

# Golden Plains

**Unified School District 316**

Thomas County, Kansas

**Mary Ellen Welshon, Superintendent**

**Ashley Arnberger, PK-12 Principal**



## Teacher Handbook

2022 - 2023

**Approved:**

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## **INTRODUCTION**

This handbook is designed to assist in communicating important employment information to licensed staff, whether required by law, regulation, board policy or practice. This handbook is not an employee contract. Further, this handbook is not to be considered as either an expressed or an implied contract between the school district and employee. It is intended to serve as guidance to expedite many work processes and help employees understand and follow such guidelines. The handbook is not intended to list all work rules nor does it purport to do so.

Provisions or contents of this handbook, which do not have a policy or statutory reference, are administrative rules or guidelines. Any handbook provisions with statutory or policy references may be changed at any time by the legislature or board of education respectively. The superintendent may change any other provision at any time as she sees fit. The provisions in this handbook also control or have authority over any oral or written statements by any person(s) except the superintendent of USD 316.

This handbook applies to all USD 316 licensed personnel. Nothing contained herein is intended to change, replace, negate, or expand upon any controlling statutes, board policies, or negotiated agreements, nor may this handbook or any of its provisions be used to argue any work process, employment provisions or as a defense in any non-renewal or termination procedures.

## **EQUAL OPPORTUNITY EMPLOYER - GAAA**

USD 316 is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, national origin, religion, sex, age, disability or genetic information.

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

## **MISSION STATEMENT**

The mission of Golden Plains Unified School District #316 is to coordinate and further the efforts of the parents, community, administration, faculty and staff to provide the best education possible for each student enrolled in our district

## **GENERAL POLICIES**

**DO NOT LEND YOUR KEYS** to any students, or anyone else, except when you can be near to supervise their use.

Please notify the principal's office of any parent contacts and conferences, in advance if possible. Also, notify the principal of any occurrences in the classroom about which a parent might call.

Educational Field Trips:

- Plan carefully and as far in advance as possible. Use the field trips as learning opportunities in all instances.
- Notify the office not less than two weeks in advance of a planned trip.
- A bus or buses may be needed: if so, please submit your request for transportation to Parker Christensen, Transportation Director.

**DO NOT** leave money or any valuables in the classroom at any time unless the room is locked. All fundraiser/concession money must be turned in before the end of the day/event.

There should be no student visitors in the classroom unless they have received permission from the principal/superintendent.

Bells and sirens will be used as follows:

- CLASS PERIODS, DISMISSAL – one bell
- FIRE - continuous bell
- TORNADO - long/short intermittent rings

### **BUILDING OPENING AND CLOSING TIME**

District buildings are normally opened at 7:30 A.M. and closed at 4:00 P.M. or when the last bus departs for the day when school is in session.

### **SCHOOL DAY**

- Teachers are to report to the building by 8:00 am (classes start at 8:15 am.). The teacher's day closes at 4:00 pm (classes end at 3:50 pm) unless he/she is involved in an activity that extends beyond that time. A teacher needing to leave early must check with the principal/superintendent.
- Before leaving the classroom at the end of the day, the teacher should see that lights are turned off and the windows closed. All children must be out of the building unless under the supervision of a teacher.
- A coach, music teacher, or other teacher who is involved in an after-school activity is responsible for seeing that students are out of the building, all lights are off and all doors are latched and locked. This applies to activities not completed by the time the custodian has finished his/her work in the area of the activity.

### **SUPERVISION**

Teachers shall have the responsibility for supervising those students to whom they are assigned by the administrator(s) whether they are on the school grounds or on an approved school activity. Teachers will not leave their students unattended unless arrangements have been made for another staff member to cover for them.

Teachers are to dismiss their students at the classroom door, provide proper supervision, and meet the class at the door. Bells do not dismiss the students. The staff is responsible for dismissing students. Other duties will be assigned as necessary.

### **GRADING SCALE**

All teachers of USD #316 will use the following grading scale;

A = 100%-90%      B = 90%-80%      C = 80%-70%      D = 70%-60%

### **ELEMENTARY PROMOTION AND RETENTION POLICY**

If retention of a student is under consideration by a teacher, it is important that parents be informed early and frequently throughout the year. Grade cards should reflect POOR or FAILING grades in reading, language arts, math and/or other subjects

Factors, which would be considered in possible retention of a child, are age, maturity, academic progress, test scores, ability, results of psychological evaluations, student's motivation, previous retentions, parents' comments and opinions, and teacher recommendations. Retention of a student more than one time should be considered an exception.

