

USD 429

**Troy Public Schools
Faculty Handbook**



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U.S.D. 429 Troy Public Schools

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This handbook has been developed as a guideline for faculty. It is not intended to cover every circumstance that may arise. Administrators are responsible for the enforcement of the rules of the handbook. However, it is recognized that administrative discretion will be used on a case-by-case basis.

District Mission Statement

The mission of Troy Public Schools and community is to provide students with the skills that will prepare them to become lifelong learners and responsible productive citizens.

District Motto: We are a school where students and staff excel; parents and community care.

Philosophy: We, as members of U.S.D. 429, stand firm in our conviction of quality education for the individual student. We are unified in our desire to provide the services necessary for ensuring each child an opportunity to achieve at the maximum of that child's abilities and capabilities. We are in concert in our belief that an atmosphere of cooperation, trust and confidence provides maximum opportunity for growth within and among educators, students, parents, other professionals and the community-at-large.

We share a common desire to meet the provisions for all students as set forth in legislative action by making a free appropriate educational program available to each disabled child regardless of the severity of his/her handicapping condition. We are unanimous in our concern for the dignity and self-esteem of the individual.

We are united by a positive attitude toward the child and the child's total environment and the important place education has in that world.

Organizational Structure

U.S.D. 429 is a unified school district authorized by the Kansas State Legislature and recognized by the Kansas State Board of Education. It is governed by a board of education composed of elected school board members from and throughout the district. The district superintendent is hired by the board of education to serve and operate the district both by providing instructional recommendations and fiscal management. The superintendent will work

collaboratively with the Board of Education to hire district employees that will provide valuable expertise to their specialty area.

School issues and decisions will be made at the appropriate administrative level and teachers are expected to discuss any request or issue with the building administrator first before approaching the superintendent and with the superintendent before the Board of Education may be approached.

Teacher Expectation: We want all teachers to believe that every student can learn. We expect our faculty to hold high expectations for students and provide support for every student's success. We believe that we need to exhaust our efforts to make every student successful. This means that students also have responsibilities in helping themselves. They need to put forth reasonable efforts and motivation for their own success.

Teacher Leave: We expect all teachers to be at school instructing whenever possible. Good teacher attendance is expected. However, we do understand there will be times when you will be gone. When you need to leave during the duty day it is required that you notify the school or district office that you need to be gone. Please notify the school or district office upon your return.

Also, teachers are required to use the PDP Toolbox to request and to track leave from duty. When the absence is known in advance, such as for workshops, doctor's appointments, and personal business, the request should be made in advance of the leave using the PDP Toolbox for approval. When the teacher has been absent and the need for the absence was not known in advance (illness, emergency, etc.), the teacher should enter this absence upon his or her return to work into the PDP Toolbox for accurate record keeping.

Sick and Bereavement Leave

Each full time licensed employee shall be granted eleven (11) days leave per year of employment accumulative to seventy-five (75) days. Maximum leave that may be used in any year is 85 days. Leave shall be without loss of pay with the district paying the substitute. Licensed employees employed part-time shall be granted leave on a pro-rated basis.

Leave may be used for:

1. Personal illness and/or illness in the employee's immediate family. Immediate family shall be interpreted to include: husband, wife, sons, daughters, brothers, sisters, father, mother, father-in-law, mother-in law, brother-in law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, or other relative or individual who resides in the home of the employee.
2. Death within the employee's immediate family.

3. Death of a close friend or relative outside immediate family in accordance with the following guidelines:

a. Requests must secure prior approval from building principal and superintendent or their designee.

b. Except for exceptional circumstances, leave shall be for a maximum of one day. Exceptional circumstances that would require absence in excess of a single day will be considered on a case-by case basis by the building principal and Superintendent.

Upon retirement or completion of a teacher's fourth year of employment, to apply when the teacher leaves the district, payment will be made for one-half of the per day substitute teacher pay. After completing years four through ten, maximum amount paid for unused sick leave will be \$750, eleven through fifteen years of service, maximum amount paid for unused sick leave will be \$1000, sixteen through twenty years of service, maximum amount paid for unused sick leave will be \$1500, twenty-one years of service and above, maximum amount paid for unused sick leave will be \$2000.

