

Rawlins County USD #105

Certified Staff Handbook



2022-2023

USD #105 MISSION STATEMENT

Unified School District #105 shares responsibility with students, staff and the community in providing a positive learning environment, within the financial means of the district that will allow all students to gain lifelong learning skills necessary to become productive and responsible members of an ever-changing society.

THIS HANDBOOK IS NOT ALL INCLUSIVE. ALL BOARD POLICIES ARE NOT INCLUDED. ALL FACULTY AND STAFF HAVE ACCESS TO A BOARD POLICY MANUAL AT EACH SCHOOL SITE.

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DISTRICT #105 GOALS / OBJECTIVES

The district will develop a relevant outcome-based curriculum which identifies student competencies, provides for professional development and incorporated technology to enhance instruction and learning.

Students will show demonstrated competency in challenging subject matter, critical thinking, problem-solving and group interaction.

The district will establish and maintain a resource base to protect and ensure the continuity of programming from year to year; to retain highly qualified personnel; to upgrade equipment in order to provide student access and training for an ever changing job market; and to care for existing and planned facilities.

ACCIDENTS (K-12)

Any school employee who discovers an accident on school property shall report the accident to the building principal or designated representative. Also any student accident should be reported immediately and an accident report completed and turned into the school office. If an employee is injured on the job, the supervisor should be contacted immediately and a report shall be made within ten days.

ACTIVITY PERIOD (7-12)

Activity period is set aside each day and begins at 3:10 PM and lasts until 3:40 PM. The purpose of these periods is to provide times for clubs, classes, and organizations to meet. A rotating schedule will be provided to all teachers, so there is no confusion as to which organization is to meet at what time and on what day. Meetings will also be placed on the weekly calendar. If it is not listed on the weekly calendar, then it should not meet. Pep Rallies are also scheduled during this time. In most cases, teachers will still have students in their rooms during Activity Period. This time is to be utilized as a **STUDY Skills Improvement** and the atmosphere in the room should be conducive to that end. Students are not to leave their assigned activity period rooms unless they have a pass from the teacher involved.

ACTIVITY SCHEDULING, SPONSORS AND BUILDING SECURITY (K-12)

All school sponsored events, either curricular or extra-curricular, where teachers, students, and school facilities are involved, must be cleared with the principal and placed on the school calendar in advance. Failure to do so may result in cancellation of the activity. A weekly bulletin for school activities will be put out each week by the High School office.

A staff member responsible for an activity should be present and directly supervise students under his/her direction at all times. If a student activity demands the use of another teacher's equipment, the sponsor of the activity will be responsible for contacting that teacher and working out the details.

When the activity is over, the sponsor should be certain **all lights are turned off** and that **all doors and windows of the buildings being used are properly secured**. The last individual to use the facilities at night or on weekends is responsible for **closing and locking the outside gates** at RCHS.

All students must be under the supervision of a teacher while in the building. No students are to be in the building after school hours unless they are: (1) with a teacher or (2) have been cleared through the office. Do not allow a student access to keys to the buildings.

Any town organization using the school facilities must complete a Facility Use Agreement and have prior approval of the building administration. Also, a staff member must present **at all times**. If you are that staff member, remember you are responsible for the security of the building. Do not give other individuals access to school keys.

ANIMALS AND PLANTS IN SCHOOL (K-12)

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes only.

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

Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animal to school. Animals must be adequately housed and cared for in screened cages. Handling of animals and plants by students must be on a voluntary basis. Only the teacher or students designated by the teacher are to handle the animals.

Teachers are to check with the school nurse regarding any known allergies existing among students, prior to granting permission for having an animal in the classroom. If allergies exist, parents must be contacted for further direction.

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

Teachers must be aware of federal and state laws regulating the handling of animals. (Cf.KSA 21-43 10)

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

All experiments using live animals must have prior approval of the principal or designated representative.

If an animal has bitten a staff member or student, the incident must be reported immediately to the school office. The principal is to assume the responsibility to notify public authorities to have the animal impounded for observation. The Principal will attempt to notify the parents. (Approved 7-1-03)

ANNOUNCEMENTS (K-12)

Announcements will be made by the office at the beginning of the school day and at the end of each school day. All announcements covering the day's activities should be made at these times in order to eliminate class interruptions. Such announcements should be submitted to the office the day prior to when they are to be made.

APPEARANCE (K-12)

Staff members are to dress in appropriate professional attire. Excessive casualness or disruptive dress is discouraged, and will be addressed by the building administrator

ASBESTOS PLAN IN PLACE (K-12)

The following serves as the required annual notification to employees regarding the board policy on the district's asbestos management plan.

An asbestos control plan is currently in place and covers the control of asbestos in all school district facilities. Refer to Board of Education Policy EBBA approved on 7-1-03 for specific guidelines.

ASSEMBLIES (K-12)

Assembly programs will be scheduled throughout the school year. Teachers are requested to sit with the student body in order to provide supervision and proper respect for the performers. **All instructional staff are expected to attend all school assemblies unless assigned elsewhere.**

ATTENDANCE REPORTING AND CHECKING ROLL (K-12)

Beginning the first full day of school, it will be the responsibility of each instructor to accurately take roll in each class. The absence report, in PowerSchool, should be completed at the beginning of each class so that it may be checked in the office. Tardies should be corrected by the end of each period.