Prior to May 1, a final conference should be held with the parents. Input from the parents, teacher(s), psychologist, counselor and principal may be contributed. At that time, the parent will be informed that one of the following options is recommended for his/her child:

- Promote the student unconditionally
- Promote the student on the condition that they enroll in and satisfactorily complete a summer school program, as specified

- Retain the student in the same grade for the coming year

If as a result of the conference, the parent does not concur with the school recommendation, one of the following options may also be considered:

- Promote the student with an “allowed Pass”. This allows the student to be promoted because of various pertinent factors, even though he/she has not satisfactorily completed the work of the present grade. The parent shall consent to this in writing.
- Promote the student over the objection of the school team and place the following statement on the child’s grade card: “ “has not satisfactorily completed the work of the” “grade but is promoted to the” “grade because of “parental request.” The parent shall consent to this in writing.

The final decision as to promotion or retention of a student rests with the Superintendent.

### **HOMEWORK**

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom, to finish assignments not completed during regular study periods, to study for exams, and for enrichment purposes.

### **REPORTING PUPIL PROGRESS**

District-wide Parent-Teacher conferences will be held twice each school year. Conferences are traditionally scheduled in October and February.

Report cards will be sent home at the end of each quarter of school in grades K-12.

### **ATTENDANCE (JB)**

Daily attendance records shall be maintained for each student in the school. The primary responsibility for recording attendance shall be assigned to the teacher. Attendance should be recorded on Power School by 9:00 AM by the grade level teacher at the elementary school. Attendance at the middle/high school should be completed for each class period.

### **DISCIPLINE (JD)**

The desired discipline is that which is developed through self-control rather than through passive obedience to authority. Discipline is an end, not a means to an end. Pupils are expected to conduct themselves in a manner which:

- Is in keeping with the activity in which they are involved
- Respects the rights of others, and
- Is in accordance with safety rules and regulations.
- Teachers have both the authority and the obligation to insist upon disciplinary regularity in the school building, on the school grounds, and at school activities. The office will back such reasonable insistence. Any disciplinary action should be taken at the time of the offense, if possible.
- Off-duty teachers have the responsibility of correcting pupils when the teacher on duty is not present or is otherwise occupied.
- When it is necessary to send a student to the office, do so under the following:
  - Prior conference with the principal.
  - Bring the student to the office yourself in unusual cases, or
  - Send the student with a discipline referral slip and the teacher should come to the office at the earliest convenience.

**ACTIVITY TRIPS:**

- Teachers needing a bus for an activity trip must submit a request to the Transportation Director two weeks (as soon as the activity is arranged) in advance so that arrangements for a bus and driver can be made.
- Each bus used for an activity must have an adult sponsor, in addition to the driver, unless the driver is also the classroom teacher. The sponsor shall be responsible for the conduct of the students while they are on the bus.
- Permission slips signed by a parent or guardian are required before any pupil may go on an out-of-town trip.

**BULLETIN BOARD, LETTER BOXES, E-MAIL**

Teachers should check the bulletin board in the outer office and their boxes for pertinent information. E-mail should be checked at least daily while school is in session and weekly during breaks.

**EMPLOYEE DRESS CODE (GAM)**

The board of education encourages appropriate dress for all district employees. USD 316 employees are expected to dress appropriately for the position they hold. They are expected to present themselves in a manner conducive to representing the district well. Many times district employees are role models for students. Professional dress is encouraged.

**ORDERING OF SUPPLIES AND EQUIPMENT**

Requests for supplies and equipment, which are to be paid for by the school, are to be submitted electronically through AptaFund to the principal and superintendent. All items to be purchased must be on an electronic requisition. The item cost and estimated shipping should be included on the requisition. If possible, attach to the requisition a document or pdf that includes the online cart or list of items to be purchased.

The superintendent is charged with the responsibility of approving, refusing to grant, or adjusting all requisitions by staff members. If funds are not available or if for some reason it does not seem advisable to make a purchase at the time of the requisition, the person making the request will be notified. Supplies and equipment purchased without the approval of the Superintendent will not be paid for by the district but will be the responsibility of the teacher who purchased the materials.

**TELEPHONE POLICY**

Parents may call the school office and request a student to come to the phone for emergency matters. Under ordinary circumstances, however, the secretary or administrator will relay messages to the students. Students may return calls to parents during vacant periods in their schedule.

**ILLNESS**

When a student becomes ill, or is suspected of having a communicable disease, the office shall be notified. The office shall notify the parents and appropriate action shall be taken. If the parents are unavailable, action will be taken as indicated on the enrollment form.

**CLASSROOM BEHAVIOR**

A student who repeatedly violates classroom policies will be subject to referral. Misbehavior might include such things as disrespect for authority, disobedience, excessive talking, failure to work, sleeping in class, etc.

Before an administrator will consider administrative action for classroom misbehavior, other than in extreme cases of misbehavior, the teacher must show that actions have been taken to resolve the student's problem prior to referral to the administration. Such actions may include student-teacher conferences, teacher-parent conferences, detention, or referral to the counselor.

When a student is sent to the office for disciplinary action, parents will be notified. Failure of a student to come to the office on request can result in suspension. Students who walk out of class and/or the school building without permission will be subject to suspension from school. The matter of discipline for repeated offenders will be up to the discretion of the administrator. All referrals will be submitted to the office by a referral slip and signed by the teacher and/or administrator.