Payment will be made for unused sick leave accumulated above the maximum carryover of seventy-five (75) days at the end of each school year. The teacher must have accumulated the maximum number of days allowed (seventy-five (75)) in order to be eligible for payment for unused current year sick leave days.

Payment for the unused days over the seventy-five (75) will be pursuant to the following schedule:

8-10 unused days paid at \$85.00 per day;

5-7 unused days paid at \$70.00 per day;

1-4 unused days paid at \$45.00 per day

Personal Leave

Each full-time licensed employee may be granted **three (3)** days of personal leave per year. Licensed employees employed part-time will be granted leave on a prorated basis. Personal leave is to be used at the discretion of the employee. Prior approval is to be obtained from the building principal and the superintendent or their designee. Personal leave shall be deducted from sick leave. **Personal leave may be requested and granted in 1 hour increments.** When requesting personal leave, five (5) working days advance notice shall be given to the district office. No more than two (2) members of the certified staff will be granted personal leave on any contract day.

Personal leave will not be granted on the day before or after a vacation, within the first five (5) days of classes, during the last two weeks of school, on days of parent-teacher conferences, in-service days or work days. An exception may be made by the Superintendent of Schools to the time period prohibition in cases of family emergency or special circumstances. Family or personal trips and recreational reasons will not qualify for this exception. Upon approval of the Building Principal and the Superintendent of Schools such requests may be considered for approval and the teacher will be docked for the time missed.

Sick Leave Bank

The purpose of the sick-leave bank is to provide additional sick leave for a teacher who has exhausted all of his/her sick leave and has a continuing illness or a qualifying use of sick leave that prevents the teacher from performing his/her duties.

The allocation of sick leave bank days shall be determined by a sick leave bank committee consisting of the superintendent and one teacher from each building appointed by the Troy Education Association upon written request of the teacher. No more than 10 days may be requested or granted per year per teacher. Requests for additional days may be granted and will be considered by committee and the board of education on a case by case basis. Sick leave bank leave days will not be available during any period that the teacher receives benefits from workers' compensation or KPERs' disability. Days may be granted in .25 day increments. Sick leave bank days that are unused by the employee will be returned to the sick leave bank at the end of the school year.

To participate in the sick leave bank, a teacher shall contribute one day of the teacher's sick leave to the bank. Teachers are limited to contributing one day of their current sick leave per year. Teachers may not contribute any of their accumulated leave. However, if during the school year the Sick Leave Bank becomes low or depleted teachers will be allowed to contribute an additional current sick leave day to the bank. The Board of Education has the discretion to allow the contribution of accumulated sick leave in cases of serious illness or critical injury when the Sick Leave Bank has become or may become depleted.

The number of days in the sick leave bank shall not exceed sixty (60). The number of days in the bank shall accumulate and carry forward until the maximum of sixty (60) days has been accumulated. If new teachers desire to participate in the sick leave bank, their contribution shall be allowed and the aggregate number of sick leave bank days may be increased above sixty (60) to accommodate the new teachers' participation.

Emergency Leave

Absence because of unforeseen events that require the immediate action of response by a certified employee will be classified as emergency leave.

Within five (5) days of the return from an emergency leave, the employee shall submit a written statement, attached to the proper Request for Leave form, for consideration by the

superintendent, which describes the nature of the emergency. The employee will be notified in writing within five (5) days whether the emergency leave is to be granted or not.

Emergency leave, when granted, will be deducted from accumulated sick leave at the rate of one day of sick leave for each day of emergency leave granted. In extreme circumstances, the employee may request leave in excess of their total accumulated sick leave days.

Should the leave be denied, the employee's salary will be deducted at the rate of 1/work year days per day denied.

Professional Leave

In general, teachers will be limited to \$300 per year for professional meetings related to their teaching assignment. Exceptions may be made to this by the Superintendent of Schools when it is determined the meetings will be of benefit to the overall educational goals of the school district or if the school district requests a teacher to attend a meeting. The school district will not pay for meetings when the main purpose is to receive college credit for license renewal.

