

# **Hoxie Community Schools 2024-2025**



## **Certified Handbook**

**“Working Together, Educating All”**

Approved by the Board of Education: September 9, 2024

<b>INTRODUCTION .....</b>	<b>1</b>
<b>EQUAL OPPORTUNITY EMPLOYER - GAAA.....</b>	<b>1</b>
<b>MISSION STATEMENT.....</b>	<b>1</b>
<i>Board of Education Members .....</i>	<i>2</i>
<i>Administration &amp; Support .....</i>	<i>2</i>
<i>Hoxie Grade School.....</i>	<i>2</i>
<i>Hoxie High School.....</i>	<i>3</i>
<i>Transportation.....</i>	<i>3</i>
<i>District Support Staff.....</i>	<i>3</i>
<i>Junior High School Coaches and Sponsors.....</i>	<i>4</i>
<i>High School Coaches and Sponsors .....</i>	<i>5</i>
<b>GENERAL POLICIES .....</b>	<b>6</b>
BUILDING OPENING AND CLOSING TIME.....	6
SCHOOL DAY.....	6
IN-SERVICE .....	6
SUPERVISION .....	7
GRADING SCALE .....	7
ELEMENTARY PROMOTION AND RETENTION POLICY.....	7
HOMEWORK .....	7
REPORTING STUDENT PROGRESS .....	7
ATTENDANCE (JB) .....	8
ACTIVITY TRIPS: .....	8
MAILBOXES AND EMAIL .....	8
EMPLOYEE DRESS CODE (GAM) .....	8
ORDERING OF SUPPLIES AND EQUIPMENT .....	8
TELEPHONE POLICY.....	8
ILLNESS .....	8
CLASSROOM BEHAVIOR .....	8
DISCIPLINE .....	9
WEDNESDAY NIGHT ACTIVITIES.....	9
<b>SAFETY &amp; SECURITY .....</b>	<b>10</b>
FIRE DRILLS/TORNADO DRILLS/CRISIS DRILLS .....	10
FIRE DRILL INSTRUCTIONS.....	10
DISTRICT CRISIS PLAN.....	10
STUDENT ACCIDENTS (JGFG).....	10
<i>Emergency Care.....</i>	<i>10</i>
<i>Records.....</i>	<i>11</i>
CHILD ABUSE (GAAD) .....	11
<i>DCF or Law Enforcement Access to Students on School Premises .....</i>	<i>11</i>
<i>Cooperation Between School and Agencies.....</i>	<i>11</i>
<i>Reporting Procedure.....</i>	<i>11</i>
<i>Mobile Crisis Helpline.....</i>	<i>12</i>
<i>Annual Training.....</i>	<i>12</i>
SUPERVISION OF MEDICATIONS (JGFG) .....	12
STUDENT HEAD INJURY AND CONCUSSIONS.....	13
SAFETY PRACTICES.....	13
TOBACCO USE (GAOC).....	14
DRUG AND ALCOHOL TESTING (GAOD) .....	15
POSSESSION OF A FIREARM.....	15
BLOOD BORNE PATHOGEN EXPOSURE CONTROL PLAN (GARA).....	15
ASBESTOS .....	15
SEARCHES OF PROPERTY (JCAB).....	15
<i>Search of Lockers.....</i>	<i>15</i>
<i>Searches of Property.....</i>	<i>16</i>
<i>Use of Trained Dogs in Conducting Sweeps.....</i>	<i>16</i>
SEARCHES OF STUDENTS (JCABB).....	16
INTERROGATIONS BY OUTSIDE AGENCIES (JCAC).....	16

