

# USD 409 Atchison Public Schools



## 2016-2017 Certified Personnel Handbook

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***Stop School Violence***  
***Anonymous – Toll Free 1.877.626.8203***  
***Kansas School Safety Hotline***

This personnel handbook is meant to be an abbreviated version of USD 409 policies, rules, and regulations. Should a discrepancy between board policy and any language in this personnel handbook arise, district policy supersedes this handbook.

*(In the event that this Certified Personnel Handbook should contain any language or policies that conflict with the Negotiated Agreement between the Atchison National Education Association and Unified School District 409, the Negotiated Agreement shall prevail.)*

### **Atchison Public Schools USD 409**

**The mission of the Atchison Public School District shall be to identify and remove all barriers to promote equal opportunities for success by all students.**

Atchison Public Schools, USD 409, does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: USD 409 District Coordinator of Section 504, ADA, Title VI, Title VII and Title IX, Dr. David Myers, 626 Commercial, Atchison, KS 66002, 913-367-9519.

*Approved by BOE: 7-5-16*

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## **ABSENCES**

All employees who are to be absent, due to illness or emergencies, are asked to call the sub line at 367-0703, no later than 6:30 a.m. If at all possible, please call in for yourself, and notify the office on the day of your absence by 2:00 p.m. if you will be absent again the next day.

When calling the sub line, wait for recorded message, then give the following information:

- a. Your Name
- b. School where you work
- c. Reason for absence
- d. If you need a sub or not

Lesson plans and seating charts must be current and available for substitute teachers. Please supply any additional information that may be needed in your absence. Prepare your students to work smoothly and effectively with a substitute teacher. Leave policy is discussed in the School Board Policy Handbook and will be adhered to.

## **ACCIDENTS**

Accidents, which involve injury to a person or damage to property, should be reported immediately to the building office and board of education office. An accident report should be made out in detail and placed in a file for the employee's protection, as well as the protection of the school against liability. This report needs to be sent to the board of education office within two (2) working days. Principal must sign paperwork.

## **ACTIVITY SPONSORS**

Activity sponsors need to have enthusiasm, dedication and integrity in order for the club or organization to survive. It is important that each club or organization have a purpose beyond the purely social. There are many community and civic needs that may be met through the efforts of our student groups. Activity sponsors have the following responsibilities:

- Meetings or events are not to be held unless the sponsor is present. This includes all meetings during the school day or outside of the school day. Meeting times shall be announced to students in a timely manner. Student supervision is expected, as the school is responsible for student conduct and safety during all school activities and events.
- Events must be scheduled in advance with the Activities Director/Principal for activities and facilities (building openings, use of rooms, transportation, sales) and scheduled on school calendar. Any event requiring students to miss time during the school day must also be approved in advance by the building principal.
- Posters advertising events must be approved and signed by the office prior to being placed in school. Posters should be removed immediately following the activity and it is the responsibility of the club or organization to do so.
- All clubs and organizations should have constitutions and by-laws outlining the operation of their club/organization on file with the building office.
- All clubs and organizations are to maintain financial accounts through the school office.

## **ASBESTOS HAZARD EMERGENCY ACT**

USD 409 has been complying with federal and state asbestos regulations for many years. Some of the building materials in our schools do contain asbestos. These materials are periodically inspected and maintained to ensure that they do not present a health hazard to students, employees, and visitors. The asbestos management plan for USD 409 is located in the district administrative office and in the administrative office of each school. Interested persons may inspect the plan at any time. If you have specific questions, you may contact the Director of Maintenance at 913-370-5767.

## **ATTENDANCE OF TEACHERS**

All teachers will arrive 20 minutes prior to the start of the student contact day and will remain 20 minutes after the end of the student contact day. Teachers may arrive late or leave early as authorized by the building administrator.

Regular attendance is required of all employees subject to allowed leave in accordance with district policy or negotiated agreement, as appropriate. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment. Absences that are taken over the established attendance and leave policies, unless protected by FMLA or ADA, will be considered excessive. Excessive absenteeism is based on days not worked, not based on sick or vacation days available.

## **BUILDING CARE AND USE**

There is a significant amount of the annual budget (and bond issue monies) expended to ensure that staff and students have a quality instructional facility. We want to encourage everyone to have respect for our buildings and grounds and take pride in our schools. This can be accomplished by setting specific classroom expectations regarding school property as well as expectations for hallways, athletic venues and the overall school campus.

Staff members are to maintain neat rooms so that they can model this same expectation to everyone. An attractive, orderly classroom has a wholesome effect upon classroom procedures and gives students a sense of belonging. Students who work in a clean environment will also be more inclined to maintain clean halls and lockers. Put upon each student the responsibility of seeing that each instructional area is in as good order as they found it.

Classrooms should be locked at all times when not directly supervised by a staff member. Lights should be shut off and windows closed and locked at the end of the day. A US flag should be displayed in each classroom. Please notify the Building Secretary if you need to have a flag replaced in your classroom.

## **BULLYING BY STAFF**

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

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement. **POLICY: GAEE**

### **CELL PHONES**

When staff are with students, cell phones should be silenced and should not be used. If a personal emergency situation warrants contact by cell phone, please discuss the situation with the principal beforehand. Cell phones can be used: before and after school, during lunch, or during plan time. Cell phones should be placed on the “vibrate” mode during all meetings.

### **CHAIN OF COMMAND**

The orderly, efficient operation of any entity is dependent on positive working relationships and effective methods of communication. To facilitate the desire for such an operation it is imperative that the school district complies with a chain of command. The chain of command simply means two-way communication from top to bottom and vice versa. Any concern, need, or problem is to be first communicated to the employee’s immediate supervisor. If satisfaction is not gained, the employee should then turn to that person’s supervisor and so on up the line to the school board.