Jury Duty

Teachers subpoenaed or summoned to serve as witnesses or jurors in any court proceeding shall receive full pay for time absent while actually in court (being the same number of days for which the teacher is paid by the Court for serving as a witness or a juror), less any remuneration received by the teacher in the form of a witness or juror's fee.

Building Keys

Each teacher will have a key to his/her school building unless security becomes a problem. If a key is lost, that teacher will pay for the key and lock tumbler if necessary. School keys are not to be loaned to non-school persons except for using the formal procedure through the building offices.

Lunch Duty

Licensed employees shall have a lunch of at least twenty-five (25) minutes free of assigned responsibilities. Licensed employees who choose to accept lunch time student supervision will receive a meal supplied by the Board of Education. This will be reported in compliance with I.R.S. requirements.

Contracted Days

All teachers are expected to be on duty in their respective buildings twenty-five minutes before school starting time and twenty minutes after school ending time unless a special schedule is in effect. One day per week the teacher will be expected to be on duty at 7:30 a.m. or till 4 p.m. for a faculty meeting when needed. On Fridays, the teacher will be able to leave 10 minutes after school is out.

Released from Contract

A teacher shall give written notice to the board that the teacher does not desire continuation of a contract on or before the 14th calendar day following the third Friday in May or, if applicable, not later than 15 days after the issuance of a unilateral contract as authorized by K.S.A. 72-5428a, and amendments thereto, whichever is the later date from their contract. All requests for release after the 14th calendar day will be granted subject to the availability of a suitable replacement and in accordance with the remittance of the following liquidated damages: June 2 – July 1 \$3,500.00; July 2 – August 1 \$5,000.00. The Board of Education shall have the right to waive any or all of said payment.

Workers Compensation

All employees of U.S.D. 429 are covered by Workers Compensation at the expense of the school district. Any injury sustained while an employee is on active duty may be covered by Workers Compensation. It is important that any injury sustained while on duty be reported immediately to the local administrator where the accident occurred and within the first twenty-four (24) hours to the Clerk of the Board. However, the law does allow for reporting up to 20 days of the injury and within 20 days of repetitive trauma. You will be provided a form that must be completed and submitted to the district office. Employees who are approved for coverage by Workers Compensation are required to utilize the medical services of U.S. Health Works of St. Joseph, MO. If you decide to use another medical provider the recovery for such expenses shall be limited to \$500.00 by law if the expense is approved for Worker Compensation.

Board of Education policy, [GAOE Workers Compensation](#) should be referred to for more details, benefits, and exclusions.

Notice of Protections under the Kansas Tort Claims Act

As required by law, faculty are provided a notice as to the coverage provided by the school district under the Kansas Tort Claims Act. This notice is provided once during the employment of the faculty member with USD 429. The limit of the district's insurance coverage is \$500,000 per occurrence. A copy of the notice is included in the back of the handbook.

Kansas Public Employees Retirement System

All U.S.D. 429 employees meeting the KPERS minimum requirement must participate in the Kansas Public Employees Retirement System. Deductions will be made by the Clerk of the Board at the current rate.

Social Security

The employee share of Social Security tax will be deducted at the currently applicable rate.

Dress Code

Dress appropriately and professionally at all times according to the policy of the building to which you are assigned.

Personnel Files

Personnel files required by the district shall be confidential and in the custody of the records custodian and/or the superintendent. Employees have the right to inspect their files upon proper notice under the supervision of an appropriate supervisor. All records and files maintained by the district should be screened periodically by the custodian of records.

All personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured.

Requests for References

Unless otherwise allowed by law, a request by a third party for release of any personnel record shall require the written consent of the employee, and shall be submitted to the records custodian who shall respond to the request as the law allows.

Upon receipt of a written request district officials may provide information regarding past and present employees to prospective employers in compliance with current law. Information that may be provided will include:

- Employment date(s);
- Job description and duties while in the district's employ;
- Last salary or wage;
- Wage history;
- Whether the employee was voluntarily or involuntarily released from service and the reasons for the separation;
- Written employee evaluations which were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.