<i>Coordination with Law Enforcement</i> .....	17
<i>Notification of Investigations Conducted by Law Enforcement Officers</i> .....	17
<i>Child Abuse and Identity Investigations Conducted by Law Enforcement Officers</i> .....	17
<i>Law Enforcement Initiated Investigations at School</i> .....	17
<i>Taking Students into Custody</i> .....	17
<i>Disturbance of School Environment</i> .....	18
<i>Definition</i> .....	18
COMPLAINTS ABOUT DISCRIMINATION OR DISCRIMINATORY HARASSMENT .....	18
<b>LICENSED PERSONNEL</b> .....	<b>19</b>
EMPLOYEE-BOARD COMMUNICATIONS .....	19
VALID LICENSE .....	19
TEACHER CONTRACTS .....	19
ASSIGNMENT AND TRANSFER (GACE).....	19
PHYSICAL EXAMS.....	19
FINGERPRINTING AND BACKGROUND CHECK .....	19
<b>BENEFITS AND COMPENSATION</b> .....	<b>20</b>
KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS).....	20
WORKERS COMPENSATION (GAOE).....	20
SALARY DEDUCTIONS (GAL) .....	20
SALARY WITHHOLDING .....	21
ADMISSION TO ACTIVITIES .....	21
PERMISSION FOR LEAVE:.....	21
DISCRETIONARY LEAVE .....	21
PROFESSIONAL LEAVE.....	22
ABUSE OF LEAVE .....	22
FAMILY AND MEDICAL LEAVE (FMLA).....	22
TEACHER EVALUATIONS .....	23
REDUCTION OF TEACHING STAFF (GBQA, GBQA-R) .....	24
SUBSTITUTE TEACHERS .....	24
REIMBURSEMENT/TRAVEL (GAN).....	24
EMPLOYEE SUSPENSION (GBK) .....	24
TEACHER PROBATION (GBG).....	25
RESIGNATION .....	25
<b>CONDUCT</b> .....	<b>26</b>
STUDENT RECORDS (JR, JRA, JRB, JRC) .....	26
STUDENT INFORMATION .....	26
PERSONNEL INFORMATION:.....	26
USD 412 BULLYING PLAN.....	26
DISCRIMINATION .....	27
SEXUAL HARASSMENT (GAAC).....	27
PERSONAL COMMUNICATION DEVICES AND SOCIAL MEDIA.....	28
ELECTRONIC COMMUNICATIONS BETWEEN STAFF AND STUDENTS .....	29
SOCIAL NETWORKING .....	29
<i>Facebook</i> .....	30
COMPUTER AND DEVICE ACCEPTABLE USE .....	30
DIGITAL PHOTOGRAPHY IN SCHOOLS .....	30
RELATIONS WITH STUDENTS (GAF).....	30
SOLICITATION OF EMPLOYEES (KDC, GAC) .....	31
SOLICITATION BY EMPLOYEES.....	31
<b>ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK</b> .....	<b>32</b>

## 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 412,

This handbook applies to all USD 412 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 412 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 Staff, students, and community of USD 412 share responsibility in attaining appropriate education to live, learn, and work in an international society.**

### Board of Education Members

Michael Bretz, President  
 Billi Beckman, Vice-President  
 Herrick, Member  
 Brett Oelke, Member  
 Leonard Weber, Member  
 Reba White, Member Mitchell Baalman, Member  
 Haley,

### Administration & Support

**USD 412 District Office, 1100 Queen Ave, PO Box 348, Hoxie, KS 67740 785-675-3258**  
 Sharris Werner, Superintendent  
 Mandy Shipley, District Secretary/Board Clerk  
 Hannah Franklin, Assistant District Secretary  
 Celeste Schippers, District Treasurer  
 Amber Vaughn, Deputy Board Clerk and Deputy Treasurer  
 Denton George, Technology Director  
 Ethan Stickel, Director of Maintenance, Grounds, & Transportation  
 Tamera Schamberger, Director of School Nutrition

### Hoxie Jr/Sr High School, 1625 Queen Avenue, PO Box 348, Hoxie, KS 67740 785-675-3286

Carey Fose, 7-12 Principal  
 Lance Baar, Athletic Director  
 Miranda Marez-Scanlon, Assistant Athletic Director  
 Amber Vaughn, 7-12 Secretary  
 Tennille Giancola, Guidance Counselor

### Hoxie Grade School, 1100 Queen Avenue, PO Box 348, Hoxie, KS 67740 785-675-3254

Sharris Werner, PreK-6 Principal Celeste Schippers, PreK-6 Secretary

### Hoxie Grade School

Principal	Sharris Werner
Pre-K/Librarian	Cyndie Aumiller
Kindergarten	Lisa Weimer
Kindergarten	Lauren Jones
First Grade	Tiffni Carter
First Grade	Christy Heim
Second Grade	Lichelle Baar
Second Grade	Nikki Campbell
Third Grade	Morgan Slipke
Third Grade	Gina Schamberger
Fourth Grade	Michelle Schippers
Fourth Grade	Casey Johnson
5/6 Science	Joel Kuchera
5/6 Social Studies	Kim Robben
5/6 Math	Sara Ball
5/6 ELA	Whitney Bainter
K-6 PE	Miranda Marez-Scanlon
K-4 Vocal & 5/6 Band	Rachel Byarlay
5/6 Vocal Music	Kathryn Tremblay
K-6 Art	Kristin Johnson
Title 1 Reading	Billi Wilson
Coordinator/K-6 ESOL	Kellie Tice
K-6 WIN	Andrea Graham
Interrelated	Angela Shepard