### **SCHOOL DANCES**

(see Student Handbook)

### **SCHOOL PARTIES**

(see Student Handbook)

### **WEDNESDAY NIGHT ACTIVITIES**

The school shall try to honor the wishes of both families and churches by the following: The schools will try to hold a minimum the amount of Wednesday evening activities. There shall be no school-sponsored activities on Sunday.

### **MAJOR CLASS FUNDRAISING PROJECTS**

(see Student Handbook)

### **SENIOR TRIP**

(see Student Handbook)

### **SENIOR CLASS TRIP ELIGIBILITY**

(see Student Handbook)

## **SAFETY & SECURITY**

### **FIRE DRILLS/CRISIS DRILLS**

- Teachers shall give instructions to students on the first day of school on proper fire drill procedures.
- The alarm will sound on fire/fire drills. Announcements will be made specifically for crisis drills.
- Regular fire/ crisis drills occur randomly nine (9) times a year; teachers will not be notified ahead of time.
- The drills will consist of two tornado drills (September & March), three crisis drills, and four fire drills.
- Crisis drills will reflect events that have a potential to occur in the school setting such as missing student, intruder, active shooter, medical emergencies, or lockdown.
- Additional instructions should be given to pupils concerning fire drills, proper use of alarms, reasons for walking--not running--during fire drills, and what to do if the regular exit is blocked.

### **FIRE DRILL INSTRUCTIONS**

- Have the students walk out their exit. If your exit from the building is blocked, use the next closest one.
- If your class is not in the classroom when the alarm sounds, use the nearest exit.
- Teachers are to leave their rooms last. Close the classroom door as you leave. Do NOT take time to close the windows. Be sure no one is left in the restrooms.
- Move a safe distance away from the building after exiting the building. Staying near the building could result in injuries from an explosion.
- Check roll when you arrive at your area. If any students are missing, report at once to the superintendent or principal.
- Re-enter the building only after the fire alarm has stopped and the outside bells have rung.



### **DISTRICT CRISIS PLAN**

The Superintendent, in consultation with the school counselor, school psychologist, and such other personnel as she deems appropriate, shall submit a District Crisis Plan which will provide direction, support, coordination and communication to the students, staff, and community following the sudden death or other tragic event involving a student or staff member of the Golden Plains School District.

### **ACCIDENTS (JGFG)**

The welfare of the child is the first consideration in case of an accident. The Superintendent and the parents should be notified if the accident is serious. In an emergency, the child should be taken to the hospital or an ambulance or doctor should be called first as indicated on the enrollment form.

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 first aid program or the school nurse.

If an employee is injured on the job, the supervisor and central office should be contacted immediately. The central office will supply the injured employee with the appropriate forms to complete.

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

### **CHILD ABUSE (GAAD,GAAD-R)**

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 Kansas Department for Children and Families (DCF) office by phoning 1-800-992-5330 or to the local law enforcement officials.

The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

It is recommended the building administrator also be notified either before or 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 the school employees to prove the child has been abused or neglected.

DCF Hotline Phone Number 1-800-922-5330

### **EPINEPHRINE IN SCHOOLS K.S.A. 65-2872a**

Authorizes any person to administer epinephrine in emergency situations to a student or a member of a school staff. It exempts from liability for civil damages and from the practice of the healing arts any person who gratuitously and in good faith renders emergency care or treatment through the administration of epinephrine to a student or a member of a school staff at school, on school property or at a school sponsored event if the person acts as an ordinary and reasonably prudent person would have acted.

A school may NOT maintain an epinephrine kit unless the school has consulted with a pharmacist licensed by the state board of pharmacy. The consultant pharmacist shall have supervisory responsibility for maintaining the epinephrine kit. The consultant pharmacist shall be responsible for developing procedures, proper control and accountability for the epinephrine kit. Periodic inventory of the epinephrine kit shall be required. K.S.A. 72-8258 and K.S.A. 65- 1680A authorizes any person to administer epinephrine in emergency situations to a student or a member of school staff when: (1) the person administering the epinephrine reasonably believes that the student or staff member is exhibiting the signs and symptoms of anaphylactic reaction; A physician has authorized, in writing, the school to maintain a stock supply of epinephrine; and (3) the epinephrine is administered at school, on school property or at a school sponsored event.

#### **DRUG FREE SCHOOLS & COMMUNITIES ACT/DRUG FREE WORKPLACE (GAOA, GAOB)**

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

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

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

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

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

#### **TOBACCO USE (GAOC)**

The use, possession, or promotion of tobacco products by any staff member in any form, is prohibited at all times in any district facility: in school vehicles, at school-sponsored activities, programs, or events; and on school owned or operated property.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including but not limited to, electronic nicotine delivery system, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substance used in ENDS, whether or not they contain nicotine. This definition does not include nicotine replacement therapies including transdermal patches, nicotine gum, and nicotine lozenges.

“Electronic nicotine deliver system” or ENDS means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.