PDC Points

A teacher will receive credit for PDC in-service points only at the time of license renewal. Time of license renewal shall mean the date the teacher's application for renewal is filed with the Kansas Department of Education. Application for movement on the salary schedule must be filed on or before August 25 next following the date the application for relicensing is submitted to KSDE. A teacher will be able to use these points to move across the salary schedule.

If application for movement is not filed on August 25 next following the date the teacher submits his/her application for relicensing with KSDE, the teacher shall no longer be eligible to move

across the salary schedule based upon the PDC points accrued to the point of application for license renewal. The maximum you can use on a Bachelor's degree is 80 points and the maximum you can use on a Master's degree is 120 points. The ratio is 20-1. It is the teacher's responsibility to submit professional development points and activities.

Field Trips

Educational trips, field trips and excursions can and do in many cases add a great deal to the child's educational experience. The objectives of such trips should be clearly defined and properly geared to the interest, ability, and level of maturity reached by those pupils involved.

Trips that are primarily recreational in nature will be financed by sources other than school district funds. In general three weeks advance request should be given for field trips. All field trips shall be approved by the building principal and superintendent in advance. Faculty should use the field trip request form that is included in the back of this handbook.

Student Grades and the Student Information System

We expect all teachers to keep accurate and up to date student grades, so they can be accessible to administration, students, and parent/guardians. Teachers should be diligent to grade student work, enter scores in our student information system weekly, and keep administration informed of any special circumstances.

Confidentiality

To comply with federal laws and regulations relating to student information, it is important that teachers only share academic, behavioral, and medical information with those persons who have a right to such information. Disciplinary records are considered private under federal law and may not be released either orally or in written form without parental consent or by a legal Open Records Act request.

Information relating to the School Lunch Program and those qualifying for free and reduced lunches may not be released except to authorized personnel who have a need to use or know such information.

There are two relevant laws addressing student information. The first, the Family Educational Rights and Privacy Act (FERPA), governs the privacy of student records and under what conditions these records may be released to others. This is a federal law. A copy of the annual notice to parents is included in the student handbooks.

The second law is a State of Kansas statute called the Student Data Privacy Act. This law controls the release of student data that is maintained in a statewide longitudinal student data system. There are also restrictions placed upon parental permission when giving students surveys that pertain to issues such as sex, family life, morality, or religion. It is required that parents annually receive notice of this law.

Building Teacher Advisory Committee

Building advisory committees will be used if needed or requested. These groups will be set up by the building principals and will focus on building level needs and issues. Members of these committees may be asked to report to the superintendent of schools during the course of the year on specific topics.

Staff Purchasing

Teachers, coaches, and sponsors are to approach their building principal with all requests for expenditures. Upon receiving approval for such a purchase the teacher will complete an e-requisition. In general, except for small amounts, purchases will not be made without a signed and approved purchase order.

Digital Photography

School staff should 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 the photographs are for an official or authorized publication. Students and staff who choose to ignore this guidance could face legal and/or disciplinary consequences.

Personal Communication Devices and Social Media

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

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

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

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

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

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

Staff are 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, emailing 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.

Staff Online Activities

Employees are encouraged to use district electronic mail and other district technology resources 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 the 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 blogs and other 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 instruction and to promote communications with students and parents concerning school-related activities.

In order for district employees and activity sponsors to utilize a social networking site for instructional, administrative, or other work related communication purposes, they shall comply with the following:

1. They shall request prior permission from the superintendent or superintendent's designee (U.S.D. 429 building principals).
2. If permission is granted, staff members will set up the site following any district guidelines developed by the superintendent and approved by the board. If the expenditure of district funds is required to complete the set-up or maintenance of the site, the requesting staff member shall present an itemized summary of such costs to the superintendent. Superintendent approval shall be required prior to the expenditure of district funds for such purpose.
3. Guidelines shall specify whether access to the site must be given to school / district administrators and technology staff.
4. If written parental consent is not otherwise granted through acceptable use policy forms provided by the district, staff shall notify parents of the site and obtain written permission for students to become "friends" of the site prior to the students being granted access. This permission shall be kept on file at the school as determined by the principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use and compliance with district policies; and
 - b. Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.