### **CHILD ABUSE/NEGLECT**

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the Department for Children and Families (DCF) by phoning 1-800-922-5330 or to the local law enforcement agency. The report can be filed anonymously. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith. The employee making the report will not contact the child’s family or any other person to determine the cause of the suspected abuse or neglect. It is recommended the building administrator also be notified after the report is made. **POLICY: GAAD**

### **COPYRIGHT REGULATIONS AND “FAIR USE” RULES FOR EDUCATORS**

In accordance with school board policy ECH, the following regulations will be observed to comply with the copyright laws of the United States. Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or altering a product is to fall within the bounds of fair use, these four standards must be met for any of the purposes:

#### *The Purpose and Character of the Use*

The use must be for such purposes as teaching or scholarship and must be nonprofit. Fair use would probably allow teachers acting on their own to copy small portions of work for the classroom but would not allow a school system or an institution to do so.

#### *The Nature of the Copyrighted Work*

Copying portions of a news article may fall under fair use but not copying from a workbook designed for a course of study.

#### *The Amount and Substantiality of the Portion Used*

Copying the whole of a work cannot be considered fair use; copying a small portion may be. At the same time, however, extracting a short sequence from a 16mm film may be far different from a short excerpt from a textbook, because two or three minutes out of a 20-minute film

might be the very essence of that production and thus outside fair use. Under normal circumstances, extracting small amounts out of an entire work would be fair use, but a quantitative test alone does not suffice.

*The Effect of the Use Upon the Potential Market for or Value of the Copyrighted Work*

If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials is an infringement, and making multiple copies can result in greater penalties.

*Prohibited Practice*

No one may make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of anthology; and may not make a copy of “consumable” materials, such as workbooks.

*Permitted Practice*

A teacher may make—for use in scholarly research, in teaching or in preparation for teaching a class—a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work) a chart, graph, diagram, drawing, cartoons or picture from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following: a complete poem (if it has fewer than 250 words and is printed on not more than two pages), an excerpt from a prose work (if the excerpt has fewer than 1,000 words or 10 percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical.

A library may, for interlibrary-loan purposes, make up to six copies a year of a periodical published within the last five years, make up to six copies a year of small excerpts from longer works, make copies of unpublished works for purposes of preservation and security and make copies of out-of-print works that cannot be obtained at a fair price.

*Guidelines for Off-Air Recording of Broadcast Programming for Education Purposes*

A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed the first 45 consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately.

Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once, only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 calendar day retention period. “School days” are school session days – not counting weekends, holidays, vacations, examination periods or other scheduled interruptions—within 45 calendar day retention period.

Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded

off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recordings.

After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45-calendar day retention period only for evaluation purposes by the teacher, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. They may not be used for student exhibition or any other non-evaluation purpose without authorization.

Off air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off-air recordings must include the copyright notice on the broadcast programs as recorded.

#### *Computer Software*

District employees may make a back-up copy of computer programs as permitted by current Federal Law. Back-up copies may be used for archival purposes only and all archival copies shall be destroyed in the event that continued possession of the computer program should cease to be rightful.

When software is used on a disk-sharing system, efforts shall be made to secure this software from copying. Illegal copies of copyrighted programs shall not be made or used on school equipment.

#### **CRISIS MANAGEMENT PLAN**

Each school has a crisis management plan to direct the staff on procedures to follow in the event of a crisis. In the event of a crisis, a predetermined and trained team of personnel will be in charge of the situation. Please recognize and respect the massive responsibility of the team during a crisis.

Because of advance planning and training, the school has confidence in the team's ability to maintain a safe and orderly environment during a crisis. However, during a crisis we recognize that parents are very anxious to know of their child's well being. Parents also may want to remove their child from the school to protect their well-being. Should a crisis occur, all children must be accounted for at all times. Therefore, if the parent wishes to remove the child from the crisis, the child must be checked out from the school office.

Following a crisis, some or all students may need counseling to help deal with grief. The crisis team will determine such needs.

#### **CUSTODIAL/MAINTENANCE SERVICE WORK ORDERS**

Please fill out the on-line Maintenance Work Order for all maintenance/custodial requests. Work orders will either be completed by in-building staff or district maintenance personnel.



## **DRESS CODE**

All employees are expected to set a good example. Be neat, clean and well groomed. Jewelry should not be worn when operating machinery/equipment.

## **DRUG FREE SCHOOLS**

Employees shall not unlawfully use, be under the influence, possess, transport, sell, manufacture and distribute illegal drugs, over the counter drugs, prescription drugs, controlled substances, drug paraphernalia, chemicals, pre-cursor chemicals, cereal malt beverages, and alcohol at school, on or in, or while utilizing school property, or at school sponsored activities, programs, or events.

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

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

## **POLICY: GAOB**

## **ELECTRONIC MAIL**

Please check e-mail in the morning and afternoon for messages and/or notices. Read carefully all staff memos so we can keep the number of meetings to a minimum. Email is the main source of district communication. Employees are responsible for checking email regularly. Not checking email is not an excuse for not knowing district supplied information.

Employees shall have no expectation 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 on 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.

## **EMERGENCY INFORMATION**

All schools conduct emergency drills at various times throughout the school year. Students shall be informed of emergency drill procedures at the beginning of each school year. Every student and adult must participate and follow directions closely. The drills are designed to prevent injury and save lives and therefore must be treated seriously.