### **BLOOD BORNE PATHOGEN EXPOSURE CONTROL PLAN (GARA)**

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

The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan. The Board of Education adapted detailed rules and regulations regarding this policy, a copy of which is on file with the Clerk of the Board for public inspection.

### **ASBESTOS**

An asbestos management plan has been developed for the district. A copy of the management plan is available from the clerk of the board.

### **INTERROGATION AND INVESTIGATION OF STUDENTS (JCAC)**

No one may interrogate or investigate a student on school grounds without the permission of the principal/superintendent.

### **SEARCHES OF STUDENTS AND PROPERTY (JCAB, JCABB)**

If a teacher believes there is a need to search a student or property, he/she shall contact the principal/superintendent.

Searches of students or property shall be conducted in accordance with the rules approved by the board. Teachers should not search students or property. No law enforcement officer shall search students or property without a search warrant.

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

### **INTERROGATIONS BY OUTSIDE AGENCIES (JIH)**

Questioning of Students by Law Enforcement Officials: Law enforcement officers have the right to come into the school buildings to interview students as suspects or witnesses. School officials will not unreasonably delay, hinder, or obstruct law enforcement officers from the performance of their duties. Before any such interview, the Superintendent shall be notified and the Superintendent or his designee will carefully determine the officer's identity, official capacity, and the authority under which he/she acts.

Except in cases of child abuse or neglect, the Superintendent or his designee will attempt to contact the student's parent/guardian and solicit his/her consent when a law enforcement officer requests an interview on school premises.

If, in the course of the interview, the law enforcement officer finds it necessary to remove the student from school so as to better aid the investigation, the Superintendent or his designee will first determine the reason for such action and will immediately inform the student's parent/guardian. Notwithstanding any other provision of this policy, school officials shall not release any student to law enforcement personnel unless compelled to do so by legal process or unless directed to do so by the student's parent or legal guardian.

Apprehension and/or Arrest: The Board of Education authorizes the Superintendent to release minor students into the custody of a law enforcement officer upon presentation of a court order or warrant for the student's arrest. The Superintendent or his designee shall immediately notify the parent/guardian or responsible relative of the fact of the student's release and the place to which the student is reportedly taken, except in cases of suspected child abuse or neglect.

Whenever a student is suspected of being a victim of child abuse and is being removed from the school premises, the Superintendent or his designee must give the telephone number and address of the student's parent/guardian to the law enforcement officer. The law enforcement officer then has the responsibility to immediately notify the parent/guardian.

Personnel responsible for releasing a student from school custody, for whatever reason or purpose, will exercise extreme diligence to prevent such release to any unauthorized or unidentified person.

### **DISCRIMINATION COMPLAINTS (GAAB)**

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, national origin, religion, sex, age, genetic information, or disability. Harassment of an individual on any of these grounds is also prohibited. Mary Ellen Welshhoh, 210 W. 6<sup>th</sup> Street, Selden, KS 67757, 785-386-4559 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

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

### **Complaints about Discrimination or Discriminatory Harassment**

#### **Informal Complaint Procedures:**

1. Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator.
2. The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level.
3. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

#### **Formal Complaint Procedures:**

1. A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.
2. A complaint should be filed as soon as possible after the conduct occurs.
3. If appropriate, an investigation shall follow the filing of the complaint. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

4. 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 30 days after the filing of the complaint.
5. If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
6. Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
7. The complainant may appeal the determination of the complaint.  
The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

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

## **LICENSED PERSONNEL**

The Board of Education of USD #316 does have the best interest of the school in mind, and realizes that the school's best interest can be better attained by input from several sources.

Be it resolved that the Board of Education of USD #316 welcomes any and all teacher input on ideas pertaining to the betterment of our school system and its operation.

Each teacher shall be directly responsible to the building principal and superintendent. The teacher shall promptly and consistently carry out the instruction of the administration.

Teachers have the responsibility of supervising those students to whom they are assigned whether they are on the school grounds or on an approved school activity. Teachers SHALL NOT leave their students unattended unless arrangements have been made for another staff member to cover for them.

It is expected that a teacher maintain a professional attitude in his/her relationship with pupils and fellow teachers. The teacher SHALL NOT at any time engage in controversial school issues in the presence of students. Matters in which teachers may be in disagreement should be discussed in private.

### **EMPLOYEE-BOARD COMMUNICATIONS**

All communications concerning school business from the board to employees and from employees to the board shall be made through the Superintendent of Schools.

### **PERSONNEL RECORDS (CN,GAK)**

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

## **REQUIRED RECORDS**

- Each licensed employee must have the following records/forms on file with the director of personnel before the first day of employment
- Employment application
- KPERS enrollment form (if employee is eligible)
- W-4 withholding certificate
- Social security number
- Loyalty oath or affirmation
- Health Form (if working directly with students)
- Driver's license and driving record (if required for position)
- Proof of identity
- Current teaching license

## **LOYALTY OATHS**

All school Board members and all employees of USD 316 are required to sign a loyalty oath to the Constitutions of the United States and the State of Kansas as required by KSA 75-4308, KSA 75-4309, KSA 75-4312, and KSA 75-4314.