Staff members are discouraged 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 if their conduct relating to use of technology or online resources violates this policy or other applicable board policy, statutory, or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member's job performance or effectiveness in the work setting. 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.

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. Email messages shall be used only to conduct approved and official school business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration and the board. Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration. The service center 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.

As a condition of employment, all U.S.D. 429 employees, including licensed personnel, are required to sign and to abide by the U.S.D. 429 Acceptable Use Policy for technology.

Bullying Prohibition

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parents towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

Included in the student handbooks is the district's Anti-Bullying plan and policy as required by law. The district is required to provide staff and student training on anti-bullying.

Students and staff members who bully in violation of this policy may be subject to disciplinary action. Parents who participate in bullying conduct aimed at district students or staff may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

Security and Safety

It is required by law that any district employee who knows or has reason to believe that any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons in current law. The building administrators should be consulted in such cases.

No board of education, board member, superintendent of schools 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.

Child Abuse Reporting

School employees are required by state law to report known or suspected cases of child abuse 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 the DCF by phoning 1-800-922-5330 or to local law enforcement officials. The employee making the report will not contact the child's family or other persons to determine the cause of the suspected abuse or neglect. School employees are immune from civil action that may result from such reporting if the reporting is made in good faith and without malice. While not required, it is recommended that the school employee making the report inform the principal that such a report has been made. Also, if the employee is not comfortable making the report the principal may do so.

Emergency Safety Intervention

To comply with state law, the board of education is committed to limiting the use of Emergency Safety Intervention (ESI), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. For the full policy see GAAF [Emergency Safety Intervention](#). Staff will receive training in the use of appropriate ESI. A reporting form when seclusion or restraint may be used with students is included in the back of this handbook.

Possession of Firearms by Staff

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 or an employee's personal vehicle being used to transport students, or at any school sponsored activity, program, or event. This prohibition includes possession of concealed 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 and such weapon is maintained out of plain sight. The district insurance carrier will not insure U.S.D. 429 if the district allows staff or others to carry concealed weapons on school property due to liability issues.

School Schedules

Administrators will work in collaboration with others in designing schedules that meet first the needs of students with consideration of all factors. We know that throughout the year, special events come up, should an event such as an assembly or other activity overlap the school or classroom schedules, we suggest you move forward with instruction as appropriate. Our special classes have multiple considerations with sharing staff. Many times lost program time

cannot and will not be made up. Please move forward with schedules and do not expect classes to be made up. Many times the schedules just will not allow for this.

Harassment

The U.S.D. 429 Board of Education is committed to providing a work and educational environment that is free of unlawful harassment. Unlawful harassment of a Board Member, administrator, certificated or support personnel, or other employee, by any other U.S.D. 429 Board Member, administrator, certificated or support personnel or employee is strictly prohibited and will not be tolerated in the School District. Complaints of harassment will be promptly investigated and resolved by U.S.D. 429. Anyone engaging in unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Unlawful harassment includes unwelcome actions, words, jokes or comments based on an individual's race, ethnicity, age, religion, or any other legally protected characteristic. Unlawful sexual harassment includes, but is not limited to, unwelcome verbal or physical contact of a sexual or suggestive nature, and requests for sexual favors, when: (a) submission to such contact is made either explicitly or implicitly a term or condition of employment, (b) submission to or rejection of such contact is used as the basis for employment decisions affecting such person, or (c) such contact has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

The person making a harassment complaint shall not be punished or suffer any negative employment consequence solely as a result of making a harassment complaint. Anyone violating this policy shall be subject to disciplinary action, up to and including termination of employment.