BLOOD BORNE PATHOGENS (K-12)

The following serves as the required annual notification to employees regarding the board policy on blood borne pathogens.

The exposure control plan for blood borne pathogens is available for review from the superintendent or board clerk. All staff shall receive the training and equipment necessary to implement the plan.

CARE OF BUILDINGS / EQUIPMENT (K-12)

Teachers are responsible for closing all windows, adjusting all shades, etc. at the end of each day. Lights should be turned off when classroom is not in use. Classrooms should be in order and neat before leaving each day.

CAFETERIA (K-12)

A staff member should escort K-6 students to the EAST door of the cafeteria. If students can not go inside cafeteria, line them up along the outside wall and supervise them until they can go in. Grades K-3 may go to the playground by using either the north door of the cafeteria or via the north hallway door. Grades 4-6 use the east cafeteria door to go to the south playground. Grades 7-8 will remain in cafeteria until dismissed, no open lunch. Grades 9-12 will go to the gym after eating. 12th grade can go to the senior hallway.

CHECKING OUT TEXTBOOKS (K-12)

It is the responsibility of each teacher to keep a record of the book numbers, the condition of the books, and to see that all books are checked back in, in good condition, at the end of the school year.

CHILD ABUSE (K-12)

Any employee of the district who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report this fact to DCF or to the county attorney or the local law enforcement agency. The building administrator will be informed of the action taken by the staff member. Employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employee to prove the child has been abused or neglected. (1-800-922-5330)

No board of education member, superintendent, administrator or school employee shall be liable for damages in a civil action resulting from a person's good faith acts or omission in complying with the requirements or provisions of the Kansas school safety and security act.

CHURCH NIGHT (K-12)

Wednesday night is considered Church Night in our communities. Thus, no school activities are to be scheduled for Wednesday evenings. All practices will be completed and junior high and high school athletes will be showered and out of the building by **6:00 p.m. on Wednesday evenings**. Student homework will be limited.

CLASS DISMISSAL (K-12)

At the end of each class period, a bell will ring. This indicates to the instructor that the period is over. The bell should not be an automatic dismissal. Teachers should dismiss the students. **Only students riding the bus at the end of the day should be dismissed on the "bus bell"**.

CLASSROOM ACTIVITIES, LIABILITY AND SUPERVISION (K-12)

Each instructor has the obligation and responsibility to see that the activities of his/her class do not interfere with the activities of other instructors. This statement means that an activity permitted in one class has a definite carry-over effect in all the other classes during the day.

Before using radios, food, beverages, or doing an activity outside of the classroom, please consider your educational objective and the chance for greater student outcome in allowing such activity.

The laws of the State of Kansas hold teachers and schools liable at all times for students under their supervision. Never leave students in your classroom unattended. If you must leave the classroom, make arrangements for another staff member to cover your room. **Before school and between classes, teachers should be in the hallway so they can monitor students in the hall, as well as those who have entered their room.** Supervision is not limited to just classroom situations. All teachers are responsible for supervising all areas of the school building during the school day or during school sponsored activities.

COMPUTER PROGRAMS (K-12)

Because of licensing regulations and the possibility of program viruses, students or staff members may not load personal programs on district computers, without the permission of the Technology Director or Building Administrator.

CONFIDENTIALITY (K-12)

Confidential student and personnel information, 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 that violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination.

CORRESPONDENCE (K-12)

It is important to involve parents in the education of their children. Whether it is by phone or written correspondence, teachers need to make sure they keep the parents informed about their child's progress. Also, please keep the building principal informed about any correspondence with parents concerning low academic performance or student behavior.

DISCIPLINE REPORTS (K-12)

In all cases where a teacher has to discipline a student, he/she will fill out a log entry on PowerSchool. This is not necessary for minor infractions where no action except verbal reprimand is involved. For other cases, it is very important that this information be submitted. New log entries entered into PowerSchool will send an email to the building administrator.

Discipline is the job of all staff members. The entire staff sets the pattern for the conduct of students, both during the school day and at school sponsored activities. Where appropriate, the staff member will call the parent to discuss the incident.

DRUG FREE WORKPLACE (K-12)

The following is the required annual notification to employees regarding the board policy on drug free schools/workplace.

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

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

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

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

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

The use of tobacco products or electronic cigarette by any person, in any form, is prohibited in any school building, owned, leased or rented by the district that is used for pupil attendance purposes, or in any school vehicle.

EVACUATION POLICY FOR DISABLED STUDENTS (K-12)

From time to time we have disabled students, staff or visitors in our building. When this situation is present, the following procedures will be followed when evacuating these persons during an emergency.

Students: Staff members who have a disabled student will be responsible to get the student out of the room and to the designated area of safety. The staff member may enlist the aide of a student if the staff member cannot accomplish the task.