**Hoxie High School**

7-12 Principal	Carey Fose
PE/Strength/Athletic Director	Lance Baar
Guidance Counselor (CTE, IPS,)	Tennille Giancola
JH/HS Math	Carmen Simon
JH Social Science	Leah Heskett
HS Science	Christine Jumper
7-9 English	Christopher Graham
10-12 Social Science	Andrea Ziegler
10-12 ELA/Journalism	Amanda Cheney
HS Math	Tom Friess
JH Math & HS Geometry	Dixie Gelvin
Business Ed/Computers	Steven Tso
8-12 Art	Jackie Campbell
7th Art/HS Graphic Design	Kristin Johnson
7-12 Band	Rachel Byarlay
7-12 Vocal Music	Karl Pratt
Industrial Arts	Austin Poppert
Foreign Language	Online
Family & Consumer Science/FCCLA	Jennifer Carder
Vocational Agriculture/FFA	Emily Mong
7-9 Science	Steven Peterson
Librarian	Cyndie Aumiller
Office/Lunchroom/Teacher Aide	Mary Shipley
District Aide/Journalism	Cheryl Schwarz
Driver's Education	Laura Fellhoelter
Program Coordinator	Kellie Tice
7-12 WIN	Missy Gilliland
Interrelated	Erica Carter

**Transportation**

Ethan Stickel, Director	Nikki Cook	Thomas Feldt	Sherry Franklin	Kimberly Munk
Jana Brewster	Laurie Farber	Hannah Franklin	Roger Milton	

**District Support Staff**

Food Service	Tamera Schamberger, Director Eleanor Augustine Donata Zahn Joan Winter Rebecca Best
Custodial/Maintenance Service	Ethan Stickel, Director Travis Arnold Kevin Beiker Karl Stillman Landon Heim
School Nurse	Sunnie Minium
Gifted Education	Luanne Lee
Speech/Language	Jill Schoendaler
Mental Health Professional	Jalyn Shaw

Paraprofessionals	Kelsey Epp (PreK) Laurie Farber (PreK) Shayla Tremblay (K-6) Sherry Franklin (7-12) Kimberly Munk (7-12) Larry Jumper (7-12) Maggie Koster (K-6 At-Risk)
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NKESC Aides	Ciri Eagleburger Raine Eller Jayden Fenner Beth Molton Heather Roberson Brecken Rowh Gerry Toll Macalee White Norie Zerr
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### **Junior High School Coaches and Sponsors**

Academic Bowl	Carmen Simon
Student Council	Leah Heskett
Basketball - Boys	Miranda Marez-Scanlon, Head Jarrod Spillman, Assistant
Basketball - Girls	Jodi Rogers, Head Paiton Rogers, Assistant
Cheerleading	Kelsey Epp
Cross Country	Thomas Friess, Head Christopher Graham, Assistant
Football	Brenton Boese, Head Taye Washington, Assistant
Kansas Association for Youth (KAY)	TBD
Summer Band	TBD
Summer Weightlifting	Miranda Marez-Scanlon
Track	Lance Baar, Boys Head Carmen Simon, Girls Head J.R. Kaiser, Assistant
Volleyball	Mandy Shipley, Head Miranda Marez-Scanlon, Assistant
Wrestling	Clayton Schamberger, Head Aidan Baalman, Assistant

## High School Coaches and Sponsors

Academic Bowl	Sherry Franklin
Basketball - Boys	Jake Moss, Head Taylor Rall, Assistant
Basketball - Girls	Easton Slipke, Head Jodi Rogers, Assistant
Cheerleading	Amanda Cheney, Head Amie Cheney, Assistant
Cross Country	Thomas Friess, Head Christopher Graham, Assistant
Debate/Forensics	TBD
Fellowship of Christian Athletes (FCA)	Leah Heskett
Football	Lance Baar, Head Garrett Kaiser, Assistant J.R. Kaiser, Assistant
Golf	Lisa Weimer, Head Miranda Marez-Scanlon, Assistant
Junior Prom Sponsor	Miranda Marez-Scanlon
Kansas Association for Youth (KAY)	TBD
National Honor Society (NHS)	Leah Heskett Jackie Campbell
School Play	Ed Lowry
Student Council/Student Leadership	Tennille Giancola Cheryl Schwarz
Summer Band	TBA
Summer Weightlifting - Boys	Lance Baar
Summer Weightlifting - Girls	Miranda Marez-Scanlon
Track	Lichelle Baar, Head Tom Friess, Assistant Crystal Etherton, Assistant Aftan Tso, Assistant
Volleyball	Lichelle Baar, Head Miranda Marez-Scanlon, Assistant Mandy Shipley, Assistant Lauren Spillman, Assistant
Wrestling	Ryan Etherton, Head Kyle William, Assistant Tyler Baker, Assistant Peter Koster, Assistant



## 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 for students to live, learn, and work 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 the Transportation Director, not less than two weeks in advance.

**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 parents, student visitors, or other 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 7:40 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 at **7:40 am** (classes start at 8:00 am). The teacher's day closes at **3:50 pm** (classes end at 3:35 pm) unless he/she is involved in an activity that extends beyond that time. A teacher needing to leave early must submit a leave request and check with the building secretary and building principal/superintendent.
- Teachers will be provided with a minimum of 25 minutes for a duty-free lunch each school day. For employees who are required to be on duty during their lunch time, their meal will not be charged to them. The school will pay the cost of the meal.
- Before leaving the classroom at the end of the day, the teacher should see that lights are turned off, Clear Touch interactive panels are off, and the windows are closed. All students must be out of the building unless under the supervision of a teacher.
- A coach, or other teacher or staff member 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.

