FILES

All employees must secure files containing confidential information.

## COPYING AND DUPLICATING

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

The following guidelines are based on copyright law, guidelines from the United States Copyright Office, and *Technology and Learning* magazine Copyright and Fair Use Guidelines for Teachers. This is intended to be a working document. If you have additions, corrections or subsequent guideline please send them to the Curriculum & Instruction Office of USD 489.

### Guidelines for Copying

#### Permissible

##### Single Copying for Teachers

- A chapter from a book
- An article from a newspaper or periodical
- 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

##### Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- Copying meets the test of brevity and spontaneity
- Meets the cumulative effect test
- Each copy includes a notice or copyright

#### Definitions

##### Brevity

- Poetry
  - A complete poem, if less than 250 words and printed on not more than 2 pages or
  - An excerpt from a longer poem of not more than 250 words
- Prose
  - A complete article, story or essay of less than 2500 words or
  - An excerpt from any prose work of not more than 1000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words
- Illustration: One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue
- "Special" works: illustrated stories that fall short of 2500 words in their entirety may not be produced in their entirety; however, an excerpt of not more than 2 of the published pages and not more than 10% of the words in the text

##### Spontaneity

- The copying is at the instance and inspiration of the individual teacher and

- The inspiration and use are so close in time that it would be unreasonable to expect a timely reply to a request for permission

#### Cumulative Effect

- The copying of material is for only one course in the school
- Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term
- Not more than 9 instances of such multiple copying for one course during one class term
- Current news periodicals and newspapers are excepted from the last two bullets above

#### **Prohibitions to Copying**

- Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works.
- There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- Copying cannot:
  - Substitute for the purchase of books, publishers’ reprints or periodicals
  - Be directed by higher authority
  - Be repeated for the same item by the same teacher from term to term
- Students cannot be charged beyond the actual cost of the copy

### **Music Guidelines**

#### **Permissible Copying of Music**

- Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies be substituted in due course
- For purposes other than performance, multiple copies may be made but
  - Can’t comprise a part of the whole which would constitute a performable unit
  - Can’t be more than 10% of the work
  - Only one copy per student
- A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the school or teacher
- A single copy of a sound recording owned by the school or teacher for the purpose of construction aural exercises or examinations

#### **Prohibited Copying of Music**

- Copying to create or replace or substitute for anthologies, compilations or collective works
- Copying from works intended to be “consumable” such as workbooks, exercises, standardized tests and answer sheets
- Copying for performance (except as emergency noted above)
- Copying for the purpose of performance of substituting for the purchase of music (except as noted above)
- Copying without inclusion of the copyright notice

#### **Helpful Links**

- [www.copyright.gov](http://www.copyright.gov)
- [www.copyright.com](http://www.copyright.com) (Has permission request)

- [www.techlearning.com](http://www.techlearning.com)
- <http://www.copyright.gov/circs/circ21.pdf>

## **TRANSPORTATION REQUESTS**

Request for use of district transportation should be made online from the transportation page on the district website at: <http://secure.usd489.com/transportation/>.

## **WORK STUDY PROGRAM**

Participation by students in a work-study program will be handled by the superintendent or designated representative on an individual basis. The superintendent or designated representative shall develop guidelines for use in approving/rejecting applications from students or the business community for participation in a work-study program.

## **HOSPITAL/HOMEBOUND INSTRUCTION**

It is the responsibility of the district to educate all school-age children who are located within the district. Therefore, if a child is unable to attend school because of a lengthy illness or other causes, the parents may request hospital/homebound instruction. The Assistant Superintendent for Special Education is responsible for this instruction.

## **INSTRUCTIONAL RESOURCES & FEES**

### A. Workbook/Materials Fee

All students enrolled in a USD 489 elementary, middle or high school must pay the workbook/materials fee. Only those individuals who have an approved waiver are exempted from paying the fee.

Students enrolling through the 1<sup>st</sup> quarter of school are charged 100%.

Students enrolling after the 1<sup>st</sup> quarter through the end of the 2<sup>nd</sup> quarter are charged 75%.

Students enrolling during the 3<sup>rd</sup> quarter are charged 50%.

Students enrolling during the 4<sup>th</sup> quarter are not charged.

The above schedule applies to workbook/materials fee ONLY. The full Technology Fee is to be charged regardless of when the student enrolls.

### B. Technology Fee

The Board of Education establishes the technology fee on an annual basis.

### C. Fee Waivers

The Board of Education has authorized a fee waiver procedure for students from households meeting specific income eligibility guidelines.

### D. Refunds

Students who have paid the full workbook/materials fee and then withdraw completely from USD 489,



may, upon request, have a refund based upon the following timeline:

Students leaving through the 1<sup>st</sup> quarter of school may be refunded 100%.

Students leaving after the 1<sup>st</sup> quarter through the end of the 2<sup>nd</sup> quarter may be refunded 75%.

Students leaving during the 3<sup>rd</sup> quarter may be refunded 50%.

Students leaving during the 4<sup>th</sup> quarter are not eligible for any refund.

There will be no refund of the Technology Fee at any time.

E. Lost Books

The workbook/materials fee does not cover the cost of any book or property checked out to a student and subsequently reported as lost. The costs of lost materials will be determined at the time the report of loss is made.

F. Part Time Students

Students who are initially enrolled in less than a full time schedule will be charged workbook/material fees at a rate that matches the ratio of the number of classes that they are enrolled in to a full time schedule. A full time schedule is considered to be the number of hours that are offered to all students of that building during the normal school day.

## WELLNESS GUIDELINES

USD 489 is committed to providing a school environment that enhances learning and development of lifelong wellness.

A. Nutrition

School Meals, After School Snack Program and A La Carte Sales

USD 489 will provide nutritional and appropriate options in accordance with current nutritional standards. School meal and snack programs will comply with standards identified in the Student Wellness Guidelines.

1. Vending

Beverage and snack vending shall be allowed as identified in the Student Wellness Guidelines.

2. During School Day

Food offered during the day as classroom rewards, for class parties, celebrations and fund raisers should include those foods that meet the guidelines for a la carte as defined in the Student Wellness Guidelines.

B. Physical Education

The district shall provide a physical and social environment that encourages safe and enjoyable physical activity for all students while focusing on maximizing the time spent in vigorous physical activity.

All students shall have the opportunity to participate in moderate to vigorous physical activity on a regularly scheduled basis each school week during the year. Opportunities to learn about and participate in lifelong activities will be explored.

## **SCHOOL FOOD SERVICE PROGRAMS**

Students will remain at the school through the lunch period. Food will be eaten in the designated area according to the schedule established by each building principal. Food may be purchased at the food service program, or food may be brought from home. Milk may be purchased to supplement lunches brought from home.