Evacuation/Relocation: Atchison Public Schools may decide to initiate emergency evacuation procedures at any one of its buildings to ensure the safety and security of students and staff. Subsequent to an evacuation, the relocation of students might be undertaken if it is determined that they will not be able to re-enter their school within a reasonable amount of time or circumstances dictate that it is unsafe for them to remain on campus. The relocation site will be determined on a case-by-case basis in relation to the facts and circumstances of the specific

incident. Regular bus riders might be transported home depending upon the circumstances of the event, while other students might be relocated to a safe place for reunification with their parents/guardians.

Decisions regarding evacuation/relocation are always based upon what is the safest resolution for students and staff. The paramount concern during an evacuation and relocation is to maintain the safety of our students and account for their presence. All information regarding such an evacuation/relocation will be made available to parents/guardians via USD 409 Alerts. Other means of communication may also be used. These notifications may include specific instructions regarding where and when to reunite with students.

**Emergency Safety Interventions:** Emergency Safety Interventions (ESI) means those intervention techniques that are used as a last resort by staff to address situations in which any student is in immediate danger of harming self or others. Violent action that is destructive of property may also necessitate the use of an ESI. Emergency Safety Interventions may include use of seclusion or physical restraint. USD 409 staff attempt to avoid use of ESI by communicating with the student, utilizing verbal de-escalation techniques, removing other students, redirecting behavior and assessing cooperativeness.

### **EMPLOYEE PASSES TO SCHOOL EVENTS**

Employees of USD 409 are issued a yearly activity pass for all home activity events, except musicals, musical showcase, tournaments and state competitions. The pass is good for the employee, one guest and employee children in Grades K-12. Please do not expect additional individuals to be admitted on your pass.

### **EVALUATION**

The evaluation of all teachers shall be conducted according to all state statutes and USD 409 Board Policy GBI, Evaluation. Said evaluation shall be in writing using approved forms as well as narrative for summation. (See Negotiated Agreement Section IV, E)

### **FACULTY MEETINGS AND COMMUNICATIONS**

Teachers will be expected to attend faculty meetings. The principal will notify the staff in advance. All teachers are expected to attend faculty meetings, unless excused in advance by the principal. Office memos may also be utilized to facilitate communication. (See Negotiated Agreement – Section II. E and F)

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Under the provisions of the Family Education Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records, which are kept and maintained by USD 409. In accordance with FERPA, you are required to be notified of those rights, which include:

The right to review and inspect all of your educational records except those, which are specifically exempt. Records will be available within 45 days of the day the district receives a request for access.

The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:

- a. We have your prior written consent disclosure;
- b. The information is considered "directory information" and you have not objected to the release of such information; or
- c. Disclosure without prior consent is permitted by law. Including:
  1. The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
  2. The district shall disclose, without your consent, education records to officials of another school district in which a student seeks to enroll or intends to enroll. The institution will forward without further notice student records to officials of other schools or school systems in which the student intends to enroll.
  3. The rights to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
  4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 409 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
  5. The right to obtain a copy of USD 409 policies for complying with FERPA. A copy may be obtained from USD 409 Board of Education, 626 Commercial Street, Atchison, KS 66002.

### **FIELD TRIP PROCEDURE**

A field trip is defined as any group or class leaving the building or grounds for any length of time. All field trips must have a purpose related to the subject area instigating the field trip.

1. Approval of field trip by the principal and a field trip request form completed.
2. Field trip should be scheduled through the principal's office.
3. Teacher will notify the faculty a week in advance of a planned field trip, if at all possible (especially if it involves students of another class).
4. Teachers must have written permission slips from parents before a student may attend a field trip.

The day prior to a field trip, the teacher taking the field trip will supply the office and faculty with a list of students going on the field trip. Field trip goals and objectives are to be turned in to the principal in writing.

## **FRAUD PREVENTION PROCEDURE**

All employees shall act with integrity and due diligence in matters involving district resources. Annually, by direction of the superintendent, the general contents and directions contained in the procedure shall be conveyed to all staff members.

“Fraud” refers to intentionally misrepresenting, concealing, or misusing information in an attempt to commit fiscal wrongdoing. Fraudulent actions include, but are not limited to:

- Behaving in a dishonest or false manner in relations to district assets, including theft of funds, securities, supplies, or other district properties.
- Forging or altering financial documents or accounts illegally or without proper authorization.
- Improper handling or reporting of financial transactions.
- Personally profiting as a result of insider knowledge.
- Disregarding confidentially safeguards concerning financial information.
- Violating board conflict of interest policies.
- Mishandling district financial records or assets (destroying, removing or misusing).

Employees who believe financial fraud, impropriety or irregularity has occurred shall promptly report those suspicions to their immediate supervisor and/or the superintendent who shall have the primary responsibility for initiating necessary investigations. Investigations shall be conducted of coordination with internal of external departments and agencies as appropriate.

The superintendent shall develop internal controls to aide in preventing and detecting fraud or financial impropriety or irregularity within the district. Reports of suspected fraudulent activities shall be investigated in a manner that protects the confidentiality of the parties and avoid unfounded accusations. Employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates occurrences of a fraudulent activity, the superintendent shall issue a report to appropriate personnel and to the Board of Education. Final disposition of the matter and any decision to file a criminal complaint or refer the matter shall rest with the Board. Results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

## **FRINGE BENEFITS**

Atchison Public Schools participates in the Cafeteria Section 125 fringe benefit program. By Internal Revenue Service guidelines, each employee can select from a list of qualified, available benefits. Selected policies reduce the compensation of the employee enabling the premiums to be paid before federal or state tax, social security, or KPERS are figured. However, employees may choose to select no program, allowing all compensation to be paid to the employee less applicable taxes and deductions.

Benefits available to USD 409 employees consist of Health, Dental, Vision, Cancer, Critical Illness, Life, Short Term Disability, Health Savings Account, Identity Theft Protection, Group

Legal, and Worker's Compensation Insurances, Medical and Dependent Care Reimbursement, Credit Union Membership, Unemployment, and Notary Public use.