## **TRANSCRIPTS**

Each teacher must submit one up-to-date official transcript of all college work to the Superintendent no later than August 31.

## **VALID LICENSE**

A teacher must hold a valid Kansas License to be eligible for employment. No salary will be paid until a proper certificate has been registered with the superintendent. Beginning teachers must show evidence of having applied for a proper license.

## **TEACHER CONTRACTS**

A teacher must sign a contract prepared by the clerk and approved by the board to indicate their acceptance of a position. Failure to sign, by the time designated, shall render the contract null and void. Teachers will be paid according to the salary schedule adopted by the board and teacher's association as outlined in the negotiated agreement.

## **ASSIGNMENT AND TRANSFER GBE**

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

## **PHYSICAL EXAMS**

The board, as a condition of entering or continuing employment may require each employee who is in regular contact with pupils to submit a certification of health signed by a licensed physician on a form prescribed by the Kansas State Board of Health. If at any time there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of the pupils, the board may require a new certificate of health at the expense of the employee.

# **BENEFITS AND COMPENSATION**

## **WITHHOLDING EXEMPTIONS CERTIFICATES**

All new employees must take their Social Security card to the district office and complete withholding exemption certificates before they can be entered on the payroll.

## **KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM**

Employees who meet the qualifications for the Kansas Public Employees Retirement System must become a member. An employee contribution as determined by current law will be made each pay date. Requests for information or questions about procedures should be directed to the Board Clerk. New teachers must file proper KPERS forms in the Superintendent's office.

## **WORKMAN'S COMPENSATION (EBAA & GAOE) AND UNEMPLOYMENT INSURANCE**

Workers Compensation and Unemployment Insurance as provided by law will cover all employees. The combined workers compensation benefits and salary received under allowed paid leave shall not exceed one full day's pay.

### Notice of Accidents

Employees must notify the employer immediately but not later than 20 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office.

### Coverage

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

Any employee who is off work and drawing workers compensation shall be required to provide the clerk of the board 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 workers compensation shall be restricted as provided by current statute.

### Coordination With Leave Benefits

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or district paid disability insurance payments.

## **SALARY DEDUCTIONS (GAL)**

In compliance with the rules and regulations of the Kansas Public Employees Retirement Act (KPERs), a monthly deduction will be made from the salaries of all employees covered by the system. In addition, in compliance with the Federal and State Income Tax Laws, deductions will be made from salaries in amounts prescribed by law. In addition, in compliance with FICA, deductions shall be made from salaries as required by law.

## **HEALTH INSURANCE/FRINGE BENEFITS**

The district has a group plan with Blue Cross-Blue Shield to which any employee may make application through the superintendent's office before September 1 or within 10 days of employment. Personnel must have a total premium deducted from their salary except if provided otherwise in the terms of the individual's contract.

## **PAYDAY**

Licensed Personnel will be paid on a 12-month basis or as provided by law. All employees will be paid on the 10th of each month. If the 10th falls on a weekend or holiday/vacation, employees will be paid on the last workday prior to the 10th.

## **LUMP SUM PAYMENTS (GBA)**

Upon written authorization from any licensed employee subject to the continuing contract law, the board shall pay the balance of the person's contract compensation for the school year in one payment not later than June 30 and the completion of all contract obligations. The authorization shall be filed with the Clerk of the Board not later than April 1 of the school year in and for which the balance payment is first authorized. Any request made before April 1, 2021, will stand for all subsequent years until such time that different notification is given. Once authorized, the lump sum

payment will continue each year until the election is revoked in writing by the licensed employee.

#### **PERMISSION FOR LEAVE:**

Leaves of absence will be submitted electronically and approved by the principal and the superintendent. Leave notification forms will be submitted and approved before leave is granted. In the case of illness or emergency, notifications will be completed upon the employee's return to work.

Leave to Attend Activities and Athletic Events of Immediate Children (not included in negotiated agreement)

- Staff will be allowed to attend only Golden Plain's functions (activities and athletics) of their immediate children. Staff will be allowed to leave as early as 2:30 p.m. without having to use earned leave as long as they have arranged to have their classes adequately and appropriately supervised. Each member requesting to use this type of leave will submit the appropriate paperwork.