An emergency exception from the above regulations will be made only for specific instances in the same manner in which a student may be excused from a class.

## **ADMINISTRATIVE EXCEPTION**

Any contractual arrangements approved by the board of education shall supersede those provided in this handbook.

## **AMENDMENT TO POLICIES**

The board, at all times, reserves the right to add to, delete from, alter, or amend those policies contained in this Personnel Policies for Certified Administrators handbook.

## **LIMITATIONS**

Nothing in these policies or handbook is intended, nor should be construed as a contract of employment, nor shall these policies be deemed to create any promise or expectation of continued employment on the part of any employee. This administrative handbook of policies is not all-inclusive.

## **NOTICE OF NONDISCRIMINATION**

Hays USD 489 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age. Persons having inquiries may contact the school district's coordinator at Rockwell Administrative Center, 323 W. 12<sup>th</sup> St., Hays, Kansas, 67601, 785-623-2400.

## **ACTIVITY FREE TIMES**

Wednesday evenings after 6:00 p.m. and Sundays are considered to be activity free time. School activities and practice sessions are not to be scheduled without the prior approval of the principal.

## **ASSEMBLY PROGRAMS**

### **Definition**

An assembly is the bringing together of a group of students from multiple classrooms for a special program. Assemblies may involve one or more grade levels, an entire school, or more than one school.

### **Purpose**

Assemblies are to have well-defined goals tied to the district curriculum. They are to be within the

emotional, intellectual, and social capacities of the students. Assemblies could include, but are not limited to:

- “Pep” or “spirit” assemblies
- Fine arts assemblies, such as dance or music performances
- Storytelling
- Assemblies encouraging health and wellness
- Impromptu assemblies addressing events of significance.

In order to prepare students for effective citizenship and to provide opportunities for critical thinking, the district encourages an impartial study of issues in a learning environment as free from prejudice as possible. A topic typically becomes controversial when different values are brought to bear on a particular set of facts and circumstances. If a controversial topic is to be addressed in an assembly, there should be, if possible, appropriate materials and follow up activities that examine various sides of the topic. Special care is to be taken to ensure assemblies are respectful of families and children with diverse beliefs, cultures, and values. Assemblies are not to endorse, advance, or promote any particular religion or religious practice. Assemblies are also not to express disapproval of, inhibit, or disparage any particular religion or religious practice.

#### **Responsibility for decision**

With administrative approval, outside speakers or performers may be invited to make special presentations at assemblies. This approval is to be granted by the appropriate building administrator (usually the principal) for an assembly involving only one school or by the superintendent for an assembly involving more than one school. The administrator making the decision is responsible for determining that the assembly content is appropriate, and researching the presenter’s credentials. When possible, references should be obtained and investigated. The administrator needs to ensure that presentations comply with board policy as well as federal and state law. When more than one school is involved, the superintendent may choose to delegate responsibility for validating the credentials of the presenter, but the superintendent is ultimately responsible for the decision. Administrators have the authority to interrupt or suspend the presentation at their discretion.

#### **Notification**

Notification of scheduled assemblies, including speaker name and content, will be provided to parents or legal guardians through electronic and/or printed material (such as district or school activity calendars, school newsletters, notes, e-mails, and websites).

Parents or legal guardians may request that their child be excused from an assembly. With administrative approval, high school students may also be given the choice to opt out of an assembly. Excused students will be required to participate in an approved alternative academic activity.

## **ACTIVITY FUND GUIDELINES USD 489 Activity Fund Guidelines**

The Activity Fund Guidelines are a part of the Administrative Handbook, which has been approved by the Board of Education and is therefore Board Policy. (also see BOE Policy DK)

#### **Responsibility for Activity Funds:**

The principal is responsible for the proper collection, disbursement, and control of all activity funds in each building. This responsibility includes the physical safeguard, accounting, administration, and disbursement of funds in compliance with District policy.

As the principal, your attitude and actions define the business environment of the school. It is vital that you do the following:

1. Maintain high standards of integrity and ethical values; do not compromise standards, procedures, or policies with regard to money matters.
2. Commit to the accounting procedures expected of all staff.

The principal shall be fully accountable for any shortages, deficits, or mismanagement of funds.

The following findings/violations shall be reported immediately to the Director of Accounting who will then report to the Executive Director of Finance and Support Services and Superintendent. The findings/violations will also be reported by the Superintendent to the Board for disciplinary action, which may include probation, suspension, and/or termination:

- Shortage of funds due to embezzlement.
- Shortage of funds due to substandard bookkeeping practices.
- Disbursements for loans to individuals.
- Bookkeeping errors involving falsification of records.
- Disbursement of funds for non-District expenditures.

The Superintendent will notify the Board of any other item he or she deems to be significant.

The most important thing to remember is that the use of school activity funds is *restricted*. These funds are not yours to lend, borrow, or spend in any way that you see fit. Use school activity funds only for the purpose for which those funds have been raised or allocated.

Income received from a specific group (student and faculty) should be expended for that group. The principal shall ensure that expenditures from these accounts are written for the intended purpose of the group and should not divert for other uses.

No expenditure of funds shall be approved by the principal unless sufficient funds are available in the appropriate activity account. Thus, no check shall be drawn on any account with a negative balance unless sufficient funds are available in the appropriate account.

**Internal Controls:**

- Auditors recommend implementing control procedures which separate the duties of authorization, recording, and custody. The person who authorizes the transaction should not reconcile the bank or sign the checks.
- Checks must be signed by an individual other than the person that approved the purchase order.
- Individuals listed as the payee on the check should not also be signing the check for the District.
- Cross-train staff members. It is vital that school business continues in the absence of any personnel.

**Cash Collections/Deposits:**

- Every dollar going into the activity fund needs to be able to be tracked until it goes out. The auditors recommend the use of either batch slips (listing cash receipts numbers, the total deposit, and a summary of account postings) or writing the receipt numbers, total deposit, and date deposited in the cash receipt book directly after the last receipt included in the deposit.