### **GRIEVANCE PROCEDURE**

See Negotiated Agreement – Section IV. G.

### **HAZARDOUS WASTE INSPECTION AND DISPOSAL**

When hazardous waste material is produced in a class, or otherwise located in the district, its disposal shall be in accordance with state and federal rules and regulations, or current law. Please contact the Director of Maintenance or district office to report the need for waste disposal.

### **HEAD LICE (Pediculosis)**

Students infested with head lice shall be excluded from school until treatment is completed. Primary effort should be directed to elimination of live lice from the hair and thorough combing of eggs or nits from the hair using a metal tooth lice comb. Other family members should be checked and treated only if found to be infested with head lice. Vacuuming of carpet and upholstery and thorough washing of worn clothing and bed linens in hot water is helpful. Household members should not share hats or combs. Pesticide sprays are not necessary. The human louse can live only 24 hours off the human head.

While head lice can cause intense itching of the scalp, they are not associated with any serious health risk and are found in all socioeconomic levels. Lice do not hop or fly and are spread primarily through close contact. The community at large is responsible for the control of head lice through weekly checks of household members with appropriate treatment.

### **HEALTH CERTIFICATION**

All employees of the school district are required upon employment to submit a certification of health signed by a person licensed to practice medicine and surgery under the laws of any state on a form prescribed by the secretary of health and environment. The certification shall include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test. The cost of this is the responsibility of the employee. If at any time there is reasonable cause to believe that any such employee of the school district is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. (KSA 72-5213)

The board reserves the right to have any employee examined at any time by a physician of the board's choice to determine if the employee is able to fulfill and perform the obligations of employment and to abide by and implement the policies and rules of the board. The costs of any examination required will be borne by the board.

### **HEALTH INSURANCE**

For the 2016-2017 school year, the Board of Education shall pay an amount of \$412.99 per month toward the purchase of a single health insurance membership for each teacher, according to eligibility under ACA and per the terms of the health insurance carrier, toward the monthly premium for a single health insurance policy. (See Negotiated Agreement – Section VI. K)

## **JURY DUTY**

Teachers asked to serve on jury duty shall be paid in full. The amount earned by jury duty shall be turned in to the Board of Education. No leave time will be charged to the teacher for jury duty. A copy of the jury duty notice is to be sent down to the Board Office, so a substitute can be arranged for the actual time in the courtroom.

## **KEY POLICY**

All keys will be issued by the principal yearly and must be turned in at the end of the regular school year. Keys will be reissued for summer school or summer activities. Keys are the property of the USD 409 and the district retains the right to recall or take keys for any reason. Any loss of keys must be reported immediately to the building principal. Any person issued keys accepts all responsibility for damages or an expense incurred due to loss or misuse of key and does so by accepting keys.

## **KPERS**

The Kansas Public Employees Retirement System (KPERS) is mandatory by state law for employees who meet the membership requirements. The deduction for KPERS is 6% of the gross pay.

## **LEAVE – ABSENCES**

See Negotiated Agreement – Section IV. I, J, K, L, M, N.

## **LEAVE - FAMILY AND MEDICAL**

Family and medical leave as required by federal law shall be granted for a period of not more than twelve (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 twelve (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 newborn child;
- 2) the care of a newly placed child 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;
- 4) a serious health condition of the employee that prevents the employee from performing the job functions;
- 5) a qualifying exigency arising because the spouse, son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to achieve active duty in the Armed Forces);
- 6) a spouse, son, daughter, parent or next of kin of a covered service member if they need care from the eligible family member. Eligible employees are, in this case, entitled to a combined total of 26 workweeks of leave during a 12-month period.

(Leave for reason 1 or 2 must be taken within 12 months of 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, or his/her designee, will notify the employee of the beginning date of family and

medical leave and the amount of the employee's accrued paid leave designated as family and medical leave. The employee must complete the FMLA paperwork within fifteen (15) calendar days from the date of the letter.

The employee is eligible for family and medical leave upon completion of twelve (12) months of 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. The employee shall pay any employee portion of the cost to the payroll clerk 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, so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least 15 days prior to the termination.

When leave is foreseeable, the employee shall give written notice to the superintendent, or designee, thirty (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 superintendent, or designee, 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. employee right to be restored to same or equivalent job,
- f. any employer required fitness-for-duty certifications.

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

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

If the leave is for a reason other than the employee's serious health conditions, 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.

## **LESSON PLANS**

Lesson plans are required of all teachers and all teachers will turn in copies of weekly lesson plans if required by the principal. Lesson plans must state the specific objectives for each class. Lesson plans are important for several reasons:

1. for the teacher to be prepared for each class;
2. to assist the principal in analyzing the instructional program; and,
3. to be prepared should an emergency arise and a teacher would not be available to prepare plans for a substitute.

Proper planning and teaching eliminates most discipline problems.

### **LONG DISTANCE CALLS**

All long distance telephone calls, whether by staff member or student, must be made in the office.

### **MEDICATION POLICY**

It is the policy of the board that the public school should not provide students with medication other than over the counter topical medication used in first aid. Parents are asked to send medication to school only if absolutely necessary; for instance, antibiotics prescribed three times a day should be taken at home.

Medication will be administered by school nurses or employees designated by a registered nurse in cooperation with the building principal.

All medication sent to school for administration must be in the original container accompanied by written instructions from the parent or guardian. The pharmacy label will serve as the physician's order for prescription medication, and school personnel will administer prescription medication according to directions on the label. Changes in dose or time of administration must be accompanied by a new pharmacy label, or written or faxed orders from the prescribing physician.

