

USD 409 Atchison Public Schools



2017-2018 Classified Personnel Handbook

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913.367.4384
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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.

This Personnel Handbook is not an employment contract and is not intended to create contractual obligations of any kind. USD 409 does not offer tenured or guaranteed employment to Classified Personnel. Your employment is at will and may be terminated by you or by USD 409 at any time.

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: 7-17-17

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ABSENCES

All employees who are to be absent, due to illness or emergencies, should 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 the 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

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 worker compensation 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 and must be signed by the building principal.

ACCUMULATED SICK LEAVE

The non-teaching staff will receive compensation per day for accumulated sick leave upon retirement the same as teaching staff per their negotiated agreement. To be eligible for such pay, the employee must leave employment of the school district and apply for retirement benefits from KPERS. A non-teaching staff member must inform the Board in writing of his/her plan to retire by February 1 of the last academic school year in which he/she works. If retiring after that date, the non-teaching staff member will receive twenty dollars per day rate for accumulated leave.

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. 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 REQUIREMENTS

Regular attendance is required of all employees subject to leave provisions in the district policy, employee handbooks or other documents approved by the board. 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.

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

Cell phones should be silenced and should not be used during working hours. If a personal emergency situation warrants contact by cell phone, please discuss the situation with your supervisor beforehand.

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**

COMPENSATION

The school board will determine compensation for all non-teaching employees annually. The school board will make every effort to recognize the complexities of each position to compensate each employee accordingly in relationship to other employees in the district.

Classified employees shall be paid according to pay rates established by the board. Payment shall be made at the established pay date following the end of each pay period.

For purposes of compliance with the Fair Labor Standards Act (FLSA), the superintendent shall ensure that all job positions are classified as exempt or non-exempt and that employees are made aware of such classifications.

COMPENSATION FOR OUT-OF-TOWN/OVERNIGHT TRIPS

When classified personnel are required to be out-of-town on district business, they shall be compensated in the following manner:

- Regular or overtime pay (or compensatory time) as appropriate for time away from Atchison MINUS:
 - Eight (8) hours for sleep when overnight;
 - Reasonable time for meals (normally one hour per meal); and
 - Time used exclusively for pleasure or personal business.

POLICY: GAN/GCA

COMPENSATORY TIME

In lieu of paying actual overtime wages, the district may allow compensatory time off. The maximum compensatory time that may be accrued by a non-supervisory employee, with advance approval of the immediate supervisor, shall be 240 hours as defined by the Fair Labor Standard Act (FLSA). An employee shall be permitted to use accrued compensatory time within a reasonable period after it is requested, if to do so would not unduly disrupt the operations of the district. Employees may use compensatory time with prior supervisor approval.

COPYRIGHT REGULATIONS AND "FAIR USE" RULES

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. Good judgment should be used in selecting jewelry and clothing when working with students who may grasp earrings, necklaces, other jewelry, shirts, ties, etc.

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 your 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

All classified employees shall be evaluated twice (once per semester) during their first year of employment and at least once a year during subsequent years by the supervisor to whom they are assigned. **POLICY: GCI**

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.

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 with coordination of internal or 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. Once enrolled in the Cafeteria Section 125 fringe benefit plan, the only time the benefit can be changed is if the employee has a life changing event or at open enrollment.

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.

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 2017-2018 school year, the Board of Education shall pay an amount of \$433.64 per month toward the purchase of a single health insurance membership, according to eligibility under ACA and per the terms of the health insurance carrier, toward the monthly premium for a single health insurance policy. An employee must work an average of 30 hours per week according to the Affordable Care Act to be eligible for the defined benefits.

HOLIDAY PAY

Paid holiday leave for full-time, 12-month classified employees, and 10-month secretaries, as follows:

- Independence Day*
- Labor Day
- Thanksgiving & Friday after (2 days)
- Christmas (2 days)

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Floating Holiday*

* 10-month secretaries not paid for these holidays.

Employees not eligible for holiday pay cannot substitute accrued leave for the non-contract days.

POLICY: GCRI

INTENT OF EMPLOYMENT (Statement of Wages)

Intent of Employment notices will be issued for non-teaching employees to communicate the intent of the employer. However such "Intent to Employ" may be terminated by either party, with or without cause.

JURY DUTY

When you call the courthouse on the night they tell you and you find out that your number was picked, you call the sub line and say you have to report for jury duty that morning.