- Money from fund raiser/athletic/ticketed events is to be counted in the presence of two people.
- All monies should be deposited daily unless your total daily receipts are less than \$100, in which case make deposits no later than Friday afternoon. Never keep money in the school building over the weekend (HHS may use safe over weekend). Make sure that you initial all the checks before depositing them. The County Attorney requires all checks to be initialed for collection.
- Checks may be accepted only for the amount of purchase. Postdated checks are not acceptable.
- Personal check cashing by faculty members is prohibited.
- Cash collections may not be used for any purpose except to be deposited intact, in the same manner in which they were received.
- Make sure any money that is in the building is locked up until the funds are deposited.
- NO EXPENDITURES SHOULD EVER BE MADE USING UNDEPOSITED CASH!
- Restrict access to unused checks by locking them in a secure location.
- Any balances in the district fees accounts in the activity funds need to be transferred to the board office before June 30<sup>th</sup> of any year.
- If the bank returns a check, send a letter signed by the principal stating a deadline when they need to bring cash for it. If they don't take care of it by the stated time, submit it to the Director of Accounting immediately for collection.

**Athletic/Ticketed Events:**

There should be proper accounting for admission fees charged for all events. The tickets should be controlled and safeguarded from the point of the Ticket Control Log through the point of issuance. The Ticket Control Log should be maintained as an audit trail of available tickets.

When funds from ticket sales are collected, they should be—along with unsold tickets—reconciled to the Ticket Control Log.

When ticketed events are in a different location from the school, all monies should be placed in a lock bag and immediately dropped in the bank's lock box to be picked up on the next day school is in session—then to be counted and balanced with number of tickets sold. Two individuals should be involved with the counting of all cash received from gate receipts.

If the ticketed events are not in the school, the District should use a locked bank bag to transport the gate receipts to the financial institution (HHS may use safe only for weekend activity receipts).

If the ticketed events are in the school, all monies should be locked in the school's vault to be counted and balanced with number of tickets sold the next day school is in session.

**Fund Raising Activities:**

All fund raising activities involving a vendor or requiring public solicitation must first be approved by the principal.

The student activity funds sponsor will be held responsible for any student activity fund entrusted to them. The sponsor will reimburse the student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures.

**Purchase Orders/Expenditures:**

- Under no circumstances should purchases be made without proper approval.

- All purchase orders should be filled out completely with required signatures. Individuals requesting the expenditure should not approve the request. Individuals should not approve their own reimbursements. Non-employees cannot sign purchase order requests.
- Three people are to be involved in the purchase order/check process:
  - The person making a request;
  - The second different person authorizes it; and
  - A third different person signs the check
- All purchase orders are to have adequate supporting documentation attached to them. This could include an invoice, receipt, etc.
- Blank checks should never be pre-signed.
- When district employees purchase meals, they need to submit a detailed receipt of their meals to the activity fund secretary. Employees should also note who was present at the meal and the purpose of the meal. This documentation should be included with the purchase order. Employees should also follow proper tipping etiquette. Do not tip excess dollars.
- Unified School District No. 489 is a tax exempt entity, and is therefore exempt from paying sales tax. The District should take every effort possible to take advantage of this. Staff should go through the appropriate channels for expenditures, instead of paying for the item directly and then requesting reimbursement, often with sales tax. While the amounts may seem immaterial, the total adds up throughout the year.
- All expenditures from activity funds must be made by check. No expenditures should be made using undeposited cash.
- Confer with the Director of Technology before purchasing computers and computer supplies.
- Monthly financial reports shall be prepared and submitted to the Director of Accounting.

**Refunds:**

All refunds should be made by check. If a large number of small refunds are needed, a check may be written to cash and disburse to individual students. Supporting documents should list the names of those who received the refunds with their signatures.

**High School Class Accounts:**

Class accounts should be established on the basis of the graduation year so that balances would automatically follow the class until graduation. Graduating class accounts should be closed at the end of the fiscal year of which they graduate. Any remaining balance may be spent on projects identified by the graduating class, and approved by the building administration that benefit Hays High School. Any money remaining in this account on December 31<sup>st</sup> of the year the class graduates may be transferred to the School Improvement Fund, the next graduating class, or the incoming freshman class.

**Prohibited School Activity Fund Expenditures:**

- Dues/Membership in private/professional organizations nationally, state, or locally (exemptions per Superintendent).
- Booster Club Fundraisers
- Gratuitous expenditures including cash awards, gifts, gift certificates, or flowers to employees, sponsors, parents, and other non-students.
- Benevolence, Retirement Gifts, etc. using the principal's fund (retirement plaques exempted).
- Alcoholic Beverages

- Purchases for personal use by employees.

### **Benevolence/Social Funds:**

Social funds are defined as funds generated or contributed solely by school personnel to be utilized and expended at the school's discretion. All expenditures for hospitality, condolence, or any other purpose for the sole benefit of the school personnel shall be paid out of social funds.

Principals may at his/her discretion use funds from the social fund to purchase flowers in the event of an employee's or student's death, gifts for special occasion, e.g. baby showers, retirements, birthdays, etc.

*\*\* Note social funds are not activity funds.*

Payments and gifts to employees are not permitted from the school activity funds.

### **Transfer of Funds:**

Periodically it may be necessary to adjust accounts due to errors in posting or to record the transfer of funds between accounts. All transfers must be approved and initialed by the principal, Director of Accounting, or designee.

### **Purchases/Donations:**

All property purchased with individual school funds—or donations to the school—is the property of the Unified School District 489 and may not be sold, traded-in, or otherwise disposed without the authorization of the Board of Education. In addition, all such equipment shall be accounted for in accordance with the district's Fixed Asset Guidelines. Public property may not be taken from the school premises for personal benefit.

### **Booster Clubs, Home and School Associations, etc.**

Booster Clubs, Home and School Associations, etc. shall manage their own finances when conducting fundraising activities and may make donations to the school as they elect. Such contributions shall be expended at the discretion of the principal. The principal, secretary, or other staff member should not be involved in receipting, depositing, or accounting for activities of any parental group or outside organization during the school hours.

## **CREDIT CARD PURCHASING GUIDELINES**

(Also see BOE Policy DJEG)

1. A Requisition is to be submitted to the Central Office through your building principal and lead secretary. DO NOT make your purchase with the credit card before the purchase order is issued from the Central Office. NOTE: If your request is from a website, include a printed copy from the website with the item information, and indicate the website address on your requisition form. The Central Office will be responsible for ordering off the website.
2. The purchase order will be issued from the Central Office and copies sent to the schools.
3. Check out the credit card from your lead secretary. ONLY THE LEAD SECRETARY IS TO HAVE THE SCHOOL CREDIT CARDS. You will need to sign for the issuance of the credit card. This check out system is required by the auditor and for tracing credit card use if necessary.

4. If you are making a purchase at Wal-Mart, you will need to be sure to take the tax-exempt card.
5. Take the credit card and the copy of the purchase order to the store.
6. Sign and staple the store receipt to the copy of the purchase order and return both that and the card IMMEDIATELY to the lead secretary (same day if possible).
7. Only USD 489 employees can use these cards. STUDENT USE OF CREDIT CARDS WILL NOT BE ALLOWED.
8. If a card is lost, stolen, or damaged, please notify the Treasurer or Admin. Assistant to Executive Director of Finance and Support Services at the Central Office.
9. Failure to follow the above procedures may result in the loss of your credit card privileges.