The student must have on file in the school office the "USD 409 Self-Administration of Medication Form" (available for download from the school's website or obtained at the school office). Kansas law states that this self-administration policy requires written parent and physician signature specifying the name and purpose of medication, prescribed dosage, conditions under which the medication is to be self-administered and verification that the student has been instructed in self-administration, etc. Parents or guardians should provide back-up emergency medication to be kept in the school office.

#### **Self-Administration of Medication:**

- Students in grades five and below may carry and self-administer emergency medications for asthma or allergies under the following conditions:
  - The student must have on file the "USD 409 Self-Administration of Medication Form" (available for download from the school's website or obtained at the school office). Kansas law states that this self-administration policy requires written parent and physician signature specifying the name and purpose of medication, prescribed dosage, conditions under which the medication is to be self-administered and verification that the student has been instructed in self-administration, etc.
  - Parents or guardians should provide back-up emergency medication to be kept in the school office.



All other medications for students in grades five and below are to be administered in the school nurse's office or other designated area by the nurse or designated staff.

- Students in grades six through twelve may self-administer medication under the following conditions:
  - The medication is not a controlled substance. Many medications prescribed for attention deficit disorder, for pain management, and for emotional problems, including depression, are controlled substances. Controlled substances will be dispensed from the office or designated area by the school nurse or designated staff member. It shall be the responsibility of the student in grades six through twelve to come to the designated area to take the medication.
  - Students in six through 12th grades with asthma or allergies may carry and self-administer emergency medication.
  - Over-the-counter medications (Tylenol, ibuprofen, cough drops, etc.) and prescription medications that are not controlled substances may be carried and self-administered by students in grades six through twelve with written parent permission. Parents are asked to notify the school office/school nurse of any prescription medication their student will be taking at school and to complete the self-administration of medication form. Parents are asked to send (in the original container) no more than one or two days supply of medication to school to be self-administered.

USD 409 assumes no responsibility for medication that is self-administered by a student.

The administration of medication shall be documented by the person giving the medication. This documentation shall be maintained in the school office for future reference. Exception will be made for students who have parent-signed permission for self-administration on file at school.

In the administration of medication, the school employee shall not be deemed to have assumed to himself or herself any legal responsibility other than acting as a duly authorized employee of the school district. The district assumes no responsibility for any medication taken in school that does not conform to this policy. **POLICY: JGFGBA**

### **MILEAGE REIMBURSEMENT**

A mileage reimbursement e-requisition AND the supporting documentation is due to the District Office by the 15<sup>th</sup> of each month. (If you have any questions, see your building secretary). Mileage is paid at monthly Board of Education meetings and will be mailed or available for pickup the day after board meetings.

### **NUISANCE OBJECTS**

Nuisance objects that may create problems are not permitted at school. Nuisance objects are those items, which may create a disturbance, distraction or endangerment during the school day. The principal has the right to determine what items may be considered a nuisance. The bringing of items with the intent to sell or trade is not permitted.

## **NURSE FOR STUDENTS**

A school nurse is available on a limited schedule.

A student should only be excused from class if he/she is injured or becomes ill in class. Give the student a pass to go to the nurse's office. Do not allow students to call home from your classroom to notify a parent if they are ill. Students will be allowed to do that once they are in the office. Under no circumstances should a teacher excuse a child to go home or leave the school campus.

Students will be sent home if they have vomited or it is determined that they have a fever. If the office staff or nurse finds lice or determines the student has pinkeye or ringworm, the student will also be sent home. If a student has a rash that has not been treated, the nurse should evaluate it.

All students with head injuries should be sent to the nurse or office. Parents will always be contacted by phone regarding head injuries.

The school and its staff may not prescribe medication. The school office can only administer medication with written approval by the parent or family member.

Students with health concerns are identified on Power School with a symbol.

## **NUTRITION SERVICES**

Telephone calls regarding meal balances will be made through SchoolMessenger.

Staff members with a negative balance will receive a call Monday through Friday evenings. If a staff member receives a call, they are expected to pay the balance due the next school day.

Please contact the kitchen manager at your school if you have any questions or concerns regarding your meal balance.

## **PARENT COMMUNICATION**

Frequent, positive interaction throughout the school year with parents or family members is essential in teaching our students. Parents can be the greatest allies we have in the classroom. The one thing that's for sure is that we must interact with them in order to teach their children well. Whatever we do to pursue parent relations improves our ability to teach our students. We pursue those relations, not just hope they will happen. Varied and regular communication is key. It is equally critical that parents be notified in a timely manner when problems arise – both academic and behavioral. Documentation of communication can be extremely beneficial, especially when referrals for testing are made or justification for teacher action is requested.

## **PARENT/TEACHER CONFERENCE**

1. Parent conferences will be held once during the Fall semester and once in the Spring semester.
2. Be pleasant and informative to parents during this conference. A written guide about the child might prove to be helpful.
3. Be positive.

4. Concentrate on two or three things with the parent, which will help the child.
5. More can be accomplished on two or three items than to attempt to discuss the complete history of the child.

### **PAYCHECKS**

Paychecks will be issued on the 25th of every month, unless the 25th falls on a weekend or holiday and then they will be issued to the closest date preceding the 25<sup>th</sup> that the Business Office is open.

### **PHONE CALLS**

Personal phone calls are to be kept to a minimum. Phone messages will be referred to your voice mail. Please notify the office, if you are expecting an important call that you need to take. You will be contacted immediately, if you have a sick child or personal emergencies.

When placing a phone call to a parent/family member of a student from your room, please remember confidentiality is of the utmost importance. Students should never be allowed to overhear conversations concerning other students.