Staff Members: When there is a staff member who is disabled, two other staff members will be assigned to assist them to an area of safety, as well as the students assigned to them.

Visitors: In the event that we have a visitor in the building who is disabled, the office will notify the staff member involved with the visitor, that they will assist that person to the area of safety along with their students. Also the office will assist with the evacuation of any disabled visitors.

E-MAIL (K-12)

Employees shall have no expectations of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district 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.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

EXAMINATIONS (K-12)

Teachers may administer regular tests in their classes at their discretion during the school year. All examinations, (except finals at the end of the school year) tests, term papers, and major assignments handed in by students, will be corrected and returned by the teacher in a timely manner.

A definite date and testing schedule are provided for semester exams. Nine weeks tests will be optional and left to the discretion of the classroom teacher. All Jr./Sr. teachers are required to give semester exams. The semester final can only be worth 10% of their total points for the semester. For grades 9-12, a scheduling calendar will be posted in an appropriate place. The purpose of this calendar is to aid in scheduling tests from week to week and to cut down on the number of conflicts between classes. Teachers are urged to report to the office the tests they will be giving in their classes and the days on which they will be administered.

FACULTY MEETINGS (K-12)

Faculty meetings will be held as needed. All faculty members are expected to be present, unless prior arrangements have been made with the principal. Classified staff members should check with their building administrator on their attendance.

FIELD TRIPS AND EXCURSIONS (K-12)

Field trips and excursions are encouraged when a reasonable educational objective can be established.

The teacher shall develop appropriate forms to notify parents of forthcoming field trips and excursions. The form shall include the nature of the trip, departure time, expected return time, names of sponsors, mode of travel, and anticipated costs to the student. The form shall include a space where a parent may ask that his child be excused and the reasons for the excuse. **A student activity list must be completed and given to each faculty member and two to the office. Teachers must ensure that proper approval is obtained.**

The teacher needs to plan ahead so they will be able to attend a regularly scheduled Board of Education meeting to request approval for the trip.

When considering requests for student activities involving extended travel, large expenses, or extended loss of time from school, refer to district policy JGGC. This is found in the district Policy Handbook.

As a part of a student activity, students may be provided the opportunity to participate in Board of Education approved special camps (summer music, cheerleaders, athletics, etc.) or other club or volunteer class activities involving considerable school district cost for participation. Special restrictions may be included as a condition of participation. Refer to district policy IIFCC in regard to specific guidelines concerning these restrictions.

FIRE / TORNADO DRILLS (K-12)

The State of Kansas requires fire drills be held each month, and tornado drills at regular intervals. It is the teacher's responsibility to direct his/her students out of the room as quickly and as orderly as possible using established guidelines. If there is a student in your classroom who has an impairment that limits their ability to exit, then it is your responsibility to make the appropriate arrangements with other students to assist them. **It is vital that teachers take their class clipboards and/or class rosters, with them during fire and tornado drills in order to check roll in case of actual disaster. The fire signal is one continuous siren and the tornado drill is an announcement. All windows and doors should be closed as you leave. Follow posted classroom signs for designated areas.**

FUND RAISING ACTIVITIES (K-12)

All fund raising activities carried out by organizations must be approved by the principal & board of education prior to their beginning and meet all district guidelines. This includes any fund raising activities that have been used in the past.

GRADE REPORTS (K-12)

It is vital that teachers explain their grading system to students at the beginning of classes. This insures a clear understanding of expectations and demands from the beginning. Teachers are required to record grades in PowerGrade and are encouraged to record an adequate number of grades during a grading period to insure a wide range of opportunities for students to learn and be successful.

Grades 7-12: Report cards are issued at the end of each nine week session. Letter grades are used to designate a pupil's progress. Our high school operates on a 4 point grading scale as follows: A=4 points, B=3 points, C=2 points and D=1

point. Teachers should be able to justify each grade that is given to a student. Our grading scale is as follows: 90%=A, 80%=B, 70%=C, and 60% = D. Plus or minus may be used with letter grades to further indicate the level of student performance, but only the letter grades have different values for computing GPA.

Grades K-6: Grading system: 100-97 = A+; 96-94 = A; 93-90 = A-; 89-87 = B+; 86-84 = B; 83-80 = B-; 79-77 = C+; 76-74 = C; 73-70 = C-; 69-67 = D+; 66-64 = D; 63-60 = D-; 59-0 = F.

Report cards are computer-generated and each teacher should have their grades recorded in Power Grade.

HALL SUPERVISION / OTHER (K-12)

Teachers are expected to be present in the halls during class changes, as well as before and after school. Their presence in the hall is the best deterrent to most forms of misconduct. Standing near the classroom door allows supervision of students in the halls and in the classroom. K-6 students should not be kept from classes to complete work or as a discipline consequence. Teachers should use recess, noon time or after school until 4:15 pm for this purpose.

The building administrator and superintendent shall assign teachers to supervision schedules which might include bus / parking lot duty, recess duty and hall monitor duty.