#### **DISCRETIONARY LEAVE (GCRH)**

1. Each teacher will be granted 104 hours (equivalent to thirteen (13) – 8 hour days) of discretionary leave at the beginning of each school year. Discretionary leave shall be granted for:
  - a. Personal illness and/or doctor/dental appointment;
  - b. Immediate family member illness and or/doctor/dental appointment;
  - c. Personal leave;
  - d. Leave to attend a funeral; or
  - e. Bereavement leave
2. A request for leave, other than illness, requires that notification be made electronically to the principal and superintendent not less than 24 hours prior to the day of leave. Once the-thirteen (13) days are used up for any combination of discretionary leave, no additional days may be used for personal days.
3. Approval/Disapproval of requested leave by the principal and/or superintendent will be based on the following criteria:
  - a. Availability of suitable substitute;
  - b. Need of teacher requesting leave to be at the school due to a scheduled school activity;
  - c. The rate of absenteeism from school of the teacher requesting the leave;
  - d. The number of leave days (hours) requested by the total building staff for the day of the requested leave date
4. At the end of the school year, any unused discretionary leave days become accumulated personal sick leave to a maximum of 480 hours (equivalent to sixty (60) – 8 hour days). Teachers will retain all accumulated sick leave from the end of the 2019-2020 school year.
5. Sick leave and/or accumulated sick leave may be used for absences caused by illness or injury of the employee, and/or the employee's immediate family. Immediate family is defined as wife, husband, child, mother, mother-in-law, father, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, or any person living in the same household.
6. After any illness exceeding ten (10) days, the employee must produce a written physician's statement stating the reasons additional days are required.
7. Unused accumulated leave will be paid at one-half (1/2) of the current sub pay rate upon a teacher's resignation or retirement from the district up to a maximum of 60 accumulated days (480 hours).

#### **CATASTROPHIC SICK LEAVE POOL**

1. A sick leave pool is established consisting of hours which would normally be lost as a result of employees who have reached maximum accumulation (480 hours (equivalent to sixty (60) days)). Teachers who have used all of their sick leave will apply directly to the sick leave pool committee for additional hours when that employee or a member of his/her



immediate family (as defined by Article 1.A.5) suffers from a catastrophic illness, injury, or event. Catastrophic means that it is expected to incapacitate the employee or an immediate family member for an extended period of time. Hours used from the sick leave pool are subject to approval of the sick leave pool committee.

2. No one teacher may be granted in excess of 480 hours (equivalent to (60) – 8 hour days) from the sick leave pool in any one school year. No pool hours may be allowed for any teacher unless the teacher has used all other leave available including their discretionary leave and personal accumulated sick leave. No more than 960 hours (equivalent to (120) – 8 hour days) of sick leave pool hours may be granted in one school year. The number of accumulated hours in the sick leave pool bank is unlimited.
3. The sick leave pool committee will consist of the following four (4) individuals:
  - i. One (1) elementary teacher representative appointed by the elementary teachers.
  - ii. One (1) middle school teacher representative appointed by the middle school teachers,
  - iii. One (1) high school teacher representative appointed by the high school teachers, and
  - iv. One (1) representative appointed by the superintendent.

### **PROFESSIONAL LEAVE**

Professional leave is any professional development activity designed to enhance teaching performance and requested by any of the district's teachers. Professional leave must be used according to the district's Professional Development Plan and must be approved by the principal and superintendent. The teacher requesting professional leave day(s) shall make the request, unless waived by the superintendent, at least one week before the proposed absence. If approved the day(s) will be charged as professional leave.

### **ABUSE OF LEAVE**

In the event that there is just and sufficient cause to believe that an individual may have abused the leave agreement, the superintendent shall investigate the alleged abuse. The first step shall be a conference with the superintendent. Should the abuse be substantiated, each individual case shall be considered by the board for appropriate action. Any expense incurred by the teacher upon the board's request shall be paid by the board when the teacher is not found in violation of the school agreement. As in cases of contract dispute, the teacher has the right to grieve the board's action. The teacher has the right to be present when the board of education discusses the abuse in detail. Through the above process, an agreement would have to be reached as to positive action, reimbursement, etc.

The method of deleting payment when absence is determined by the Board to be an abuse of leave shall be relation to the number of hours or days as stated under the individual's contract.

### **FAMILY AND MEDICAL LEAVE (FMLA)**

Family and medical leave as required by federal law shall be granted for a period of up to 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for the birth or adoption of a child within a 12-month period.

Leave is available for the following:

- The birth of a son or daughter of the employee and to care for the newborn child;
- The placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed child;
- To allow the employee to care for the employee's spouse, son, daughter, or parent with a serious health condition;
- A serious health condition of the employee that makes the employee unable to perform the functions of his or her job;

- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and
- The need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. Eligible employees are, for reason (6) only, entitled to a combined total of 26 workweeks of leave during a 12-month period.

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

This leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, or sick leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave if he or she has been employed by the district for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave.

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

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

Upon the employee providing notice of need for leave, the employer will notify the employee of the following within 5 business days, absent extenuating circumstances:

- a. whether or not the employee is eligible for FMLA leave; the reasons that leave will or will not count as family and medical leave,
- b. any requirements for medical certification,
- c. employer requirement of substituting paid leave,
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- e. right to be restored to same or equivalent job, and
- f. any employer required fitness-for-duty certifications.