#### **OVERTIME - WORKING AT HOME**

For employee's eligible for overtime, all overtime must be approved in advance and in writing by the classified employee's supervisor. The approval must include the number of overtime hours approved and the reason for the overtime. This written approval must be attached to the classified employee's time sheet. Each employee must accurately record his or her own time that is actually worked for each pay period.

Unauthorized overtime work is prohibited by this policy. However, prohibition of unauthorized overtime does not avoid the requirement for the district to pay if it is actually worked. Corrective or disciplinary action may be taken with the employee up to and including termination of the employee.

Employees eligible for overtime are not authorized to work at home under any circumstances. Issues involved include lack of verification of work completed and confidentiality issues.

#### **FACEBOOK, MYSPACE, INSTANT MESSENGER - OTHER SOCIAL NETWORKING WEBSITES**

The Superintendent and 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, or via cell phone, texting or telephone.
2. Inappropriateness of posting items with sexual content.
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol.
4. Monitoring and penalties for improper use of district computers and technology.

The superintendent or designees may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites and on-line social networking websites is discovered, the Superintendent may consider the possibility of disciplinary measures up to and including dismissal from employment.

#### **CONTACTING BOARD ATTORNEY, GUIDELINES FOR BUILDING PRINCIPALS**

1. Building Principals must contact the Superintendent/designee prior to contacting the Board



- Attorney.
2. Principals will discuss with the Superintendent/designee the circumstances requiring involvement of the Board Attorney.
  3. The Board Attorney will follow-up with an e-mail to the Superintendent/designee after discussing an issue with a Principal.

### **WEAPONS – PROCEDURES/GUIDELINES FOR INCIDENTS**

- A. If a student is found to be in possession of a weapon at school, on school property or at a school sponsored event, the administrator shall do the following:
  1. Law Enforcement shall be called.
  2. Confiscation of the weapon or police will assist to safely confiscate.
  3. Parents/Guardians shall be contacted and informed of situation.
  4. The Superintendent-designee shall be notified as soon as possible.
  5. An emergency suspension will be assigned.  
The Building Principal will file an incident report with the Superintendent/designee as soon as possible.
  6. After the situation has been thoroughly investigated, the Building Principal shall make a recommendation to the Superintendent/designee.
- B. Schools shall cooperate with all law enforcement officials in support of this policy.
- C. See BOE Policy JCDBB – Weapons  
Also see JDD – Suspension & Expulsion Procedures  
Also see EBC – Security & Safety  
Also see KGD – Crowd Control at School Sponsored Activities  
Also see K.S.A. 72-89a01 – Weapon-Free Schools (below)

- 
- **72-89a01: Definitions.** As used in this act:

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(a) "Board of education" means the board of education of a unified school district or the governing authority of an accredited nonpublic school.

(b) "School" means a public school or an accredited nonpublic school.

(c) "Public school" means a school operated by a unified school district organized under the laws of this state.

(d) "Accredited nonpublic school" means a nonpublic school participating in the quality performance accreditation system.

(e) "Chief administrative officer of a school" means, in the case of a public school, the superintendent of schools and, in the case of an accredited nonpublic school, the person designated as chief administrative officer by the governing authority of the school.

(f) "Federal law" means the individuals with disabilities education act, section 504 of the

rehabilitation act, the gun-free schools act of 1994, and regulations adopted pursuant to such acts.

(g) "Secretary of education" means the secretary of the United States department of education.

(h) "Weapon" means (1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any weapon described in the preceding example; (3) any firearm muffler or firearm silencer; (4) any explosive, incendiary, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than 1/4 ounce, (E) mine, or (F) similar device; (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (7) any bludgeon, sandclub, metal knuckles or throwing star; (8) any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; (9) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. The term "weapon" does not include within its meaning (1) an antique firearm; (2) any device which is neither designed nor redesigned for use as a weapon; (3) any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; (4) surplus ordinance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10 of the United States Code; (5) class C common fireworks.

**History:** L. 1995, ch. 27, § 1; L. 1996, ch. 141, § 1; L. 1999, ch. 124, § 3; L. 2001, ch. 119, § 3; July 1.

### **USD 489 DRESS CODE - STUDENTS**

This dress code is intended to promote appearance that refrains from interference with the intended function of the school or school activity or creates potential health and safety hazards. Neatness and cleanliness of personal hygiene is encouraged at all times.

- For reasons of health and safety, shoes must be worn
- Except in those situations where approved by a school-sponsored group or activity in advance of an activity, headgear (examples: hats, caps, bandanas, sunglasses, stocking caps, head covering) should not be worn in the building until the dismissal bell rings. Hair, particularly at the middle school, should be a natural color.
- Items of apparel that are considered distracting, unsafe, offensive, revealing, or suggestive (direct or indirect reference to alcohol, drugs, sex, profanity, gang affiliation, Satanism, tobacco, etc.) should not be worn.
- No bare backs or shirts which expose stomachs are permitted.

Students dressed inappropriately may be asked to secure the proper attire before returning to class. Coaches and sponsors of extracurricular activities may individually set additional guidelines to serve the best interests of their organizations. Appropriateness of dress and appearance will be determined by and enforced by the administration on an

individual basis.

### **DISTRICT LEADERSHIP TEAM**

The District Leadership Team will replace the Curriculum Council. The District Leadership Team will:

- Guide the School Improvement Process,
- Work to implement MTSS,
- Assume the duties of the Curriculum Council.

Membership will be made up of Building Principals & Staff and the Superintendent.

### **IPAD SUMMER CHECKOUT**

USD 489 allows an iPad to be taken home for the summer based on the stipulation outlined below:

1. The intended primary use of the device is instructional and that all use of the iPad must abide by the District's Acceptable Use Policy and is subject to review by the District at any time.
2. There is no expectation of privacy in the use of the iPad and its contents.
3. Reasonable care in the operation and handling of the iPad is expected.
4. The iPad is to be kept secure when not in use.

Your use of the District iPad is for educational purposed only. It is not to be used for personal use or financial gain. Any personal use of the iPad could trigger taxable consequences with the IRS.