### **IN-SERVICE**

The district will provide in-service days during the school year in which staff are required to attend. All appropriate employees shall attend in-service education sessions unless excused by the superintendent. In-service programs may utilize all or a portion of the workday. The in-service dates for the current school year are listed on the District One-Page Calendar.

## **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 412 will use the following grading scale;

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = 59% and below

## **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, parent's 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 shall 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: "(Student's Name) has not satisfactorily completed the work of the (grade level) 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 STUDENT PROGRESS**

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

## **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 in PowerSchool by 9:00 a.m. by the grade level teacher at the elementary school.

Attendance at the junior high/high school should be completed for each class period.

## **ACTIVITY TRIPS:**

- Teachers needing a bus for an activity trip must submit a request to the Transportation Director a minimum of 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.

## **MAILBOXES AND EMAIL**

Teachers should check their mailboxes for pertinent information **DAILY**. 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 412 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. 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 to the building principal by using Weblink (Weblink will not be an option until the district office properly trains staff on it this school year) or the google sheet purchase order form (request from district office – [district@hoxie.org](mailto:district@hoxie.org)). The google sheet PO will be shared with your building principal and the district clerk ([mshiple@hoxie.org](mailto:mshiple@hoxie.org)). The item number, cost and estimated shipping should be included on the purchase order. If possible, attach to the purchase order a quote for the items, or a document that includes the online cart or list of items to be purchased. You may be asked to request a W-9 from the vendor if it is not one that has been used by the district in the past.

The superintendent is charged with the responsibility of approving, refusing to grant, or adjusting all purchase orders submitted 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 the purchase order is submitted, the person making the request will be notified. **Supplies and equipment purchased without the approval of the Building Principal and 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 passing 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 or by Google Forms (at the high school) and signed by the teacher and/or administrator.

## **DISCIPLINE**

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. Students 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
- Is in accordance with safety rules and regulations.
- Staff 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 students 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.
  - Send the student with a discipline referral slip and the teacher should come to the office at the earliest convenience.

## **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 amount of Wednesday evening activities.

## **SAFETY & SECURITY**

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

- Teachers shall give instructions to students on the first day of school on proper fire drill procedures.
- The alarm will sound for fire/fire drills. Announcements will be made specifically for crisis drills.
- Regular 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 students concerning fire drills such as, 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.
- After we go out and you check your rosters, hold up a red sheet if you have a student that is in school today, but missing. Hold up a green sheet if everyone is accounted for.
- 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 deemed 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 Hoxie Community School District.

### **STUDENT ACCIDENTS (JGFG)**

When a staff member becomes aware that a student has been involved in an accident or is in need of emergency care at school, on school property, or at a school-sponsored activity, the staff member shall follow the rules for the care of an injured student and shall report the accident to the building principal. If a student has an accident which appears to require medical treatment, an employee shall send for medical help and try to make the student as comfortable as possible while waiting for medical assistance to arrive.

When appropriate, the student's parent(s) shall be notified of the student's condition as soon as possible to determine appropriate action. If the student needs medical attention, and the parents cannot be reached, the principal shall seek emergency medical treatment.

### **Emergency Care**

At the scene of an emergency or accident when medical help is not readily available to assist in the care of an injured student, an employee may render emergency care or assistance, including, but not limited to, first aid, as deemed reasonably necessary until medical help arrives. Kansas law provides

protection from civil liability for any person who, in good faith and without compensation, renders emergency care or assistance to any person, including a minor without first obtaining the consent of the parent or guardian of such minor, at the scene of an emergency or accident. However, this protection does not extend to individuals whose acts or omissions in rendering emergency care in these circumstances were grossly or wantonly negligent.

## **Records**

Appropriate records documenting student accidents shall be maintained.

## **CHILD ABUSE (GAAD)**

(Also see JCAC and JGEC) Any district employee who has reason to know or suspect 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 or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either 27 DCF by **phoning 1-800-922-5330 or to local law enforcement officials.**

The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith. The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

## **DCF or Law Enforcement Access to Students on School Premises**

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to facilitate the agency's access to the child and to protect the student's interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.

## **Cooperation Between School and Agencies**

Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

## **Reporting Procedure**

The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. It is recommended the building administrator also be notified after the report is made.

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to DCF has been made. If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report.