Any U.S.D. 429 administrator, certificated or support personnel or other employee who believes they have been subjected to unlawful harassment should promptly discuss the problem with their immediate supervisor, (d) a U.S.D. 429 administrator, or (e) their building administrator. Board members should discuss the problem with the Board President. Within 7 school days after receiving the complaint the U.S.D. 429 supervisor or administrator will attempt to resolve the matter informally to the mutual satisfaction of the parties. If the problem is not resolved to the mutual satisfaction of the parties informally, a written complaint may be filed with the U.S.D. 429 Superintendent. If the Superintendent is the alleged harasser, the complaint shall be filed with the Board President. The written complaint should provide the name of the alleged harasser and specifically describe the facts of the complaint, and shall be filed within 30 days after the attempt to resolve the matter informally or the date of the incident giving rise to the harassment complaint, whichever occurs last.

All harassment complaints, the attempts to resolve the complaint, and any investigation of a complaint, shall be confidential. The person making a complaint and the alleged harasser shall refrain from discussing a pending harassment complaint or investigation with any U.S.D. 429 Board member, administrator (other than the administrator who received the report or who is conducting the investigation), or other U.S.D. 429 personnel or local school district employee, or

any student or parent. This shall not prohibit confidential discussions with a legal advisor or union representative.

Written harassment complaints shall be resolved under the U.S.D. 429 policy on Complaints.

Employees are provided by law two harassment policies: GAAC Sexual Harassment and GAACA Racial and Disability Harassment. These policies may be found in the Appendix.

Drivers' License

1. U.S.D. 429 employees shall not (a) operate a district vehicle at any time, or (b) operate any other vehicle during the workday in the course of district business (for example, transporting students of other staff), unless the employee is in possession of a valid unrestricted driver's license with an appropriate endorsement for the vehicle. A copy of the driver's license shall be annually provided to the school district.

2. U.S.D. 429 employees who may be expected to operate district vehicles or use any vehicle during the workday in the course of district business (for example, transporting students or other staff), shall promptly, and no later than the next business day, notify their immediate supervisor and district administration if (a) the employee is arrested or cited for any traffic or driving violation, or (b) any action is threatened or taken to restrict, suspend or revoke the employee's driver's license.

The notice shall include, at a minimum, the name and job title of the employee, the date, location and nature of the violation and whether the employee's license has been restricted, suspended or revoked, and such other information as may reasonably be requested, with due consideration to the rights of the employee.

3. Upon receipt of the information described in part 2 above, whether from the employee or any other source, district administration shall determine the circumstances surrounding the incident and then take such action as may be appropriate, including restricting the employee from certain work activities, suspending the employee, with or without pay pending disposition of the charge, and/or recommending termination of employment.

4. Any district employee who violates this Board Policy shall be subject to discipline up to and including termination of employment. See board policy EDAA, School Vehicles, in the back of this handbook.

Reporting Criminal Arrests/Convictions

1. U.S.D. 429 employees shall promptly, and no later than the next business day, notify his or her immediate supervisor and district administration if the employee is arrested for or convicted of any misdemeanor or felony. The notice shall include, at a minimum, the name and job title of the employee, the date, location and nature of the arrest or conviction, and such other

information as may reasonably be requested, with due consideration to the rights of the employee.

2. Upon receipt of the information described in part I above, whether from the employee any other source, district administration shall determine the circumstances surrounding the arrest or conviction and then take such action as may be appropriate, or including restricting the employee from certain work activities, suspending the employee, with or without pay pending disposition of the charge, and/or recommending termination of employment.

3. Any district employee who violates this Board Policy shall be subject to discipline up to and including termination of employment.

Drug and Alcohol Free Workplace

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. It is required that each employee in U.S.D. 429 shall be given a copy of board policy, GAOA, Drug Free Workplace. This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988. The complete policy is included in the back of this handbook.

Also, board policy GAOB, Drug-Free Schools is included in this handbook. This policy includes under what circumstances it is allowable for employees to possess, use, and/or be under the influence of a controlled substance such as prescription medicine.

Use of Space Heaters

In accordance with the Kansas Fire Marshal regulations, the use of space heaters in district buildings is permitted so long as all heaters are: UL listed and approved; plugged directly into the wall outlet and not used with an extension cord; and have a three foot clearance from any combustible items that may catch fire. Staff members who wish to bring their own space heater shall first get the approval of their immediate supervisor.