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

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

If the leave is for a reason other than the employee's serious health conditions or for a qualifying exigency as described in section (5) above, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

- a. the leave begins in the last five (5) weeks of a semester,
- b. will last more than two (2) weeks and the return to work would occur in the last two

(2) weeks of a semester, or

- c. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

#### **REDUCTION OF TEACHING STAFF (GBQA, GBQA-R)**

In the event the board decides that the size of the teaching staff must be reduced, the guidelines in this policy or the negotiated agreement shall be followed. Insofar as possible reduction of staff shall be accomplished by attrition due to resignations and retirement.

In determining the number of teaching positions to be reduced, the administrative staff will ascertain the educational program for the district. The number of teachers needed to implement the district's educational program will then be determined by the administrative staff.

Individual qualifications, training, specific skill areas, interests, evaluations or disciplines shall be considered.

#### **SUBSTITUTE TEACHERS:**

In cases of absence, the superintendent's designees, Traci Bruggeman (elementary) and Annette Spresser (MS/HS), should secure the substitute teacher, not the teacher requesting leave. Lesson plans should be available to the substitute teacher. A substitute teacher is to be paid by the board at a rate of \$110 a day or \$55 a half day. A substitute will be paid only for the days they teach.

Substitute teachers are expected to take over all duties of the regular teacher including playground supervision and noon duty as well as observe regular teacher's hours. A non-certified teacher will remain at the same rate no matter how many days they teach, while after 10 consecutive days at the same position, a certified person will be on the regular salary schedule. The substitute teacher must qualify again when starting in a different position. A certified person will be on Step 1-A of the regular salary schedule.

#### **CONTINUING CONTRACT**

In accordance with the continuing contract law, K.S.A. 72-5411, which provides in the absence of notice of intent to non-renew or terminate the contract, contract automatically continues for the next school year. The board shall give written notice on or before the third Friday in May, to any teacher who it does not wish to re-employ. A teacher shall notify the Board on or before the 14th calendar day following the third Friday in May, of their intention of not remaining in the school district's employment.

#### **REIMBURSEMENT/TRAVEL (see negotiated agreement for further clarification) (GAN)**

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

Requests for reimbursement shall have the following attached receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. For the authorized use of a personal car, including approved travel between buildings; staff member shall be reimbursed at a mileage rate established by the board. (Refer to negotiated agreement for further clarification).

#### **EMPLOYEE SUSPENSION (GBK)**

The superintendent shall have authority to suspend any certified employee with or without pay for a period of time, which shall expire at the next regular or special meeting of the board or as otherwise specified by the board. Suspension may occur for the following reasons:

- Alleged violation of board policy, rules or regulations.
- Upon the filing of a formal complaint against said employee with any civil authority or with the Board of Education in charging the employee with alleged commission of offenses involving moral turpitude.
- Other good cause.

If a suspension without pay is imposed on an employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to

respond.

### **TEACHER PROBATION (GBG)**

Teacher's receiving a qualified or restricted recommendation for reemployment may be employed only on a probationary basis. The period of probation will be for one contract year. At the end of this period, the teacher will either be returned to full status or terminated.

The salary offer to a teacher on probation will reflect no change of step, base pay or increment from the current salary schedule.

Following satisfactory completion on one contract year of probation, the teacher may be advanced to the proper step and pay on the salary schedule as indicated by the teacher's experience and professional preparation.

### **RESIGNATION**

Certified employees may resign from their jobs in accordance with the negotiated agreement and board policies. The resignation should be addressed to the board in care of the Superintendent of Schools.

## **CONDUCT**

### **CONFIDENTIALITY**

#### **STUDENT RECORDS (JR, JRA, JRB, JRC)**

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

Only school officials with a legitimate educational interest may inspect student records without permission from the parent/guardian or eligible student. For the purpose of this policy, school official means teacher, administrator, or other licensed employee of the board of education.

Legitimate educational interests means the school official must participate in discussions involving an identifiable student involving the student's educational interests, progress, grades, disciplinary action, discussions of eligibility for athletics or other activities, or honors or awards involving students.

#### **STUDENT INFORMATION**

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

#### **PERSONNEL INFORMATION:**

As an educator, you will hear, read and observe information about students that is considered confidential. All school staff must always respect the privacy of students and their families. There are federal and state laws designed to protect confidentiality of students.

The law says that only educators directly involved in delivering services to a student may have access to records and information about the student. Persons not directly involved in delivering services to a student do not have a right to this information.

Please remember you are allowed access to information only for students you actually teach. A breach of confidentiality is not only unprofessional, but may also be illegal. Problems of

confidentiality are not always intentional, and sometimes people suffer from “slips of the tongue”, intentional or not, violations are potentially a serious matter that could put employees, students and the district at risk.

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

All employees will sign a Confidentiality form each year following training on confidentiality.

### **SEXUAL HARASSMENT (GAAC)**

Sexual harassment will not be tolerated in the school district. 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. Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment shall include, but not be limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee’s job status.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of district policy shall result in disciplinary action, up to and including termination.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee’s immediate supervisor is the alleged harasser, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with the coordinator of federal compliance, Mary Ellen Welshon, Superintendent.