If available, the following information shall be given by the person making the initial report: name, address, and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

State law provides that anyone making a report in good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

### **Mobile Crisis Helpline**

Crisis support for Kansas families and children to resolve an emotional, psychiatric, or behavioral health crisis is available through the Department of Children and Families Mobile Crisis Helpline, 1-833441-2240, including:

- Problem solving to resolve behavioral health crisis;
- Referral to community resources or recommendation to engage in stabilization services;
- In-person support via mobile crisis response; and
- Contacting mobile crisis response unit to assist in emergency situations.

Services are available to all Kansans 20 years or younger including anyone in foster care or formerly in foster care.

### **Annual Training**

Annual training for all school employees on child abuse and neglect reporting requirements shall be provided, and documentation of the training shall be maintained.

## **SUPERVISION OF MEDICATIONS (JGFGB)**

(See JGFGBA)

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering it to determine that it appears to be in the original container, to be properly labeled, and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist.

Any changes in type of drugs, dosage, and/or time of administration should be accompanied by updated physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments. In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

### **STUDENT HEAD INJURY AND CONCUSSIONS**

Any one of your students could take a spill, knock his/her head, and get a concussion in any number of school settings ranging from the hallway, the playground, the cafeteria and beyond.

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt of the head. Concussions can also occur from a fall or blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious.

To help you recognize a concussion, ask the injured students or witnesses of the incident about:

- Any kind of forceful blow to the head or to the body that resulted in rapid movement of the head, and
- Any change in the student's behavior, thinking, or physical functioning.

### **SAFETY PRACTICES**

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

### **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 of 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;
2. 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)**

Drug-Free Schools GAOB (See JDDA and LDD) The possession, use, sale, distribution, or being under the influence of controlled substances and/or alcohol by school employees at school; on, in, or while utilizing school property; or at school sponsored activities, programs, or events is prohibited.



### Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not manufacture, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, and/or alcoholic beverages at school; on, in, or while utilizing school property; or at school sponsored activities, programs, or events.

Possession, use, and/or being under the influence of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such employee from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. Used, if at all, in accordance with label directions.

Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy may be subject to any or all of the following sanctions:

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

Prior to applying sanctions under this policy, employees will be afforded any due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action. This policy is not intended to change any right, duty, or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program and for enrolling in the programs. If participation in such a program is required as a condition of continued employment, copies of any documentation related to enrollment in and attendance in such program shall be made available to the board and/or administration upon request.

A copy of this policy shall be provided to all employees.

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

The use, possession, or promotion of any tobacco by staff members 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.

The following definitions apply to this policy.

“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 (hereafter “ENDS”), 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 FDA approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the employee by a medical practitioner or obtained over the counter and used in

accordance with label requirements.

“Electronic nicotine delivery 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. ENDS are not FDA-approved nicotine replacement therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

#### **DRUG AND ALCOHOL TESTING (GAOD)**

This policy shall apply to 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. A board-approved plan stating compliance requirements is on file with the clerk. Copies of the plan shall be given to each appropriate employee in a safety sensitive position as defined by board policy

#### **POSSESSION OF A FIREARM**

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

Appropriate signs shall be conspicuously posted as directed by the board and required by law.

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

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

The board shall adopt an exposure control plan. 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.

#### **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.

#### **SEARCHES OF PROPERTY (JCAB)**

Principals are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Whenever the principal is mentioned in this policy, it shall be construed to include the superintendent “or designated representative.”

#### **Search of Lockers**

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker

at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

### **Searches of Property**

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

### **Use of Trained Dogs in Conducting Sweeps**

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms, and/or locker rooms.

## **SEARCHES OF STUDENTS (JCABB)**

(See JCAB and JCAC)

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student's parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

If the principal believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

Written documentation of each search shall be maintained by the principal. (Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent "or designated representative.")

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

Building administrators, school security officers, and/or others designated by the superintendent may conduct investigations and question students about violation of school rules, the student conduct code, and/or law. Unless otherwise provided herein, such investigators shall not be required to contact the student's parent, guardian, or representative prior to questioning and may request law enforcement, school resource officer(s), and/or school security officer(s) for assistance in conducting the investigations.

If there is reason to believe a violation of a criminal law has been committed, the building administrator, the superintendent's designee, and/or school security officer with authorization of the superintendent or the superintendent's designee shall notify the appropriate law enforcement agency of criminal conduct as provided in law and/or board policy and may request further investigation of the alleged violation.

When a school resource officer or campus police officer initiates an investigation of a potential violation of criminal law by a student on the officer's own initiative and not at the behest of a building administrator or the designee of the superintendent, such officer will notify the building administrator and will make a reasonable attempt to contact the student's parent, guardian, or representative prior to initiating questioning.

### **Coordination with Law Enforcement**

School administrators and/or school security officers shall meet at least annually with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district and reporting of potential criminal acts at school or school activities.