Teachers should not release students during class. If the teacher finds it absolutely necessary for a student to be out of the classroom, she/he must issue the student a hall pass or sign in the student planner. Students found out of class during a regular class period without a hall pass will be held for detention. Supervisor for the detention time will be the teacher responsible for allowing the student out of the class without a pass.

HOME COMMUNICATION (K-12)

Teachers in our district are encouraged to keep lines of communication open between the school, students, and parents/guardians. The contacts are vital in the education process and should include positive, as well as negative situations on the part of student behavior. Phone communications are of particular value and are encouraged.

ILLNESS / LEAVE / SUBSTITUTES (K-12)

In case of illness, please follow your designated procedure for sub requests by 7:00am, if not earlier. If a second day is needed, please notify the secretary by 3:00 pm that afternoon. Lesson plans, seating chart, class rolls, etc. should be up to date and available for the substitute. There should be a substitute file, in the district binder that can be used in case of emergencies. **Teachers are granted 10 days of sick leave, of which 5 days may be used as personal leave.**

When a substitute teacher has been requested, the faculty member is to leave all lesson plans, seating chart, updated class rolls, and assignments on their desk, in the black binder (K-12). This should include a substitute file that can be used for emergencies. When using a substitute, it is vital to have meaningful assignments that will take all of the class hour to complete. It is also important that the students are held accountable for their work.

KEYS (K-12)

Keys will be issued to staff members for their convenience in entering buildings and classrooms. These should be checked out at the beginning of school year and checked in at the end of the school year unless authorized by the principal. Do not lend your keys to students or family members. Under no circumstances, unless authorized by the administration, are students to be allowed to enter the building at night, over the weekends, or over vacations to use any school facility unless they are personally supervised by a staff member. Staff members shall not duplicate keys.

LUNCH COUNT (K-12)

A lunch count will be taken and noted in PowerSchool by all teachers the first few minutes of their first class. Grades K-8 will have closed lunches (including no game day passes) and Grades 9-12 will have an open lunch.

NONDISCRIMINATION STATEMENT (K-12)

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.

PARENT-TEACHER CONFERENCES (K-12)

Formal parent-teacher conferences are held at the end of the first nine weeks grading period for grades K-12. Grades K-6 will also have a parent conference at the end of the 3rd Nine Weeks. All parents should be encouraged to attend these conferences.

PREPARATION PERIODS (K-12)

Teacher preparation periods should be used to grade papers, hold student conferences, do class preparation, etc. Please use this time wisely. Occasionally, teachers may be asked to monitor a period for other teachers who are in class meetings, club meetings, or other school sponsored activities.

PROGRESS REPORTS (K-12)

Teachers are directed to keep students and parents/guardians informed of student progress while students are attending our schools. Open communication between the school, home, and students is vital in the educational process. Following the third and sixth week of each nine-week grading period, formal reports will be sent to parents/guardians of students who are doing failing or unsatisfactory work in any of their classes. Teachers are also encouraged to contact the home at anytime there is a problem. These situations need immediate attention and conferences with all concerned parties are encouraged as soon as possible. Teachers are also encouraged to contact parents/guardians regarding positive action by students in their classes.

PURCHASES (K-12)

Staff members who need to purchase items over and or request reimbursement on above regular budgeted items are to check with the school office for the procedure to follow. Staff members may not purchase any items prior to receiving approval from the building administration.

REPORTING STUDENT VIOLATIONS OF KANSAS LAW (K-12)

If students enrolled in our district are found to be in violation of school policies which are also possible violations of Kansas statutes, then district administrators are required to report these possible violations to appropriate law enforcement agencies for investigation. School staff will report these violations to the school administrator. District administrators shall provide such factual information as may be available, consistent with Kansas law and the Constitutions of Kansas and the United States.

SCHOOL DAY (K-12)

Teachers unless assigned otherwise are to arrive at school 20 minutes before start of classes and remain on duty until 20 minutes after classes have dismissed unless you have other school activities under your supervision. If circumstances require that you depart from this schedule occasionally, teachers are requested to clear such changes through the office.

It is vital that teachers be in their classrooms in adequate time before classes begin in the morning, and (then again) after school, in order to be available for consultations with students.

STUDENT ACTIVITY FUNDS (7-12)

Each class and organization in the junior/senior high school has a separate account in the activity fund. Organizations within the school are **not permitted to overspend these accounts**. It is the direct responsibility of the sponsor to see that this does not happen to their organization. **A summary of the activity account funds must be initialed by sponsors in the office on a monthly basis.**

No expenditure can be made from class or organizational funds, without prior approval of the building administrator and use of the proper purchase order procedure. **At no time will students be allowed to initiate a purchase order or charge items.** This duty must be the responsibility of the sponsor of the group/organization.

TEACHER OBSERVATION / EVALUATION (K-12)

Teachers will be observed and evaluated by the principal. This procedure will follow district policy and will be reviewed with each faculty member prior to the observation and evaluation.

Teachers new to the profession are required by law to be evaluated twice a year during the first three years of employment. Experienced teachers employed by the district are to be evaluated twice a year during the first two years of employment in the district. The first observation of the first evaluation will be planned in conjunction with the principal. Other observations will be unannounced. Teachers will be evaluated according to Kansas law.