We will get you a ½ day sub with the possibility of being a whole day. When they select the jury, if you are not selected, you will return to work and the sub will stay working somewhere until noon. If you find that you are selected, call the sub line so we know and tell us approximately how long they predict the trial will last. We will get you a sub for that time.

We pay you at your regular pay. You will need to sign the check that is presented to you for jury duty and give it to the BOE office.

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. Any loss of keys must be reported immediately to the building principal. Any person issued keys accepts all responsibility for damages or expenses 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 - PAID

When absent, paid leave must be taken as long as it is available. Leave must be taken in ½ day or full day increments.

Sick Leave

New full-time employees will accrue one (1) day of sick leave per month during the first year of employment. After the first year of employment, full-time employees working ten (10) months will be credited with ten (10) days of sick leave on the first day of the fiscal year. Full-time employees working twelve (12) months will be credited with twelve (12) days of sick leave on

the first day of the fiscal year. Unused leave will be accumulated to a maximum of 90 days. Non-teaching staff will receive compensation for accumulated sick leave only when employee retires from the district and applies for KPERS benefits. This claim must be made in writing by February 1 if you plan to retire anytime during the next fiscal or school year (see Accumulated Sick Leave on page 1).

The sick leave may be used as sick, emergency, and/or personal leave. It is to be used if it is necessary to be away from work for personal illness or injury, for illness or injury to members of the immediate family, for attending funerals of members of the immediate family, or for emergencies, certified and approved as such by the building administrator. Members of the immediate family include spouse, parents, children, spouse's parents, grandparents, brothers, sisters, and other individuals whose relations are, in the opinion of the building administrator, sufficiently close to stand in place of any of the above.

Leaves for funerals of members of the immediate family are limited to the time required, but normally are not to exceed three days. When additional time is needed because the normal time causes the employee a hardship, the building administrator may adjust it.

Leaves for other emergencies are limited to those events over which the employee has no control and includes such things as required court appearances, serving as a pallbearer, or attending the funeral of a close friend who is not a member of the immediate family. Leave for such purposes is limited to the time required but not to exceed one day.

Personal leave is for the purpose of conducting personal activities that may not be completed outside the workday. One (1) day of sick leave may be used for personal leave after one (1) year of employment. Five (5) days of sick leave may be used for personal leave after five (5) years of employment. Personal leave will be deducted from sick leave allowed. Personal leave days will not accumulate from year to year.

Unpaid Leave

The board may grant a period of unpaid leave as determined by the board. The period of leave and reason for unpaid leave shall be determined by the board. The board shall not be required to pay any salary or benefits during periods of unpaid leave except as may be required by law.

Jury Duty

Any employee called to jury duty will be granted paid leave and such leave will not be deducted from the employee's credited paid leave. Any amount earned during jury duty shall be turned in to the Board of Education. **POLICY: GCRG**

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. Leave must be taken in ½ day or full day increments.

During the period of any unpaid family and medical leave, the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the 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: 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 the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

LEAVE – VACATION (12-month Employees)

Full-time, 12-month, classified employees may be granted a paid vacation each year as follows:

- Year 1 - Vacation pro-rated (see chart below).
- Years 2 through 9 - Ten (10) days vacation time will be allowed.
- Years 10 through 14 - Fifteen (15) days vacation time will be allowed.
- Year 15 through 19- Twenty (20) days vacation time will be allowed.
- Year 20 and after – Twenty-five (25) days vacation time will be allowed.

Vacation shall be credited on July 1 of each year. Time of vacation must be approved by the immediate supervisor and is to be scheduled at a time least disruptive to the operation of the schools. Employees who have worked less than a full year prior to July 1 will be allowed pro-rated vacation days with pay after the first year of employment. Thereafter, the work year will be considered as July 1 to June 30. Employees who terminate employment prior to the end of the fiscal year will not earn vacation time for that year. Vacation time does not accumulate and must be taken by December 31 of the year after it is earned. Past experience in the district is applied when an employee transfers to a 12-month full-time position when assigning earned vacation. Leave must be taken in ½ day or full day increments.