### **PLANNING PERIODS**

Effective teaching cannot be done without planning and preparation. The success of any teaching depends on its effective planning and organization. The planning period is set aside for making lesson plans, conducting conferences, grading papers, etc. Planning period is not a time to leave the building or take an extended lunch, unless an administrator has approved your leaving the building.

### **POWER SCHOOL GRADE BOOK EXPECTATIONS**

Grades are recorded in PowerSchool for teacher/parent convenience. Grades may be used in a variety of ways including:

- Progress reports which are issued at the end of the fourth week or the start of the fifth week of each quarter
- Eligibility for activities
- Grade cards
- Transcripts (which measure graduation progress)

It is the expectation of Atchison Public Schools for teachers of grades 6-12 to update their Power School grade book at least once per week. The recommendation is that this is done before the start of the school day on Monday. Due to a wide variety of classroom situations and instructional units, you will find that some teachers update grades more frequently. Also, some units of instruction will take more than a week to complete. Large projects, papers, or assignments might not be graded and recorded by the Monday after they are due. These longer assignments will be graded and entered into the PowerSchool grade book within 2 weeks of the due date.

Teachers will use the following special codes to indicate an assignment's status:

T – Turned in, Not Graded (work submitted and not missing; teacher is in the process of grading)

L – Turned in Late

M – Missing

\* (Asterisk) – Default Setting (teacher has only created the assignment)

It is very important that grades are correct when they are stored. On the workday of each nine weeks, it is the instructor's responsibility to have graded all work and recorded scores in Power School. If a student has been absent or if there is an emergency, the instructor should record the student's grade as an "I" (incomplete). As per the student handbook, the student has 2 weeks to complete and hand in their make up work. This work should be graded in a timely fashion (within one week) and recorded in the teacher's PowerSchool grade book. It is the responsibility of the teacher to inform the counselor/principal of the change in their grade book so the student's historical grade can be updated.

### **PROFESSIONAL DEVELOPMENT**

Teachers are expected to attend all scheduled professional development days, unless previously excused by the principal.

Teachers are expected to have an individual professional development plan (IDP) on file with the professional development council (PDC).

### **PROFESSIONALISM**

Students and parents view staff as role models. Therefore, staff should strive to be a positive influence. Proper planning and preparation, and a specific classroom management plan will eliminate many problems that the staff encounter.

Staff should refrain from discussing students in a negative manner. Discussions about students should be held in private and be centered on school concerns. Do not discuss students in situations where other students or persons may hear the conversation.

Personal concerns about students should be referred to the principal, counselor, or other appropriate person.

When communicating with students, parents, or other persons, staff must use proper language refraining from using: vulgar or inappropriate language, name-calling, student put downs, and so on. The use of good human relations skills will go a long way in promoting a positive school environment.

### **PROGRESS REPORTS**

The school offices will issue progress report at the end of the fourth week or the start of the fifth week of each nine weeks. All grades must be recorded on Power School grade book.

### **PURCHASE CARD USE**

Staff use of a district purchase card (P-card) shall be confined to necessary school business. The Board shall annually prescribe limits and restrictions on the use of the P-cards. P-card use shall be reported monthly to the Board.

Staff seeking information about P-card use should visit with their administrator. Deliberate misuse of district P-cards is grounds for termination and reporting of criminal activity.

Each P-card is unique. The card has the cardholder's name embossed on it and certain limits and restrictions apply to each card. P-Card increases must be requested through your administrator at least 24 hours in advance. Administrators need to contact the business office, Monday through Friday, 9:00 am to 3:00 pm with the required increases.

This card should only be used by the Cardholder. NO OTHER PERSON IS AUTHORIZED TO USE THIS CARD. The Cardholder may make transactions on behalf of others in their department. However, the Cardholder is responsible for business validity of use of their card and must have proper documentation.

An itemized receipt must be included for every purchase on the card. If an itemized receipt is not included, the employee will be held responsible for that charge.

**Use of the P-card:**

- Provides an additional method of payment. It is not a means to circumvent the purchase requisition process.
- The card may be used for travel expenses including airfare, hotels, registration, meals, parking and tolls for the days of the conference only.
- The cost of meals, including gratuity, may not exceed the following limits when using the district P-card:

Breakfast .....	\$ 8.00
Lunch .....	\$12.00
Dinner .....	\$15.00

If you wish to exceed the meal allowance, you will need to pay for the meal and request reimbursement up to the allowed meal limit.

**RACIAL AND DISABILITY HARASSMENT**

The board of education is committed to providing a positive and productive working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certified 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 VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability 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 or harass on the basis of disability 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.

Harassment prohibited by this policy includes racially or disability-motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color, national origin, or disability 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 or disability harassment may result from verbal or physical conduct or written or graphic material.

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

Employees who believe they have been subjected to racial or disability 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 Policy KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial or disability 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 or disability harassment or receives a complaint of 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 or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

Initiation of a complaint of racial or disability 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 or disability 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 or disability 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.

**POLICIES: GAACA, GAF, JGECA, KN**

### **RELEASE FROM CONTRACT**

See Negotiated Agreement – Section VIII.

### **REPORT CARDS**

The school offices will issue report cards at the end of each nine weeks grading period. All grades must be recorded on Power School grade book.

### **RETIREMENT**

Certified staff extended retirement pay for unused sick leave as described in the negotiated agreement. (See Negotiated Agreement - Section VI, L)

### **SAFE WORKING CONDITIONS**

Any administrator who is aware of a threat to a school employee will notify the employee threatened as soon as practical. Any school employee who is aware of a threat to another school employee will notify their supervisor as soon as practical.

### **SCHOOL CLOSINGS FOR INCLEMENT WEATHER OR EMERGENCIES**

If it becomes necessary to close school because of inclement weather, emergencies, or for any other reason, the following procedure will be implemented based on a decision from the superintendent's office.