TICKET TAKERS / OTHER SPONSORSHIPS (K-12)

Except when volunteer help is not available, these duties should be shared on a voluntary basis by the faculty. A sign up list will be available in the lounge for athletic events. Please assist in the sponsorship of other events such as school dances. All faculty members are strongly urged to attend as many school functions as possible. This shows faculty support for each other and also indicates a strong support of our students in their activities. Staff will be compensated at \$10, ten dollars an hour. (BOE policy 2018-19)

TRANSPORTATION

If a staff member needs a vehicle for official school business, he/she is to fill out a transportation request, which is available in the office. This request should be completed at least ten (10) days in advance of the day the vehicle is needed. The completed transportation form then needs to be submitted to the building principal for approval. In your request, include the destination, departure and expected return time, the nature of the trip and the number of students riding and whether a substitute is needed. The driver will not be on any cell phone talking, texting or reading while the school vehicle is moving. Students under the age of 14 are prohibited by law from riding in the front seat. The driver and all passengers will be wearing their seatbelts properly before the car, van or pickup will be driven.

WEATHER INFORMATION

During stormy weather, a decision to run regular bus routes, storm routes, hard surface, or no buses will be made by the transportation supervisor and superintendent. The decision will be publicized as soon as possible on:

Power School Announcement

KYVZ – 106.1 Atwood

School cancellations will be announced on the above radio station and also on:

KSN-TV Wichita

KAKE-TV Wichita

KWCH-TV Wichita

Parents should make arrangements for a place for their children to go in the event that weather forces the schools to dismiss early and buses to run early, when there might be no one at home.

We will use the Power Announcement voice messaging system for weather related delays, cancellations and reminders

GAAC Sexual Harassment: *Employees* GAAC

The board of education is committed to providing a positive and productive work and learning environment, free from discrimination on the basis of sex, including sexual harassment. This type of harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title D of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any

complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take action or to provide due process to the accused.

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

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

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

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

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

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

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take action in response to complaints of sexual harassment may also face disciplinary action. Approved 7/1/03

GAACA Racial Harassment: Employees GAACA

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color or national origin racial harassment will not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and V Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Racial Harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

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

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

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

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

Any employee who witnesses an act of racial harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take action in response to complaints of racial harassment may also face disciplinary action.

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

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant:

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as, directed by the district compliance coordinator. Notifications of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 7-1-03

JGEC Sexual Harassment: Students JGEC

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

support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title I of the Education Amendments of 1972, Title V of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual 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. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

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

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the obligation to conduct a thorough investigation, to take action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

JGECA Racial Harassment: Students

JGECA

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin (“racial harassment”) shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color, or national origin, in a disclaimer which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
2. Is severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in Or benefit from the services, activities or programs of the school.

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

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate complaints of racial harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial 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. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school Officials may face disciplinary action. School administrators who fail to investigate and take action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the districts obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee. 7-1-03

GAAA Equal Opportunity Employment and Nondiscrimination

GAAA

The following serves as annual notification to employees regarding the board's policy on non-discrimination.

The board shall hire all employees on the basis of ability and the district's needs. The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because on individual's race, color, religion, sex, age, disability, or natural origin.

Inquiries regarding compliance may be directed to:

Clerk of the Board at 205 N. 4th, Suite #1 Atwood, KS 67730 or phone number 785-626-3236 or

Equal Employment Opportunity Commission
400 State Ave., 9th Floor
Kansas City, KS 66101
(913) 551-5655

Kansas Human Rights Commission
900 SW Jackson, 8th Floor
Topeka, KS 66603
(785) 296-3206

Office for Civil Rights
10220 North Executive Hills Boulevard, 8th Floor
Kansas City, MO 64153-1367
(816) 880-4247

I. ADMINISTRATIVE REGULATIONS

- A. Staff Directory
- B. Attachments

1. School Calendar
2. Drug Policies
3. Grievance Procedures
4. Family Medical Leave
5. Title IX / Section 504 Coordinators & Responsibilities