# APPENDICES

Appendix A  
District Compliance with Title IX, Section 504, Title VI, Americans with Disabilities (ADA)

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## *Appendix A*

### **District Compliance with Title IX of the Education Amendments of 1972, Section 504 - The Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and The Americans with Disabilities Act of 1990.**

#### **Introductory Statement**

The Unified School District No. 489, Ellis County, Hays, Kansas, does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion in admission or access to, or treatment or employment in, its programs and activities.

It is the intent of the Unified School District No. 489, Ellis County, Hays, Kansas, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents/guardians, and employees who feel discrimination has been shown by the local education agency.

Title IX of the Education Amendments of 1972 dictates the prohibition of sex discrimination in all facets of education in the United States.

Section 504 of the Rehabilitation Act of 1973 provides that "no otherwise qualified handicapped individual shall, solely by reason of said handicap, be excluded from the participation in, denied the benefits of, or be subject to discrimination under any program actively receiving federal financial assistance."

Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the regulation of the Department of Health, Education, and Welfare (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the regulation, provide that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance.

The Americans with Disabilities Act of 1990 provides that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

The board of education recognizes its obligations to comply with the directives and the intent of this legislation in all of its policies, rules, actions, activities, and programs.

#### **Directive to the Superintendent of Schools**

The superintendent of schools shall recommend annually an individual to be approved by the board of education to serve as district compliance officer to investigate all matters pertaining to this policy. The superintendent of schools shall serve as an appeals officer.

#### **Complaints About Discrimination**

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 district compliance officer is 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.

Information concerning the provisions of these acts, and the rights provided thereunder, are available from the compliance officer.

Complaints by an employee should be addressed to the employee's supervisor or the compliance officer. Complaints by a student should be addressed to the student's school principal or the compliance officer. Complaints by any other person alleging discrimination should be addressed to the school principal or the compliance officer. Complaints about discrimination will be resolved through the following complaint procedure:

1. A complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. The complaint should be filed within 30 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing. However, this is not to be construed as setting a time limit on complaints under Appendix A - Title IX or Appendix B - Sexual Harassment.
2. If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board of education shall appoint an investigating officer. In other instances, the investigation shall be conducted by the superintendent or appointee. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit evidence, written or oral, relevant to the complaint to the investigator.
3. A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than fifteen (15) days after the filing of the complaint.
4. Records relating to complaints filed and their resolution shall be maintained in a confidential manner by the compliance officer.
5. The complainant may appeal the resolution of the complaint to the superintendent, or to the board of education president if the complaint was against the superintendent. The request to appeal the resolution shall be made within 5 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 20 days after the appeal is filed.
6. Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies.

### **Dissemination**

At least once annually the superintendent will post copies of this policy on all student bulletin boards in each school and will deliver a copy of this policy to each employee.

All school publications, memoranda, handbooks, advertisements and application forms will include a statement of recognition of this policy, (revised 10/18/04)

## *Appendix B*

# **Sexual Harassment**

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 will not be tolerated by 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, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to 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 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. 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 an 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 that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance officer as designated annually by the board of education.

Employees who do not believe that the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure (see Appendix A - Title IX).

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, persuasiveness 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 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.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent/guardian and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, (revised 2/15/99)



## *Appendix C* **Civility Policy**

Unified School District No. 489 believes interactions among individuals should be of a positive and productive nature. In accordance with this belief, it is the policy of the Hays Public School district for its board members and employees to treat everyone-fellow board members, employees, students, parents/guardians, patrons, visitors, anyone having business with the district-with fairness and respect. The district also expects that anyone having interaction(s) with employees of the district will treat them with professionalism, courtesy, dignity, and respect.

What is "Civil Behavior"?

It is our policy, in accordance with the law and accepted rules of a civil society, to maintain an environment which is legal, ethical, and non-abusive. The policy is not intended to deprive anyone of his/her right to freedom of expression; its intent is to maintain a reasonable and safe environment for all.

- Civil behavior is polite. Even when we disagree with each other, we can be polite. Remember: civility is often verbal, but it can be nonverbal as well.
- Civil behavior is controlled. When we are civil, we allow reason and respect to control our behavior.
- Civil behavior is the best means of accomplishing one's goals through self-expression, persuasion, and acknowledgment of others.

What behaviors are uncivil?

These behaviors are uncivil. It can occur in person, on the phone, on voice mail, in writing, or in e-mail.

- Physical or verbal threats, overt or implicit.
- Behaviors that are coercive, intimidating, violent, or harassing.

Examples of uncivil behavior.

Uncivil behavior includes, but is not limited to:

- Use of profanity
- Personally insulting remarks
- Attacks on a person's race, gender, nationality, or religion

How to respond civilly to people who are uncivil:

First, remember that the policy of the Hays Public School district opposes uncivil behavior. If you feel you have been the object of such behavior:

1. Use your best interpersonal skills to return the conversation to a civil tone.
2. End a phone conversation or a personal interaction. Politely but firmly express your belief that the tone of the interaction has become unproductive. Indicate your intention to refer the issue to a third party (e.g., the supervisor of the alleged offender).
3. If evidence of the allegations of uncivil behavior exists, save it (notes, e-mails, voice mails).
4. If appropriate, ask a principal or supervisor to join a conversation that is going in the wrong direction.
5. Follow through by referring the issue to an appropriate person and filing an incident report form, if necessary. Employees may want to refer the issue to the supervisor of the alleged offender. Parents/guardians may follow up with a principal. Students can speak with a principal, teacher, or student support staff.



**Hays Unified School District**  
323 W. 12<sup>th</sup> Street  
Hays, KS 67601  
(785) 623-2400 Office  
(785) 623-2409 Fax  
[www.usd489.com](http://www.usd489.com)

**USD 489 Hays Public Schools**  
**REPORT OF A VIOLATION OF THE DISTRICT CIVILITY POLICY**

*This report may be used for filing or receiving a complaint. Please complete all portions of the form. Additional pages may be attached. File this report with the supervisor of the alleged offender.*

1. Name of the person(s) reporting the violation:
2. Name of the person(s) whom the complaint is being made:
3. Please describe the nature of the violation of the Civility Policy:
4. Witnesses or others with information regarding the incident:
5. Explain what efforts have been made to resolve the difficulty. Please be specific

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

Complaint received by: \_\_\_\_\_ Date: \_\_\_\_\_

*Action taken regarding this report:*

*Appendix D*  
**HIPAA POLICY**

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

Staff Training Required

The district shall provide appropriate and timely professional development activities regarding HIPAA requirements.