The decision to cancel or delay school due to inclement weather will be made by 6:00 a.m. At that time, the district will notify major television and radio stations listed. School closure information will also be available on the district's website at [www.usd409.net](http://www.usd409.net), on the Atchison Education Channel 14, and will be sent via USD 409 School Messenger Alerts.

School Closings – All school activities will be canceled for the day unless students and parents are notified otherwise. If inclement weather continues the following day, patrons will be notified accordingly. Otherwise, you may assume classes will resume the following day. Call 913-367-4384 for information or check the district's website.

Notification – The district will notify the following television and radio stations in the event of school closings.

#### Television Stations:

KQ-2 – Channel 2 (St. Joseph)

WDAF – Channel 4 (Kansas City)

#### Radio Stations:

KAIR – 93.7 FM/1470 AM (Atchison)

KNZA – 1104 FM (Hiawatha)

KCTV – Channel 5 (Kansas City)  
KMBC – Channel 9 (Kansas City)  
WIBW – Channel 13 (Topeka)  
KSHB – Channel 41 (Kansas City)

WIBW – 94.5 FM (Topeka)  
KKJO, 105.5 FM and KSJQ 92.7 FM (St. Joseph)

### **SEARCHES OF STUDENTS**

Principals are authorized to search students and property if there is any reasonable suspicion that district policies, rules or directives are being violated. School authorities shall not conduct strip searches. All searches by the principal shall be carried out in the presence of another adult witness. **POLICIES: JCAB, JCAB-R, JCABB, JCABB-R**

### **SEXUAL HARASSMENT**

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or student 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. **POLICY: GAAC**

Any employee who believes that he/she has 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 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.

### **SIGNING OUT OF THE BUILDING**

Teachers are expected to stay after school for the purpose of working with individual students, holding parent conferences, grading papers, developing lessons, etc. If it necessary for you to leave the building at any time during your duty day, please notify the office in advance and record departure and return time in the office sign-out book. No one should leave without notifying the principal.

Leaving during personal planning time should be a very infrequent occurrence. Leaving outside planning times must be cleared through the administration. If you are allowed to leave, the secretary will find coverage for your class. If your absence involves more than one class period you will need to use personal or sick leave time. It is best to make your appointments for after school. In case of emergencies, please contact the principal.

### **SUPERVISION OF STUDENTS**

Students shall be supervised by school personnel when they are under the jurisdiction of the school. Each building principal shall coordinate and assign teachers, aides, or paraeducators to supervise students engaged in school-sponsored activities. Each staff member should be in their assigned duty location. **POLICY: JGFB**

### **SURVEILLANCE CAMERAS**

The district may use surveillance cameras to monitor student and staff activity.

Surveillance cameras may be used to monitor students or staff riding in district vehicles, buses used for student transport, and to monitor student behavior in or around any district facility.



Surveillance footage which is a record of student behavior shall be secured in a secure location until the digital storage mechanism or tapes on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information. **POLICY: JGGA**

## **TECHNOLOGY**

### **Acceptable Use Policy for Staff**

All staff are required to fill out an application for the use of technology media resources, information networks, and Internet resources in the Atchison Public School District. It establishes policy and provides information about acceptable use while using school resources and is therefore called an Acceptable Use Policy (AUP).

Users must sign this AUP prior to being provided access to technology resources. A copy will be kept at the Atchison Public Schools District Office. The signature at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands the significance. Employees may be subject to disciplinary action, up to and including termination, for violating the AUP.

Technology resources and information networks may provide access, unauthorized or inadvertent access to sensitive, confidential or restricted files. Anyone accessing or copying such information is in violation of this AUP. Staff members may face disciplinary action and may have their access terminated. Files on the network or residing on any technology media are subject to control and inspection by administration without user consent.

The use of any district-owned equipment must be in support of education and research. Use of other organization's network or technology resources must comply with the rules appropriate for that network. Transmission or reception of any materials in violation of any U.S. or state regulation is prohibited. This includes but is not limited to the following: copyrighted material, threatening or obscene material, viruses or unsolicited files, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited.

All technology resources purchased by USD 409 remain the property of the district. All technology loaned to staff are subject to be returned upon administration request or at the end of district employment. The use of technology resources, information networks, and the Internet is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. Each employee is responsible for the security of his/her passwords.

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- **Be polite.** Do not be abusive in messages to others. Respect opinions and beliefs. The Internet is a global community representing many races, religions, and social structures.
- **Use Appropriate Language.** Do not respond to or engage in personal verbal attacks. Do not swear, use vulgarities, or any other inappropriate language. Avoid using slang and all caps as it is often misunderstood or may be offensive to others. Correct English is the international language of the Internet.

- **Do not reveal** personal (home) addresses or phone numbers as well as those of others, unless on a secure site (<https://>) However, use caution any time personal information is requested on a website in order to avoid possible identity theft.
- **E-mail is not guaranteed to be private.** People who operate the system do have access to all mail unless it is encrypted first. Messages relating to, or in support of illegal activities may be reported to authorities.
- **Do not use the network in such a way** that would disrupt the use of the network by others or violate the Privacy Act, a federal law. Do not attempt to access files or use applications that are outside the scope of learning objectives. This includes, but is not limited to, school administrative information, student or teacher records and the network operating system. All communications and files accessible via the network should be assumed to be private.