Year 1 - Days Worked	Vacation Days
0 – 90 days	0 days
91 – 180 days	2 days
181 – 270 days	4 days
271 – 365 days	6 days

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**

MERIT PAY

The criterion to draw merit pay will be attendance. Pay for this type of merit will be established after a classified employee has accumulated 90 days of sick leave. Payment will be based upon the days accumulated in excess of 90. As one can only accumulate 90 days of sick leave, any days over 90 will be paid at sixty-five (65) percent of the daily rate of the beginning classified salary schedule; i.e., if a person has 87 days accumulated sick leave at the end of the school year, the additional ten (10) days would make 97 days. Therefore, his/her contract for the school year would include merit pay of seven (7) days multiplied by 65 percent of the daily rate of the beginning salary schedule. The payment will be in November for the merit pay earned in the previous school year.

MILEAGE REIMBURSEMENT

A mileage reimbursement e-requisition AND the supporting documentation is due to the District Office by the 15th 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.

NURSE FOR STUDENTS

A school nurse is available on a limited schedule.

A student should only be excused from class if s/he is injured or becomes ill in class. Give the student a pass to go to the nurse's office if she is in the building or to the office if she is not. 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 or staff member 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.

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.

OVERTIME

Classified personnel will record time worked using an electronic sign-in system. Non-exempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Overtime pay will be provided only if an employee *works* more than 40 hours in a workweek.

As a general rule no non-supervisory, non-teaching employee is expected to work more than 40 hours per week. When non-supervisory employees work in excess of 40 hours per week, it is only to be done with advance approval of the immediate supervisor and compensatory time is to be used when possible. If situations arise where advance approval is not possible, the immediate supervisor should be informed of overtime hours as soon as possible.

PARENT COMMUNICATION

Frequent, positive interaction throughout the school year with parents or family members is essential in educating our students. Parents can be the greatest allies we have in the classroom.

Few classified staff members have a direct responsibility to communicate with parents as a component of their position. For those individuals, prompt, professional, and courteous communication is expected. Documentation of those communications is essential.

For other classified staff, if you are approached by parents please use good judgment in determining when to refer the parent to a teacher or principal. Remember that much of our student information is confidential in nature. There may also be additional information that is held by teachers or principals that should guide the communication.

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 25th that the Business Office is open.

PHONE CALLS

Due to the volume of calls coming into the office, we request personal phone calls be kept to a minimum. We will refer phone messages to your voicemail. If you are expecting an important call that you need to take, please notify the office. If you have a sick child at home or personal emergencies, we will contact you immediately.

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.

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 encounters.

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.

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 a.m. to 3:00 p.m. 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

RESIGNATIONS

Resignations must be tendered in writing and accepted by the school board. The employee may withdraw a resignation at any time prior to the effective date, or prior to school board acceptance if a replacement has not been hired.

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.

SCHEDULES

Classified staff will be given a weekly schedule from their supervisor at the start of each school year that lists the employee's start and end times each day. The employee's lunch schedule shall also be set by the supervisor in the weekly schedule. This schedule is to be followed by the employee unless prior approval is given from their supervisor.

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. Ten (10) month classified employees do not work on inclement weather or emergency days when school is closed. Sick leave may not be used on inclement weather days; however, an employee may use a personal day, if eligible.

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

Radio Stations:

KAIR – 93.7 FM/1470 AM (Atchison)
KNZA – 1104 FM (Hiawatha)
WIBW – 94.5 FM (Topeka)
KKJO, 105.5 FM and KSJQ 92.7 FM (St. Joseph)

SEARCHES OF STUDENTS

Only principals are authorized to search students if there is a reasonable suspicion that district policies, rules or directives are being violated. **POLICY: JCABB**

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 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.

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 Media

It is important that employees maintain proper decorum in the online, digital world as well as in person. All staff are expected to serve as positive ambassadors for the district and as appropriate role models for students. It is important to maintain professionalism in all interactions with students, their families, and the community. 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 personal social media networks.

The following are general guidelines for using social media whether personally or professionally:

You are always a School Employee

- The lines between public and private, personal and professional can be very blurry in the digital world. Please keep in mind that you will be publicly identified as working for and sometimes representing the district in what you say and do online.
- Whether it is clearly communicated or not, you will be identified as an employee of the district in what you do and say online. If you don’t want it on the news or in the newspaper, don’t share it online.
- Do not misrepresent yourself by using someone else’s identity or misrepresenting your identity.
- Do not share confidential information about school business, students, or your colleagues.