C. Payroll Information

1. Pay day is the 20th of each month, unless the 20th is on a weekend then the Friday preceding 20th is pay day.
 2. Certified staff salary for regular and extra duty is based on the negotiated salary schedule. College transcripts for horizontal movement are due in the superintendent's office by August 1.
 3. Fringe Benefits
 - a. Each certified employee will have access to group health insurance as determined through the professional negotiations process. Enrollment must be made within 30 days of employment with October 1 the effective date.
 - b. Ten (10) discretionary days per year accumulative to ninety (90) days are allowed each employee.
 - c. Requests for personal leave approval needs to be made ten (10) school days in advance. The request form will be denied or approved in writing by the building principal and returned to employee.
 - d. As per board policy, employees may contribute from their personal sick leave to the sick leave bank. In the event employees use all their personal sick leave, they may submit application to a Sick Leave Bank Committee to use leave from the bank to cover part or all of leave in excess of personal sick leave they may have used or may be required to use.
 - e. Professional leave is not limited, but is subject to administrative approval.
 4. The following information is needed prior to issuance of first check:
 - a. W-4
 - b. KPERS Enrollment or Transfer Form
 - c. KPERS Beneficiary Form
 - d. Loyalty Oath
 - e. Physical
 - f. Personal Data Form
 - g. I-9 form Cafeteria Plan Form
 - h. 403 B Plan Form
 - i. Sick Leave Bank Form
 - j. Social Security Card Copy
 - k. Driver's License Copy
 - l. Voided Check or Deposit Slip
 - m. College Transcripts
 - n. Kansas Teaching License
 - o. TB results in writing initial employment or at the request of the administration
 5. Changes in payroll information are needed by September 1st - such as college transcripts for horizontal movement on salary schedule, and tax shelter information.
 7. As per state law, lump sum payment of summer checks must be requested in writing by April 1.
 8. Tax shelters may be added or changed at any time.
- D. Assignment and placement of staff is the responsibility of the superintendent. Non-paying assignments will be listed on the contract if possible.

- E. A certified employee must have on file in the superintendent's office an up-to-date Kansas teacher certificate/license valid for the contracted teaching assignment prior to issuance of first pay check.
- F. Teachers may be released from a contract upon mutual agreement with the Board of Education. The Board may apply the following penalty to a teacher requesting a release:

Releases 1 day-4 weeks after the deadline	\$400. penalty
Releases 4 weeks-8 weeks after the deadline	\$1200. penalty
Releases 8 weeks and beyond from the deadline	\$1800. penalty

The above schedule is in effect unless mutually agreed by Board and teacher. Releases after August 15 will be allowed only in extreme emergencies. This penalty scale is part of the negotiated agreement.

- G. All staff should be knowledgeable of Board Policies. Copies of Board Policies will be available in the administrative office, teachers lounge and media center of each building.
- H. All accidents must be reported immediately to the building principal. Notice of an injury must be received within 10 days of the accident or the claim is barred. If the employee can show just cause, the reporting date can be extended to 75 days. If the employer has knowledge of the accident, then it is not necessary to give notice.

Definition of injury - Excludes injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to normal job duties or as specifically instructed to be performed by the employer.

- I. Requisitions for supplies and equipment should be made to the building principal through the eRequisition process. The building administrator must approve all local purchases in advance.
- J. All scheduled requests for substitutes must be made to the building principal. Building principals will detail exact procedures prior to the beginning of school. U.S.D. 105 will pay all substitutes.
- K. Employees are not to send pupils on errands out of the building unless prior approval has been given by the principal. Classes leaving the building should clear it with the principal first and check out through the office.
- L. Employees shall be responsible for the proper care of all books, apparatus, bulletins, supplies and furniture owned by the district.
- M. Employees are not to loan out school property without approval from building administration. At no time should school keys be given to students.
- N. U.S.D. 105 is not responsible for damage to student and/or employee personal items while at school.
- O. U.S.D. 105 Board meetings are held the third Monday of each month at 6:30 p.m. in the USD #105 board room.

II. INSTRUCTIONAL

- A. All employees, itinerant or permanently assigned, are subject to the authority of the building principal in which they are teaching or working.

- B. Employees should be in the building 20 minutes before class starts and 20 minutes after classes have dismissed unless a different time has been set by their supervisor.
- C. In-service days are part of the contract. Teachers are expected to attend. Unexcused absences will result in $1/n$, $n = \#$ of contract days. Paraprofessionals are expected to attend when requested by administration.
- D. Teachers are required to utilize lesson plans. All teachers shall have on file in their own rooms a copy of their lesson plans for a one-week period.
- E. The Board of Education encourages teachers to join their respective professional organizations.
- F. U.S.D. 105 has an approved In-service Certification Plan. Teacher participation in the plan is voluntary. Building representatives serve on the Professional Development Council responsible for the implementation of the plan.
- G. Employees are to devote school hours exclusively to school duties. Staff members are to use planning periods for making out reports, not class time.
- H. Teachers are to be in classroom whenever in charge of a class of students. Elementary teachers need to be ready to supervise students at 8:00 a.m.
- I. Teachers are responsible for classroom discipline but will have the support and cooperation of the administration.
- J. Bus students are to be given advance notice if they are to be kept after school so that arrangements can be made. Elementary students must be given 24 hours notice and the parents notified.
- K. Teachers filling in for other teachers during planning periods will be reimbursed at the following rate:

20-40 minutes	\$6.00
40-60 minutes	\$12.00
- L. Extra duty pay is at the rate of pay is \$10.00 per hour. Extra duty will go into effect after the contracted school day ends. This includes ticket taking, score clock, scorebook and such. (BOE 2018-19)
- M. Extra duty pay is at the rate of pay is \$16.00 per hour for SIT, IEP and/or curriculum days held outside of the contracted school day. (BOE 2020-2021)
- N. Building keys will be checked out to employees. Returning employees may keep such keys over the summer if duly noted with the building principal. Employees are not to allow unauthorized personnel in the building.
- O. Teachers planning a change in normal routine should notify the building principal. Class trips away from the building, other than scheduled athletic and academic events, require parental notice.
- P. The elementary playground supervision schedule will be developed by the grade school principal.
- Q. Deficiency reports are to be mailed to parents every three weeks for those students doing unsatisfactory work.
- R. Substitute teachers will be selected from an approved list posted each fall by the superintendent. The rate of pay is \$130.00/day. Marginal Payment includes: $\frac{1}{4} = \$32.50$ (0-1.99 hours), $\frac{1}{2} = \$75$ (2.00-3.99 hours), $\frac{3}{4} = \$97.50$ (4.00-5.99 hours), full day = \$130 (6+ hours).
- S. Enrollment in college classes during the school term is subject to administrative approval. College credit for horizontal movement must be earned prior to beginning of school term.
- T. Teachers are to supervise the students in the care of textbooks. Teachers are to check out at the beginning of the year and check in at the end of the year and inventory textbooks. Requisitions for additional and/or new books are to be made to the appropriate building principal.
- U. Employee attendance shall not be required whenever student attendance is not required due to inclement weather or other emergency closings.
- V. Promotion/Retention of Students

The primary responsibility of promotion/retention of students lies with the classroom teachers. However, all possible retentions are to be discussed with the building principal by the end of the first semester. Parental conferences should be held prior to the end of the third nine-week period

- W. Teachers are encouraged to use consistent grading patterns. Prior notification to students and parents of grading pattern is strongly encouraged.
- X. While staff members should have a sincere interest in students as individuals, any staff-pupil friendship or relationship must be on a staff-pupil basis. Excessive informal and social involvement with individual students gives rise to charges of partiality and excessive personal involvement. Personal relationships which extend beyond the staff-pupil relationship are not compatible with professional ethics, are potentially damaging to the teacher's ability to perform basic instructional duties, and could be grounds for termination. (See Board of Education policy GAF).

GAOA Drug Free Workplace

GAOA

The board believes that maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

Approved: 7/1/03

GAOA-R Drug Free Workplace

GAOA-R

As a condition of employment in the district, employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

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

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

The board believes that maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

Approved: 7/1/03

GAOB Drug Free Schools

GAOB

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Approved: 7/1/03

GAOB Drug Free Schools

GAOB-R

Employee Conduct

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

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

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

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

Approved: 7/1/03

GAE Grievances

GAE

Teachers shall be directly responsible to the building principal of their respective building. They shall promptly and consistently carry out the instructions of their principal and the superintendent. If problems evolve between teacher and principal, the teacher and principal may then consult the superintendent. In an unsolved problem between superintendent and teacher, recourse will be with the board.

Approved: 7/1/03

GAE-R Grievances

GAE-R

A. Purpose

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

B. Definitions

1. "Grievance shall mean any alleged violation of the terms and conditions of an employee's contract of employment.
2. "Grievant" means an employee of the district having a grievance.
3. Words denoting number shall include both singular and plural.

C. Procedures

The adjustment of grievance shall be accomplished as rapidly as possible. The number of days with which each step is prescribed to be accomplished shall be considered as maximum and every effort shall be made to expedite the process. Under unusual circumstances, the time limit prescribed in this statement may be extended or reduced by mutual consent of the grievant and the person or persons by whom the grievance is being considered.

D. Supplemental Conditions

1. All individuals involved, and all others who might possibly contribute to the acceptable adjustment of a grievance, are authorized and urged to testify with full assurance that no reprisal will follow by reason of such participation.
2. Upon the final determination of the grievance, the documents, communications and records relating to the grievance and the final adjustment thereof shall be kept and maintained.
3. At each step of the procedure for adjusting grievances after the initial private conference(s) with the immediate administrative superior, the grievant shall be entitled to be accompanied by others who might contribute to the acceptable adjustment of the grievance and/or to be represented by legal counsel.
4. All grievance hearings shall be confidential.

5. All discussions and hearings shall be conducted at times other than when school is in session.
6. Excluded from the grievance procedure shall be employee evaluations, termination, and other matters for which law mandates another method of review.
7. Only the employee affected may file a grievance or an appeal from Levels 1 & 2.
8. The filing of a grievance at all levels beyond the informal conference in Level 1 shall be in writing and shall be reasonably specific as to the nature of the complaint. The grievance should, to the extent possible, describe the alleged event or act giving rise to the grievance including the time, date and place of the event or act and the names and addresses of any witnesses thereto.

E. Level 1

A grievant shall first take up the grievance with the immediate supervisor in a private informal conference(s) within 10 school days after the occurrence of the event upon which a grievance is based or after the grievant becomes aware of such event. If the employee is dissatisfied with the outcome of the initial private conference(s), the employee may request a formal conference with the immediate administrative supervisor. Efforts should be made to understand the facts and the issues in order to find a solution. The formal conference shall occur within 5 school days following the receipt of the request.

F. Level 2

If the aggrieved person is not satisfied with the disposition of the grievance at Level 1 or that no decision is reached within 10 school days after a formal presentation, the employee may appeal the matter in writing to the superintendent.