Complaint Procedures

Every school system has grievances and complaints. If allowed to go unresolved, they have a damaging effect on teaching efficiency. They normally arise from misunderstanding or miscommunication rather than from bad intentions. A good procedure for resolving them is of extreme value to this district and to the communities it serves. The purpose of this procedure is to secure, at the lowest possible level, clarification of and equitable solutions to problems. Problems can be approached through informal and/or formal procedures. No reprisals of any kind will be taken against an employee as a result of positive participation in the process of resolving concerns. Any time during this procedure the employee has the right to representation at the employee's discretion. ADMINISTRATION AND THE EMPLOYEES SHALL MAINTAIN CONFIDENTIALITY AT ALL LEVELS AND AT ALL TIMES. Any breach of confidentiality can be subject to disciplinary action.

1) **Patron, Parent, Colleague, Student - Concerns**

If a patron, parent, colleague or student registers an unwritten complaint regarding a licensed employee(s) of U.S.D. 429, the complaint is considered to be informal. Every effort shall be made by district administration to resolve the complaint quickly and with the least amount of disruption while at the same time, protecting employees as much as possible from verbal and physical abuse or public defamation.

2) **Patron, Parent, Colleague, Student - Formal Complaint**

If a patron, parent, colleague or student desires to file a formal complaint regarding a licensed employee of U.S.D. 429, such complaint shall be in writing, stating the nature of the allegation with specific facts related to the charge, including the name of the individual(s) making the complaint. The determination of putting the formal, written complaint in the employee's file shall be made by district administration.

The licensed employee shall receive a copy of and will have the opportunity to respond orally or in writing to any formal complaint which may be placed in the employee's personnel file.

3) **Staff and Faculty – Concerns**

Faculty with complaints and concerns about school operations, procedures, and administrative decisions should first approach their building principal to address these matters informally. If after this step, the faculty member does not believe the matter has been resolved appropriately or satisfactorily he or she should then contact the superintendent for a conference to discuss the issue.

The board of education encourages that issues be addressed at the building or district administrative levels. If a faculty member believes that the complaint or problem should be addressed formally there are two procedures available.

1. Board policy GAE Complaints – a copy of this policy is available at the district office.
2. Negotiated Agreement Grievance Procedure – is included in the negotiated agreement.

Both of the above procedures require signed statements of the complaint and detail the steps that will be followed for resolution. As in all matters the Board of Education is the final step in both processes after the administrative levels have been used.

School Pride and Support

It is encouraged that teachers attend extra-curricular events throughout the year as possible. This helps with building rapport with students and the community. It is expected that faculty support district efforts and work as part of the team.

Faculty and Staff

We believe we have the best faculty in Kansas. We know that our success as a district is dependent upon the contributions of each faculty and staff member. For these reasons we encourage communication and mutual respect for all staff. Working together, this will be a great school year!

U.S.D. 429, "WHERE STUDENTS AND STAFF EXCEL; PARENTS AND COMMUNITY CARE"

APPENDIX

2024 – 2025 SCHOOL CALENDAR

[24-25 District Calendar](#)

2024 – 2025 STAFF ROSTER

[2024-2025 Staff Roster](#)

NOTICE OF PROTECTIONS UNDER THE KANSAS TORT CLAIMS ACT

[Kansas Tort Claims Act](#)

FIELD TRIP REQUEST FORM

[Field Trip Request Form](#)

EMPLOYEE TECHNOLOGY ACCEPTABLE USE POLICY

[Acceptable Use Policy - STAFF](#)

All Policies Below Available Upon Request

BOARD POLICY EDAA, SCHOOL VEHICLES

BOARD POLICY GAAF, EMERGENCY SAFETY INTERVENTION

REPORTING FORM SECLUSION OR RESTRAINT

BOARD POLICY GAAC, SEXUAL HARASSMENT

BOARD POLICY GAACA, RACIAL HARASSMENT

BOARD POLICY GAOA, DRUG FREE WORKPLACE

BOARD POLICY GAOB, DRUG-FREE SCHOOL