Employees who do not believe the matter is appropriately resolved may file a written complaint under the district’s discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure.

### **PERSONAL COMMUNICATION DEVICES AND SOCIAL MEDIA**

Staff possession or use of personal communication devices on district property, in district facilities during the workday and while staff is on duty may be permitted subject to the limitations set forth in this language and consistent with any additional school rules. At no time will a personal communication device be used in a manner that interferes with staff duties and the responsibility for the supervision of students.

A personal communication device is a device, not issued by the district that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor of the device. These devices include, but are not limited to, walkie-talkies, long – or – short range portable radios, portable scanning devices, cellular telephones, pagers, personal digital assistants (PDAs), laptop computers and similar devices with wireless capacity. This also includes other digital audio video devices such as, but not limited to iPods, radios and TVs.

Personal cellular telephones/pagers and other digital audio and video devices shall be silenced during instructional (or class) time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. Cellular telephones, which have the capability to take photographs or video, shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless expressly

authorized by the principal or designee. Laptop computers and PDAs brought to school will be restricted to classroom or instructional related activities only. The district will not be liable for loss or damage to personal communication devices brought to district property and district-sponsored activities.

Staff members will utilize social network sites (e.g., Facebook, Myspace, and Twitter) judiciously by not posting confidential information about students, staff or district business. Staff members will treat fellow employees, students and the public with respect while posting. Communication with students using personal communication devices will be appropriate, professional and related to school assignments or activities. If communicating with students electronically, staff should use district e-mail using mailing lists to a group of students rather than individual students. Texting students is discouraged.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with superintendent or designee approval.

Staff is subject to disciplinary action up to and including dismissal for using a personal communication device in any manner that is illegal or violates the terms of this policy. The taking, disseminating, transferring or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

The superintendent shall ensure these rules are available to all employees

### **ELECTRONIC COMMUNICATIONS BETWEEN STAFF, STUDENTS**

Relationships between staff members and students shall at all times, foster an effective educational environment. These relationships shall never be harassing, discriminatory, retaliatory or soliciting and shall be professional, not personal. The staff member shall be responsible for ensuring relationships remain on the proper level.

Staff members are primarily responsible for the success of the teaching/learning. Part of this responsibility may include maintaining communications with students on an individual level in order to ensure students are receiving the necessary and proper instruction.

Electronic communications are one avenue for this communication. Electronic communication includes, but is not limited to, e-mail, text message on a social network page (e.g., Myspace, Facebook, etc.).

When staff members communicate with students via email, it should be only through the district's email system. Staff members shall save a copy of all email communications sent to students through the district's email system in a folder labeled "email to students" maintained in the staff member's district email account.

Any email communication sent to a student through the district's email system, (or other electronic communication with students such as text messages, web site postings, etc.) should be proper educational purposes.

Staff members are prohibited from sending personal email or other electronic communications of a personal nature to students during the staff member's time on duty.

All staff member communication to students should be strictly related to the student's educational coursework or school-sponsored activities.

## **FACEBOOK**

School administration will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process.

- Improper fraternization with students using Facebook and similar Internet sites or social networks.
- Inappropriateness of posting items with sexual content.
- Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol.
- Derogatory or degrading postings of any student or employee of the school.
- Monitoring and penalties for improper use of district computers and technology
- Avoid the use of the school's name and logo on a staff members personal website
- The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The administration may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the school administration should download the offensive material and bring it to the attention of the appropriate employee.

## **COMPUTER AND DEVICE ACCEPTABLE USE**

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 email, computer application, or information on 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.

## **DIGITAL PHOTOGRAPY IN SCHOOLS**

School staff will discourage digital and other photos being taken in school by students, due to privacy concerns. Students and staff should not participate in being photographed at school unless photographs are for an official or authorized publication. Students and staff who choose to ignore this guidance could face legal or disciplinary consequences.

## **RELATIONS WITH STUDENTS (GAF)**

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

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

## **SOLICITATION OF EMPLOYEES (KDC, GAC)**

Solicitation of Employees (KDC)

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

**SOLICITATION BY EMPLOYEES (GAC)**

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

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



## Acknowledgment of Receipt of Handbook

Employees are required to sign this statement annually acknowledging the receipt of the handbook and other provisions stated below. These acknowledgements will be kept on file in the clerk's office.

I, \_\_\_\_\_, do hereby acknowledge receipt of the Teacher Handbook for the 2022-2023 school year. I have read, and I understand the contents. Further I understand:

- This handbook is not an employee contract. Further, this handbook is not to be considered as either an expressed or an implied contract between the school district and the employee. No employee has authority to create an employee contract by modification of this document.
- Anytime the superintendent is mentioned in this manual, his/her designee is implied.
- As a condition of employment, I, \_\_\_\_\_, agree to follow rules and regulations, including handbooks, which have been adopted by the board.
- This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board.

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