If the grievant appeals the grievance to the superintendent, the superintendent shall confer with the grievant in an effort to arrive at a satisfactory solution within 5 school days after the appeal has been received. If the grievant does not appeal the grievance to the superintendent within 10 school days after the formal conference at Level 1, the grievance shall automatically be waived.

G. Level 3

If the grievance is not adjusted to the satisfaction of the grievant or if no decision is made within 15 school days after the date the grievance was filed with the superintendent under Level 2, then the grievant may appeal the grievance to the board for final adjustment of the grievance. The appeal to the board shall be in writing to the clerk of the board within 5 school days after the superintendent has rendered a decision or after the expiration of 15 days.

If the grievant does not appeal the grievance to the board within 15 school days after the formal conference at Level 2, the grievance shall automatically be waived. The board, upon receipt of the grievance, may assign a hearing officer to hear the grievance and make findings and recommendations to the board. The findings and recommendations shall be made to the board within 10 school days after the grievance has been assigned to the hearing officer. The board shall rule upon the grievance within 25 school days after receipt of the findings and recommendations of the hearing officer, or after hearing by the USD #105 Board of Education itself.

H. Rules for Conducting a Grievance Procedure Hearing at Level 3.

1. The hearing will be conducted in executive session.
2. Efforts will be made by all participants to eliminate repetitious testimony and/or materials; however, each participant will be given reasonable time to present testimony and/or materials.
3. The grievant may make opening remarks and present the case.
4. The administration will make its opening remarks and present its findings in the case.
5. Witnesses may be called individually by the grievant and administration to testify before the board. The board may call additional witnesses and may authorize witnesses being called as a group.
6. The grievant and the administration may ask questions of the witnesses during the time they are testifying.
7. Members of the board may ask questions of all participants during the hearing.
8. A summary statement may be made to the board by the grievant.
9. A summary statement may be made to the board by the administration.
10. Any new materials injected into any summary statement may be rebutted.

11. The board will take the matter of the grievance under advisement and render its decision in written form to the grievant within 25 days of the hearing.
12. When the hearing is conducted by a hearing officer, the USD #105 Board of Education will render its decision within 25 days of the receipt of the hearing officer's findings.
13. The decision rendered by the board shall be the final disposition of any grievance.

Approved: 7/1/03

GARI Family Medical Leave

GARI

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

Approved: 7/1/03

GARI-2 Family Medical Leave Plan

GARI-2

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning 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 a birth or adoption of a child or to care for a child with a serious health condition.

Leave is available because of:

- 1) The birth of a son or daughter of the employee and to care for the son or daughter;
- 2) The placement of a son or daughter with the employee for adoption or foster care;
- 3) The need to care for a spouse, son, daughter or parent of the employee because of a serious health condition;
- or
- 4) A serious health condition of the employee that prevents the employee from performing the job functions.

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

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

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

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

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

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

- a) The reasons that leave will 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;
- 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 person other than the employee's serious health conditions, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

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

Approved: 7/1/03

The Rawlins County Unified School District #105, 205 N. 4th, Suite #1, Atwood, Kansas 67730 does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in its programs and activities. If you have any questions regarding the above, please contact:

Eric Stoddard, 205 N. 4th, Suite #1, Atwood, KS 67730 - (785) 626-3236 - Title IX Coordinator/Section 504 ADA Coordinator

Responsibilities of the Title IX and Section 504 Coordinators

Title IX Education Amendments of 1975 Part 106

The Title IX Education Amendments of 1972 Part 106 prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from Federal financial assistance.

An LEA shall designate at least one employee (Title IX Coordinator) to coordinate its efforts to comply with and carry out its responsibilities under Title IX including the investigation of any complaint alleging noncompliance with this Amendment or alleging any action which would be discriminatory.

The LEA shall notify all its students and employees of the name, office, address and telephone number of the employee or employees appointed to this position (Title IX Coordinator).

An LEA shall adopt and publish grievance procedures providing for prompt and equitable resolutions of student and employee complaints alleging any discriminatory action.

The Title IX Coordinator's responsibilities shall be to coordinate the LEA's efforts to comply with and carry out the requirements of the Title IX Education Amendments of 1972 to insure nondiscrimination on the basis of sex in its educational programs and activities.

Section 504 Coordinator

The general provisions of Section 504, together with other federal nondiscrimination laws, require the designation of a person to coordinate the school district's efforts to comply with its various components. Coordination activities could include some or all of the following:

- Establishment and monitoring of a Section 504 referral / identification / review process.
- Maintenance of data on Section 504 referrals.
- Staff and parent awareness and training activities concerning Section 504 requirements.
- Implementation of Section 504 grievance procedures.
- Establishment and monitoring of an impartial hearing process.
- Work in partnership with the local Director of Special Education.
- Serve as the school district liaison with the Regional Office for Civil Rights.

The Section 504 Coordinator could be someone already employed by the school district. Preferably it should be a regular education administrator who is knowledgeable about federal laws and regulations. It is a recommendation to use the same individual as the ADA Coordinator.