### **Notification of Investigations Conducted by Law Enforcement Officers**

When law enforcement officers initiate an investigation involving questioning of a student on a topic unrelated to a report of child abuse or neglect or to the identity of the student during school hours, the building administrator shall make a reasonable attempt to contact a parent, guardian, or representative of the student(s) prior to such questioning. Notification or attempted notification of a parent, guardian, or representative shall be documented by the administrator involved. If a student's parent, guardian, or representative is not present during such questioning of a student, the principal may be present unless otherwise specified in law or board policy.

### **Child Abuse and Identity Investigations Conducted by Law Enforcement Officers**

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse or neglect or concerning the student's identity. For any investigations concerning known or suspected child abuse or neglect, school staff shall follow the procedures outlined in board policy GAAD instead of the requirements of this policy.

### **Law Enforcement Initiated Investigations at School**

In cases not involving the investigation of known or suspected child abuse or neglect or involving the student's identity, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to the building administrator for such purpose, or in demonstrated emergency situations. If a demonstrated emergency is found, the building administrator shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the building administrator is not satisfied with either the identification or the reason, the request shall not be granted. The building administrator shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

### **Taking Students into Custody**

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement, school resource officers; campus police officers, or Department for Children and Families ("DCF") authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy, a reasonable effort shall be made to notify the student's parent, guardian, or representative when students are removed from school for any reason. Parents shall not be notified by school officials when their child is taken into custody by DCF, school resource officers, campus police officers, and/or law enforcement as a result of allegations of abuse or neglect and there is reason to believe sharing the information may lead to harm of the child or others. Except as provided above and/or as specified in a court order or arrest warrant, if a student is taken into custody by a law enforcement officer, school

resource officer, or campus police officer, building administrators shall make a good-faith effort to contact the student's parent or guardian. Notification efforts shall be documented.

When a student has been taken into custody or arrested on school premises without prior notification to the building administrator, the school staff present shall ask the law enforcement officer to notify the building administrator of the circumstances as quickly as possible and shall themselves contact the building administrator with any information they have regarding the child being taken into custody. School resource officers and campus police officers are expected to contact the building administrator as soon as practicable after taking a student into custody.

### **Disturbance of School Environment**

Law enforcement officers may be requested to assist in controlling disturbances at school and, if necessary, to take students or other persons into custody.

### **Definition**

For the purposes of this policy, "campus police officer" is a school security officer employed by and designated by the board to aid and supplement law enforcement agencies of the state, city, and county in which the school district is located. For the purposes of this policy, students will not be deemed to be "taken into custody" when they are being questioned by a school resource officer, school security officer, and/or campus police officer about a violation of state law, county resolutions, city ordinances, board policy or regulation, and/or school rules on property owned, occupied, or operated by the school district or at the site of a function sponsored by the school district.

## **COMPLAINTS ABOUT DISCRIMINATION OR DISCRIMINATORY HARASSMENT** (See GAAC, GAACA, JDDC, JGEC, JGECA, KN, and KNA)

**Nondiscrimination:** The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a matter deemed appropriate by the administration, up to and including suspension or expulsion from school.

## **LICENSED PERSONNEL**

The Board of Education of USD 412 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 412 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 at 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 maintains a professional attitude in his/her relationship with students 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 disagree 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 and/or the Board Clerk

### **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 board 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 (GACE)**

The board retains the right to assign, reassign and transfer all employees, unless otherwise provided in the negotiated agreement. The board may delegate its authority to assign, reassign, or transfer any or all employees to the superintendent.

### **PHYSICAL EXAMS**

The board, as a condition of entering or continuing employment may require each employee who is in regular contact with students 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 students, the board may require a new certificate of health at the expense of the employee.

### **FINGERPRINTING AND BACKGROUND CHECK**

In accordance with SB 335, all teachers shall be required to complete a background check, which includes fingerprinting, when any license is renewed. The Board of Education of USD 412 shall reimburse the educator for the full cost of the fingerprinting and background check, with the exclusion of any initial teacher license or renewal of a lapsed license.

## **BENEFITS AND COMPENSATION**

### **KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS)**

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.

### **WORKERS COMPENSATION (GAOE)**

(See KFD) The district will participate in workers compensation as required by current statute. The combined workers compensation benefits and salary received under allowed paid leave shall not exceed one full day's pay.

All employees of the district shall be covered by workers compensation. Workers compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the district.

An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor within 20 days of the injury or within 20 days of repetitive trauma in order to be eligible for benefits.

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers compensation benefits and paid leave benefits shall not exceed a regular daily rate of pay. An employee using paid leave in combination with workers compensation will be charged for one full or partial day of paid leave, as provided for in the applicable leave policy or the negotiated agreement, for each day of absence until the employee's paid leave is exhausted.

Any employee who is off work and receiving workers compensation benefits shall be required to provide the designated workers compensation coordinator 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 paid leave shall terminate, and those benefits under workers compensation shall be restricted as provided by current statute.