Compliance Required

All staff shall abide by HIPAA requirements and maintain the confidentiality of protected health information. The district shall provide notice to staff and students as required by law. (Adopted 10/18/04)

## ***Appendix F*** **Anti-Bullying Policy**

### *Background:*

Bullying on USD 489 property, in a USD 490 vehicle or any USD 489-sponsored activity or event is prohibited. The Superintendent of USD 489 shall develop a plan to address bullying on USD 489 property, in USD 489 vehicles and at USD 489-sponsored activities and events. The plan shall include provisions for training and education of staff and students. The plan shall be submitted to the Board of Education for its approval. When approved, the Superintendent shall assure that the plan is implemented.

*As used in this Policy, the following definitions apply:*

"Bullying" means:

(A) Any intentional gesture or any intentional written verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property
- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

(B) Any other form of intimidation or harassment prohibited by any policy of USD 489.

"School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

## *APPENDIX G*

# Internet Safety Policy

USD 489 utilizes a wide variety of devices and computer systems with Internet capable access. The purpose of these systems is to facilitate information and resources in support of education and research that is consistent with educational objectives and the outcomes for USD 489. The district's Internet Safety Policy will follow the guidelines set forth by the Children's Internet Protection Act ("CIPA") and Neighborhood Children's Internet Protection Act ("NCIPA"). The Internet Safety Policy will apply to students, staff, and anyone else that accesses the USD 489 network or computer systems.

The school district will employ an Internet filtering mechanism as a technology prevention measure to block access to material deemed as pornographic, child pornography, obscene, or otherwise harmful to minors. The organization does not warrant the effectiveness of Internet filtering. Acting as an agent of USD 489, the district systems administrator and Director of Technology are responsible for management of Internet filtering mechanism.

It shall be the responsibility of all members of the USD 489 staff to educate, supervise, and monitor appropriate usage of the computer network and access to the Internet in accordance with this policy. It is also their responsibility in educating minors on appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, cyber bullying awareness and response, safe usage of electronic mail, instant messaging, and other forms of direct electronic communications.

The privacy of users is limited and the school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review any and all technology systems accessed by users. Such monitoring may be conducted without notice.

The use of district technology systems is a privilege and may be revoked at any time. Failure to adhere to network policies and rules may subject users to warnings, usage restrictions, disciplinary actions, or legal proceedings. USD 489 is not responsible for any actions taken by the users or any loss of information by the user. Acting as an agent of USD 489, the administration will determine whether or not specific use of the technology systems is appropriate and/or consistent with acceptable use. This decision is final.

Prohibited User Activity may include but is not limited to:

- Accessing material deemed as pornographic, child pornography, obscene, or otherwise harmful to minors.
- The act of circumventing, tampering, disabling, or relaxing the Internet filter is strictly prohibited except by authorized technology personnel for bona fide research or other lawful purposes.
- Using the technology systems to disrupt the activity of others, to harass or discriminate against others. (e.g., "cyberbullying").
- To gain unauthorized access to computer systems or programs, or to initiate any type of malware or virus in any computer system or program. (e.g. "hacking").
- Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics or sound on the computer system or in any electronic communication.
- Student should not reveal any personal, confidential, or private information about themselves or another individual such as home address, phone number, etc. Staff should not reveal any personal, confidential, or private information about students as to comply with the "Family Educational Rights and Privacy Act" (FERPA)
- Access to social networking websites or chat room web sites is prohibited except for sites that have been

approved by administration as educationally appropriate.

- Representing oneself as someone other than who you are, including using someone else's account number or password. (e.g., "fraud", "identity theft")
- Allowing someone else to use your account number or password with the exception of authorized technology personnel.
- Vandalism, damaging equipment, or intentionally wasting resources. This includes physical damage as well as digital damage, such as deleting data or defacing district websites and computer systems.
- Removing hardware and/or software from the premises without prior authorization.
- Violating any federal or state copyright or unfair trade law. This includes the unauthorized downloading or storing of copyrighted music and movies.
- Violating any federal, state, local, common law, or criminal law.
- Conducting any activity that exposes the district to litigation or expenses.
- Violating any laws that might suggest libel or slander.
- Personally benefiting from the sale of "User-Developed Subject Matter" created while under the supervision or employment of USD 489.

**I understand and will abide by the guidelines outlined in this Internet Safety Policy. I understand that any violation of this agreement will result in disciplinary action or legal proceedings.**

APPENDIX H  
Nondiscrimination Statement

**Hays Unified School District  
489 Ellis County**

Unified School District 489, Ellis County, Hays, Kansas does not discriminate on the basis of race, color, national origin, sex, age, disability, or handicap in admission or access to, or treatment of employment in its programs and activities.

It is the intent of Unified School District 489, Ellis County, Hays, Kansas, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

If you have questions regarding the above, please contact the Title IX Coordinator or the Section 504 Coordinator:

**Superintendent of Schools  
323 West 12<sup>th</sup> Street  
Hays, Kansas 67601  
(785) 623-2400**

**APPENDIX K**  
**Employee Accident Report Form**

Name of Employee \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Home Address \_\_\_\_\_ ZIP \_\_\_\_\_  
*First Middle Last*

Social Security No. \_\_\_\_\_ Birthdate \_\_\_\_\_ Home Phone \_\_\_\_\_

Marital Status: \_\_\_\_\_Single \_\_\_\_\_Married \_\_\_\_\_Divorced \_\_\_\_\_Widow/Widower

Employee's Occupation \_\_\_\_\_ Working Hours/Day \_\_\_\_\_

Date of Injury \_\_\_\_\_ Time of Injury \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

Place of Accident \_\_\_\_\_ First Date of Disability \_\_\_\_\_

How did the accident occur and what was the cause? \_\_\_\_\_

What was the employee doing when injured? \_\_\_\_\_

Name of substance or object that directly caused injury? \_\_\_\_\_

Describe in detail the nature and extent of injury, and indicate part(s) of body involved. \_\_\_\_\_

What could be done to prevent this type of accident from happening again? \_\_\_\_\_

Name of witness to the accident \_\_\_\_\_

Was employee admitted to hospital? \_\_\_\_\_ Date \_\_\_\_\_ Emergency Room Only \_\_\_\_\_

Hospital and address \_\_\_\_\_

Name and address of attending physician \_\_\_\_\_

Have you returned to work? \_\_\_\_\_ If so, give date \_\_\_\_\_

**I verify that the above information is correct to the best of my knowledge.**

\_\_\_\_\_  
**Signature of Employee** **Date**

\_\_\_\_\_  
**Signature of Principal/Supervisor** **Date of Report**

\_\_\_\_\_  
**Signature of Person who reviews accident report** **Date**

**Return Form to: Clerk – RAC – 323 W. 12<sup>th</sup> Street – Hays, Kansas 67601 – (785) 623-2400**



## *Appendix L*

# **ASBESTOS**

Dear Parents, Students, and Staff:

The Asbestos Hazard Emergency Response Act (AHERA) was enacted in 1986 by Congress to determine the extent of and develop solutions for asbestos-related problems within our schools.