Security on any technology system is a high priority, especially when the system involves many users. Users must notify a system administrator or the principal if they feel they have identified a security problem on the school network(s) or the Internet. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to login to the school network(s) or the Internet as a system administrator, whether on or off district property, may result in cancellation of use privileges and disciplinary action. Any user identified as a security risk or having a history of problems with technology or network systems may be denied access to school technology resources.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment belonging to the Atchison Public School District, or another user, the Internet, or any of the organizations or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. Users are not allowed to use or install software unless specifically approved by administration. Users are not allowed to subscribe to non-educational lists unless specifically approved by administration. Users are not allowed to engage in non-educational, on-line activities that will monopolize connections or the network.

The U.S. Government, as well as the state government, has developed criminal statutes to promote responsible use of information services across networks. The consequences are severe for "hackers," whether malicious or not. Title 18, United States Code, Section 1343 (covering wire fraud) and Section 1030 (covering computer-related fraud) carry stiff penalties. Penalties range from 1 to 30 years in prison and \$250,000 to \$1,000,000 in fines. The U.S. Government has also created a "cyberspace" task force to investigate possible violations of U.S. Code and gather evidence. The use of computer networks leaves an "electronic trail."

Atchison Public School District makes no warranties of any kind, whether expressed or implied, for the technology resources and network services it provides. The district or its employees will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence or user errors or omissions. Use of any information obtained via technology resources is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its information resources.

If technology resources are damaged, lost or stolen, it is the ultimate responsibility of the employee to pay for the damage or to replace the item(s).

The administration reserves the right to monitor use of all electronic communication devices, files, and accounts. Staff shall have no expectation of privacy while using district equipment on or off school premises.

#### Use of District Technology to Communicate with Students

Employees are encouraged to use district email and other district technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities. Technology-based materials, activities, and communication tools shall be appropriate for and within the range of knowledge, understanding, age, and maturity of students with whom they are used.

District employees and activity sponsors may utilize collaborative online tools, blogs, and other social networking accounts using district resources and following district guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Staff should exercise good judgment in providing private cell phone, home phone numbers, or private/home email addresses to students.

All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters. Messages should be copied to the activities director.

Atchison Public Schools has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the school network, e-mail accounts, hardware, and Internet access, including transmitted and received information. All information files are the property of Atchison Public Schools and no user shall have any expectation of privacy regarding such files, accounts, or devices.

The TAP (Transparent, Accessible, and Professional) Test will help staff members decide if they should be using digital communication.

The TAP Test is defined as:

- All electronic communication between staff and students should be **transparent**. As a public school district, we are expected to maintain openness, visibility and accountability with regard to all communications.
- All electronic communication between staff and students should be considered a matter of record, part of the district archives, and/or may be **accessible** by others.
- All electronic communication from staff to student should be written as a **professional** representing Atchison Public Schools. This includes word choices, tone, grammar and subject matter that model the standards and integrity of an Atchison Public Schools professional. Always choose words that are courteous, conscientious and generally businesslike in manner.

If communication meets all three of the criteria above, then it is very likely that the methods of communicating with students are appropriate. Use of private messaging (i.e. Twitter, Facebook, or email) will be considered a violation of the TAP Test.

#### Social Networking Websites (Facebook)

It is important that employees maintain proper decorum in the online, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. Staff shall refrain from posting items with sexual content, exhibiting or advocating the use of drugs, alcohol, or tobacco products. Staff shall also refrain from posting derogatory items regarding the district, school, employees, or students.

Staff should exercise good judgment in listing current students as “friends” on social networking sites.

District employees and activity sponsors utilizing a social networking site for instructional or other work-related communication purposes, shall comply with the following:

- They shall request prior permission from the building administrator or designee.
- If permission is granted, staff members will set up the site following the district’s Acceptable Use Policy or any other applicable guidelines.
- Access will be provided to the building administrator(s) and the district technology staff.
- If parental consent is not granted through the district Acceptable Use Policy, staff shall notify parents of the site and obtain written permission for students to become “friends” prior to the students being granted access. This permission shall be kept on file at the school. Once the site is created, the sponsoring staff member shall:
  - Monitor and manage the site to promote safe and acceptable use; and
  - Observe confidentiality restrictions concerning release of student information under state and federal laws.

All school district employees and activity sponsors who participate in social networking websites, shall not post any school district data, documents, photographs, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees and activity sponsors are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct.

#### Violation of District Technology Policies

Employees who violate district technology policies may face discipline and/or termination, in line with other school policies and/or collective bargaining agreements, if applicable.

#### **USE OF TOBACCO PRODUCTS**

The use of tobacco products in any form is prohibited in all K-12 school buildings, grounds and vehicles, owned, leased or rented by the district. This includes electronic devices that emit nicotine vapor. **POLICY: GAOC**

### **VEHICLE USE (District)**

Employees must possess a valid driver's license in order to operate a district vehicle. A copy of the license must be submitted to the service center to be sent to the Department of Motor Vehicles (DMV) for verification. Verifications to the DMV are required annually. Any citations received while driving a district vehicle are the responsibility of the employee.

USD 409 prohibits the use of cell phones while driving district vehicles.

### **VISITORS**

Please do not admit visitors to classes without a pass issued by office! Parents are welcome at any time but must check in through the main office. Report to the office any unauthorized visitor.

### **WORKERS COMPENSATION**

*Injuries/Medical Attention:* All injuries shall be immediately reported to your supervisor and the board of education office if medical attention is needed. An accident report shall be completed and submitted to your supervisor within two (2) working days.

*Injuries Occurring When an Employee is "Under the Influence":* Kansas Workers' Compensation Law states that workers' compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Any employee of USD 409 involved in an accident requiring medical attention shall submit to testing for the presence of drugs or alcohol in his or her system.

If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

*Recreation and Social Activities:* Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

*Injuries Suffered While Traveling To and From Work:* An injury suffered while going to and coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

*Horseplay:* An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.