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 leave to supplement the workers compensation or district paid disability insurance payments. Workers compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid leave may be used for this purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work; 3) the employee is released by the medical provider and a position is offered by the employer, but the employee declines to return to work; or 4) employment is terminated. Paid leave shall be calculated on a prorated amount equal to the percentage of salary paid by the district.

### **SALARY DEDUCTIONS (GAL)**

The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). The board prohibits all managers from making any improper deductions from the salaries of exempt employees. Employees shall be made aware of this policy.

If an employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor or to the board clerk.

Reports of improper deductions shall be promptly investigated. If it is determined that an improper deduction has occurred, the employee shall be promptly reimbursed for any improper deduction made.

### **SALARY WITHHOLDING**

W-4 and K-4 changes may be made at any time by contacting the board clerk at the USD 412 office.

### **ADMISSION TO ACTIVITIES**

All employees, spouses and dependent children (K-12) will be allowed admittance to all local activities sponsored by USD 412 at no charge excluding league, sub state, and state tournaments and activities.

### **PERMISSION FOR LEAVE:**

Leave of absences 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.

### **EXTRA DUTY DAYS**

Extra duty days will be required in accordance with the negotiated agreement. Acceptable events include but are not limited to:

- Athletic events/tournaments
- Concession stands (if not already a paid sponsor or coach)
- School Music Concerts (with the exception of music teachers – and only if supervising students)
- School Dances (if not already a paid sponsor for the student organization hosting the dance)
- Academic Bowl meets
- Forensic/Debate tournaments
- Other events/activities approved in advance by the Athletic Director and Building Principal

### **DISCRETIONARY LEAVE**

Each teacher shall be entitled to leave with full pay for thirteen (13) school days in each year and to accumulate a maximum of 49 days. Leave may be used for sick leave or personal leave.

- Teachers will be paid one-half the substitute daily pay for each day over 49 at the end of the school year. If a teacher has a balance in the sick leave bank, those days over 49 will be applied to the balance.
- Leave may not be taken the day preceding a vacation period or following a vacation period, unless approved by administration.

### **USAGE:**

Any time that you are gone, you need to put in the applicable leave (discretionary, professional, activities/athletics). This is any time during your contracted time from **7:40 a.m. to 3:50 p.m.** (490 minutes). For example, if you leave for the day at 10:45 a.m., you need to put in a leave request from 10:45 a.m. to 3:50 p.m. Lunch (25 minutes) and plan time (45 minutes) will be adjusted out of the total time taken (if it applies) by the district office. In this example if lunch is 12:00 p.m. to 12:25 p.m. and plan is 12:30 p.m. to 1:15 p.m. the total hours deducted from leave would be 3.75 hours (295 minutes gone, less lunch and plan = 225 minutes gone, divided by 60 = 3.75 hours.)

Plan time is calculated for payroll purposes at 45 minutes for every certified teacher, as that is the minimum amount of time allotted and the only way to stay fair and consistent in terms of payroll for all certified teachers, as plan time can and does vary in length district wide.



Your discretionary time will only be subtracted in 15-minute increments. You still have to put in your leave time if your co-teacher covers for you. That is still time that you are gone during your contracted time. It is up to your co-teacher to put in their extra time to be paid for it.

Any time you leave your assigned building, you must notify the building secretaries.

### **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 discretionary 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:

- g. the leave begins in the last five (5) weeks of a semester,
- h. will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
- i. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

## **TEACHER EVALUATIONS**

The Kansas State Department of Education and Board approved teacher evaluation instrument for USD 412 is e4E. It is performance based and is made available through a partnership between Southwest Plains Regional Service Center and USD 412. This evaluation instrument will be in place throughout the 2024-2025 school year. Both parties will again reevaluate this instrument at the end of the negotiated agreement term. The evaluation review committee will consist of an elementary teacher and a high school teacher appointed by HNEA and an administrator. A complete e4E guide will be available in both faculty rooms and in the Central Office.

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

Unless otherwise provided in the negotiated agreement, if the board decides the size of the teaching staff must be reduced, the following guidelines shall be followed.

Insofar as possible, reduction of staff shall be accomplished by attrition due to resignations and retirement. Following attrition, if additional reductions are required, the following steps will be utilized by the district's administrative staff to reduce the teaching staff:

- The number of teaching positions to be reduced shall be in accordance with the educational goals established by the board.
- The number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals in determining which teachers will be nonrenewed due to reduction in force.
- The educational goals and needs of the district, individual certifications, qualifications, training, skills, evaluations, and interests.

If all of the teachers in the area identified for reduction have similar certifications, qualifications, training, skills, evaluations and interests, the teacher(s) who best meets the needs of the district, considering the factors outlined above and any other relevant factors, will be retained.

Any certified employee who has not been reemployed as a result of reduction of the teaching staff shall be considered for reemployment if a vacancy exists for which the teacher would qualify.