USD 489 has developed and affected an Asbestos Management Plan for all school facilities within the district. This plan meets all the requirements enacted by federal regulations.

The district began implementation of the Management Plan in January of 1989. A three-year re-inspection of all district facilities is required by federal regulation and is conducted by a certified asbestos inspector. A three-year re-inspection was done in 2013, and another re-inspection is scheduled for spring 2016. Additionally, the district's Asbestos Program Manager conducts a semi-annual inspection. All asbestos conditions have been put into a non-friable state through removal or O&M repair. All repaired conditions will be managed in place through monitoring and inspections as indicated above. No additional removal is anticipated.

The Management Plan is available for your review in the main office of each school site and at the district's administrative office. All inquiries regarding the Management Plan will be directed to the Asbestos Program Manager, Mr. Francis Hammerschmidt, L.E.A.

The district continues to welcome contact and comments from its patrons. We plan to take whatever steps necessary to ensure your children and employees of the district have a safe and healthy environment in which to learn and work.

*Appendix L*

**ASBESTOS STATEMENT OF RECEIPT**

**TO:** Staff Members of Unified School District No. 489

**FROM:** Francis Hammerschmidt, LEA Designated Person  
Tracy Kaiser, Asbestos Management Supervisor

**RE:** Receipt of Asbestos Notification

My signature affirms that I have received a notice of asbestos containing materials in buildings of Unified School District No. 489.

My signature affirms that I understand that Inspection and Management Plans along with other required records are available in each school office as well as the Rockwell Administration Center at 323 West 12th Street, Hays, Kansas. I understand that these records are available to the public upon request.

Please sign and retain your copy. Turn in the school and central office copies.

**Employee Signature:** \_\_\_\_\_

**Employee Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**School:** \_\_\_\_\_

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

Copies: White - Central Office  
Yellow - School  
Pink - Employee

## *Appendix M*

### **Bloodborne Pathogen Information**

As a professional in our educational system you need to be aware of the potential dangers of bloodborne pathogens, which are diseases that may be carried in the blood. Examples are the Hepatitis B Virus (HVB), the Hepatitis C Virus (HCV) and the Human Immunodeficiency Virus (HIV or AIDS virus).

\*As required by OSHA, USD 489 has a plan, Exposure Control Plan for Bloodborne Pathogens, which works to reduce your risk of contracting a bloodborne disease while on the job. This plan is available from your school nurse or administrator.

\*Any employee experiencing a potential exposure to blood or other potentially infectious material must wash immediately with soap and water for several minutes and report the incident prior to the end of the school day to the building principal or supervisor and the school nurse.

\*Those employed in the following job classifications have a high risk of exposure to bloodborne pathogens. They will receive specific new employee training and will be offered the Hepatitis B Vaccination at no cost. All new employees in these job classifications need to promptly arrange a meeting with their school nurse.

\*School Nurses and Delegated First Aid Responders; Secretary to Health Services; Custodians; Athletic Trainer; First Aid Provider(s) for all athletic teams when trainer is not available; First Aid Provider(s) at each attendance center when the school nurse is not on site; Teachers, Professionals, and Paraprofessionals in Individual Instructional, Interrelated Self-Contained, and English as a Second Language (ESL) Classrooms; and Early Childhood and Head Start Direct Teaching Staff.

\*All other employees, not included in the high-risk category, will be required to attend annual training on bloodborne pathogens.

\*For further information see your school nurse. They have films, booklets, and protective equipment available, and can answer any questions you might have.

## *Appendix N*

### **DRUG-FREE WORKPLACE**

The use, possession, sale, distribution, dispensation or manufacturing of alcohol, illegal drugs, or any controlled substance, other than prescribed amounts of a prescription drug, during working hours on school property, or during school activities, or while operating school equipment or vehicles is prohibited by the district.

Reporting to work while impaired by the use of alcohol, illegal drugs or controlled substances or with any of those substances in the system is also strictly prohibited. Any violation of this policy may be grounds for immediate dismissal.

As a condition of employment in the district, employees shall: (1) abide by the terms of this policy; and (2) any employee who is convicted under a criminal drug statute for a violation occurring at the workplace shall notify the superintendent of the conviction within 5 days after the conviction.

Within 30 days after a notice of conviction is received the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action.

Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

The district shall keep employees informed of available district-sponsored drug and alcohol treatment and counseling programs.

Each employee of the District shall receive a copy of this policy.

All employees who are performing safety sensitive jobs for the district which require a commercial driver's license (CDL) as defined by the Omnibus Transportation Act of 1991 will be subject to drug and alcohol testing requirements as outlined in the district adopted plan. This plan is on file with the clerk of the board and is distributed to each appropriate employee in a safety sensitive position.

This policy incorporates the requirements of the federal regulations promulgated under the Drug-Free Workplace Act of 1988, Pub. Law 100-690, Sec. 5152 and the Omnibus Transportation Act of 1991. It is not intended to supplant or otherwise diminish disciplinary personnel actions, which may be taken under existing board policies or any negotiated agreements.

# *Appendix O*

## **EMPLOYEE RIGHTS AND RESPONSIBILITIES**

### **UNDER THE FAMILY AND MEDICAL LEAVE ACT**

#### **Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

#### **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

#### **Benefits and Protections**

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

#### **Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

#### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### **Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### **Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

### **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

### **Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

### **Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### **Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State Law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

# Appendix P

## CERTIFICATION OF HEALTH FOR SCHOOL PERSONNEL K.S.A. 72-5213

To be completed by the Applicant/Employee: (Form to become part of the personnel file)

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_ Birthdate \_\_\_\_\_

Job Title \_\_\_\_\_ Worksite \_\_\_\_\_

### Tuberculin Testing Results (To be completed by Health Care Provider)

Tuberculosis has been ruled out by

Test	Administered	Read	Result
Mantoux/PPD	_____	_____	_____ mm induration (Negative) (Positive)
Chest X-Ray	_____ (Negative/Positive)		

Administered by \_\_\_\_\_

Read by \_\_\_\_\_  
(Signature) (Health Facility)

#### Provider's Statement

I have, this date, examined \_\_\_\_\_ and find no evidence of any physical condition that would conflict with the health, safety, or welfare of the pupils or would prevent the individual from working in a safe and healthful manner. List limitations or restrictions, if any.

Comments \_\_\_\_\_

\_\_\_\_\_  
(Signature of Licensed Physician, Registered Physician's Assistant or Advanced Registered Nurse Practitioner)

\_\_\_\_\_  
(Exam Date)

\_\_\_\_\_  
(Address)

KSA 72-5213. Certification of health; (a) Every board of education shall require all employees of the school district, who come in regular contact with the pupils of the school district, to submit a certification of health on a form prescribed by the secretary of health and environment and signed by a person licensed to practice medicine and surgery under the laws of any state, or by a person who is registered as a physician's assistant under the laws of this state when such person is working at the direction of or in collaboration with a person licensed to practice medicine and surgery, or by a person holding a certificate of qualification to practice as an advanced registered nurse practitioner under the laws of this state when such person is working at the direction of or in collaboration with a person licensed to practice medicine and surgery. The certification shall include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test.

## *Appendix R*

### **Technology Loan Agreement**

1. The user agrees to follow all USD #489 regulations and policies governing the use of the computer as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
2. The computer is the property of USD #489. Therefore, USD #489 may terminate this loan agreement and ask for equipment to be returned for any reason. Equipment must be returned promptly when requested by school personnel. If the user withdraws from the school or employment is terminated prior to the end of the loan period, the computer is to be returned to school officials by the staff/student prior to withdrawal or resignation.
3. The user shall not remove or alter any USD #489 identification labels attached to or displayed on the computer, nor shall the user change identification within the computer, such as the computer name.
4. The user agrees to handle the computer carefully and protect it from potential sources of damage.
5. The user agrees to take care to keep the computer secure and safe. The user will assume the risk of loss by theft, destruction, or damage. If, during the loan period, the computer is damaged in a manner not covered by warranty or returned with any accessories missing, USD #489 may charge the user the lesser of the repair or replacement cost or a \$250.00 deductible per incident. Any accidental damage not reported within 30 days of incident may cause the user to be charged the full repair or replacement cost up to the original purchase price of equipment. If the computer is stolen or vandalized, the district will cover all but the \$250.00 deductible, providing that a police report is filed about the incident. If police report is not provided the user will be charged the replacement cost up to the original purchase price. By signing the loan agreement, the user agrees to be responsible for the deductible for each occurrence involving loss/damage to the computer, or the cost of repair for such damage, while in the user's possession.
6. The user must report theft (or suspected theft) of the computer, loss of the computer, damage to the computer, or malfunction of the computer to school personnel immediately.
7. Upon request, the user agrees to deliver the computer to USD #489 staff for technical inspection or to verify inventory or other information; this may include random screening. Computers may be monitored at any time and there is no right to privacy when using district technology.
8. Computers can be checked out for the summer for educational projects. The superintendent or principal will authorize check out for educational projects.



9. Equipment not returned by designated due date/withdrawal will accrue a late fee of \$5 per day. After five (5) consecutive days, if equipment is still not returned, it will be filed as missing and turned over to the proper authorities as felony theft.
10. USD #489 is not liable for lost data or time spent on data.
11. I have read and agree to abide by all USD #489 policies and regulations for the use of equipment including the Acceptable Use Policy Agreement and the Student Laptop Regulations. I accept responsibility for damage to or loss of the equipment listed below while in my possession. I understand that if the computer/loaner or any accessory is lost, damaged, or stolen I am responsible for the replacement cost or insurance deductible, whichever is less. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested by school personnel.

## *Appendix S*

### **Student Laptop Regulations**

- Only USD #489 laptop computers are allowed in the building during the instructional day unless approved by school officials.
- Students should not deface the laptop in any way. This includes but is not limited to marking, painting, drawing, or marring any surface of the laptop. All identification stickers must be removed before the laptop is returned.
- Do not leave the laptop unattended in hallways, classroom, lunchroom, unsecured locker or other unsecured school spaces. This practice also applies after-school during sports practices, musical rehearsals, or other after-school activities. If any student needs help finding a secure place after-school, he/she should ask the teacher/sponsor of the activity.
- Avoid walking in hallways with laptop open or screen up. Always keep the laptop secure as you are walking in the building or at your home.
- Do not leave computer unattended in vehicles. Avoid leaving computer in extreme hot or cold temperatures, such as in a car.
- Do protect the laptop LCD screen from damage from pointing, poking, or other abrasions. Do not touch the screen. Do not place any foreign objects on the keyboard (such as a pencil, pen, etc.) that could be smashed into the monitor screen when the top is closed. LCD screens can be cleaned with a static-free soft cloth. Do not spray window cleaner on the screen.
- Any malfunctions of the hardware should be reported to the CCU immediately.
- The installation of any programs by student is prohibited unless directed by a teacher. Software that requires administrative rights may be installed by the CCU staff if approved by teacher or administrator.
- When a system has to be rebuilt, the computer will be returned to the student with the operating system and the original software only. The district is not responsible for any data loss.
- Use the electrical adapter to the laptop whenever possible so that battery life is

extended. Teachers may provide specific battery-charging areas in the classroom and guidelines for use.

- Classroom teachers will establish standards for laptop use in their respective classrooms.
- Any personal information such as name, address or phone number should not be revealed online without a parent or teacher's permission.
- No online chatting at school or downloading of chat software is allowed unless required by a specific assignment and under a teacher's supervision.
- Laptops may not be used to play music (audio CDs, online music sources, etc.) during the school day unless approved by a teacher. When playing music, headphones should be used to not distract for the learning environment of other students.
- No games should be played during school hours unless required by a specific assignment and under a teacher's supervision.
- Personal email is not allowed at school. Only USD 489 email is allowed at school.
- Do not give your email or laptop password to other students. If your password has been compromised or you suspect that it has been compromised, please change it immediately or have CCU reset it for you.
- The student is responsible for the downloading and use of any copyright ownership and access provided by online sources. This includes but is not limited to any music or video files downloaded via the USD 489 network.
- Backup of document files is the responsibility of the user.

**ACKNOWLEDGEMENT OF RECEIPT**  
**ADMINISTRATIVE HANDBOOK**

As an administrative employee of USD 489, I acknowledge that I have received my copy of the Administrative Handbook, effective date of August 2011, either hardcopy or electronic copy, which includes policies and procedures applicable to USD 489 employees who are classified as administrative personnel.

My signature below also signifies that I agree to read the USD 489 Administrative handbook and comply with the policies and procedures therein. The USD 489 Board of Education may modify these guidelines or amend or terminate any policies or procedures at any time. I accept the responsibility to keep myself informed of any changes made to the handbook.

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Employee Name (printed)

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Employee Signature and Date

*THIS PAGE SHOULD BE PRINTED, SIGNED and RETURNED TO THE HUMAN RESOURCES DEPARTMENT.*