Certified employees who may be eligible for reemployment are required to notify the district of their current address. The superintendent will recommend to the board reinstatement of any teacher he/she deems qualified and able to serve the best interests of the district. The board shall not be required to consider reinstatement of any teacher after a period of one year from the date of nonrenewal.

### **SUBSTITUTE TEACHERS**

In cases of absence, the superintendent's designees, Celeste Schippers (elementary) and Amber Vaughn (JH/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.

### **REIMBURSEMENT/TRAVEL (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. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together.

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 the authority to suspend licensed employees with pay pending further board action.

The superintendent may suspend licensed employees with pay for any reason, including, but not limited to, one or more of the following: alleged violation of board policy, rule or regulation; refusal or failure to follow a reasonable directive of an administration; the filing of a complaint against the employee with any civil or criminal authority; the alleged commission of an offense involving moral turpitude; and 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)**

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

Refer to the negotiated agreement. GBG-R

All conditions of probation shall be in writing. One copy shall be given to the employee, and one copy shall be placed in the employee's personnel file. Failure by an employee to remedy the causes of probation may result in nonrenewal or termination of the employment contract.

### **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**

### **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 that 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.

### **USD 412 BULLYING PLAN**

Bullying means: Any intentional gesture or any intentional written, verbal electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates and 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; or
- Placing a student or staff member in a reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text

messages, blogs, mobile phones, pagers, online games and website.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-5286 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 208 will not tolerate these actions by students or staff. Any act of bullying by either an individual student or a group of students is prohibited on or while utilizing school property, in a school vehicle or at school-sponsored functions. The policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying and to all staff members who engage in similar behaviors.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may consider the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior. Discipline guidelines for student and staff bullying are found in the appropriate handbooks. Offenses over time may result in discipline up to and including suspension and/or expulsion or termination from employment. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.)

### **DISCRIMINATION**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination (including racial discrimination), insult, intimidation, or harassment (including sexual harassment) due to race, color, religion, sex, age, national origin, or disability (including disability harassment).

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

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

Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another licensed staff member. Any school employee who receives complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints of discrimination will be resolved using the district's discrimination complaint procedure.

### **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.

Cell phones and other personal 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. Cell phones, 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 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, Snapchat, Twitter, etc.) 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 email using mailing lists to a group of students when possible 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 AND 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., Facebook, Snapchat, Twitter, 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.

## **SOCIAL NETWORKING**

USD 412 employees are encouraged to use district e-mail and other district technology resources (ParentSquare) to promote student learning and communication with parents of students and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities. Technology-based materials, activities, and communication tools shall be appropriate for and within the range of knowledge, understanding, age, and maturity of students with whom they are used.

District employees, including, but not limited to, classroom teachers and extracurricular activity coaches and sponsors, may set up social networking accounts using district technological resources and following district policy and guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction. Social networking sites and other online communication options offering instructional benefits may be used for the purpose of supplementing classroom instructions and to promote communication with students and parents concerning school-related activities.

In order for the district employees and activity sponsors to utilize a social networking site for instructional, administrative, or other work-related communication purposes; they shall request prior permission from the superintendent. If permission is granted, staff members will set up the site following any district guidelines developed by the superintendent and approved by the board. In all cases, the posting of any private or confidential school district material on such websites is strictly prohibited.

The USD 412 Board of Education discourages school district staff members from creating personal social networking accounts to which they invite current or future students to be friends. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action in line with other school board policies and/or collective bargaining agreements, if applicable, when their conduct relating to use of technology or online resources violated this policy; the law; or other



applicable board policy, statutory, or regulatory provisions governing employee conduct, the protection of student record information, or if it impairs the staff member's job performance or effectiveness in the work setting. Access to social networking websites for individual use during school hours is prohibited. District staff shall endeavor to protect the health, safety, and emotional well-being of students and confidentiality of student record information both in the school setting and in their online actions. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment.

### **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 PHOTOGRAPHY 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)**

(See GAAC, GAACA JGEC, JGECA and KN)

Employees shall maintain professional 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)**

The board shall discourage all solicitations of and by staff members during regular school hours and at school-sponsored activities.

Agents, solicitors and salesmen shall not be permitted to take time from teachers or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services. This rule applies to those activities, promotions and sales originating outside the school. Exceptions to this rule may be made as outlined below. Materials and projects submitted for consideration under this rule must be made in writing to the superintendent. Requests will be considered in light of the proposal's direct contribution to the educational values in the school.

Consideration shall be on the basis of unreasonably added work for staff members. Any individuals or organizations violating the policy on solicitations shall be reported to the board by the superintendent. Violators may be denied further access to school premises by board action

**SOLICITATION BY EMPLOYEES**

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

No employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal/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 2024-2025 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: \_\_\_\_\_