Be Professional

- Respect the district’s values of respect, responsibility, honesty, integrity, and community service. Express your ideas and opinions in a respectful manner and consider carefully what you post. Assume that anything you post is public and will be viewed by everyone in your personal and professional domains.
- Your posts and comments should help build and support the school community.
- Employees, parents, and students reflect a diverse set of customs, values, and points of view. Be respectful of other’s opinions in your posts or comments. You are responsible for the content you post.
- Respect copyright and fair use guidelines. Cite your source when quoting others’ work.
- Do not use any school logo or image without prior permission.

Respect Others and Ensure the Safety of Students

- Respect the privacy and feelings of others and do not, under any circumstances, post offensive comments about students, colleagues, or the district in general. Negative comments about others may be interpreted as cyber-bullying and could lead to disciplinary action.

- Employees, who join or engage in social networks that include students, have the responsibility for monitoring content and addressing appropriate behavior or activity, include the protection and safety of minors.
- Do not post photos or movies of fellow employees without their permission. Use good judgment when posting photos of students. Be aware that parents may request that student information (including photographs) not be released.

Manage Employee/Student Relationships Carefully

- Employees are prohibited from establishing personal relationships with students that are unprofessional and therefore inappropriate. Do not fraternize with students as if they are your peers or friends. Unprofessional relationships include writing personal letters, email or text messages; calling students on cell phones or allowing students to make personal call to you unrelated to class work or school activities; sending inappropriate pictures to students; discussing or revealing personal matters about your private life or inviting students to do the same; engaging in sexualized dialogue in any form. It is strongly recommended that you use good judgment when connecting with students via personal social media networks.
- Inappropriate or offensive content posted to social media sites by employees and viewed by students, parents or other employees may be investigated by building and district officials and, if warranted, may result in disciplinary action.
- School email accounts are not private. All communication by employees to students or parents at any time from any email system is expected to be professional in topic and tone. Email between employees and students or parents is to be done through the school-provided email account, and must conform to the policies set forth in the districts Acceptable Use Policy and Employee Handbooks.
- Employees must understand that it inappropriate to include personal information such as, but not limited to: provocative photographs, suggestive drawings/cartoons, sexually explicit messages, abuse of alcohol, drugs or anything students are prohibited from doing. If students, parents, or other employees obtain access to such information and report this to the district, school and district administrators will investigate their reports.

Classroom Use

- Social media tools are powerful teaching and communication tools that can add great value to classroom instruction. Teachers are encouraged to use social media tools when appropriate in addressing an educational goal of the classroom.
- Inform your building administrator when creating social networks for classroom use and make sure parents are aware of the intended use and educational purpose.
- Use district contact information (email, address, voicemail, etc.) for creating and maintaining classroom-related social medial accounts.
- Abide by the user guidelines established by the owner of the social media site.
- Treat the social media network like an extension of your classroom. Monitor closely the interactions between students and deal with inappropriate use immediately.

Other Uses – Coaches, Sponsors, Programs

- Social media networks can be helpful for groups in interacting and sharing information. Any adult authorized to interact with students on behalf of the district should abide by the same set of expectations established for district employees when it comes to social media networks.

- Inform your building administrator when creating social networks for classroom use and make sure parents are aware of the intended use and educational purpose.
- Use district contact information (email, address, voicemail, etc.) for creating and maintaining classroom-related social media accounts.
- Abide by the user guidelines established by the owner of the social media site.
- Monitor closely the interactions between students and deal with inappropriate use immediately.
- Consult with your building administrator or the Director of Technology if further guidance is needed.

School district employees and activity sponsors are prohibited from engaging in any conduct on social media networks that violates the law, school board policies, or other standards of conduct. Engaging in prohibited behavior places the employee at risk of disciplinary action.

Social media tools, including their uses and challenges, are evolving rapidly. Atchison Public Schools will continue to monitor its strategies and best practices for using these tools. As a result these guidelines will continue to evolve. Employees with suggestions or questions are encouraged to contact their building principal or the Director of Technology.

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.

TIME SHEET (Electronic Sign-in System)

All classified employees are required to use the Electronic Timesheet to record hours worked in a pay period. Employees must clock in and clock out of the system using a district telephone and a 4-digit pin. Employees are prohibited from using personal cell phones to clock in and out of the Electronic Timesheet System.

All classified employees are also required to enter paid or unpaid leave for all absences on the employee time sheet web portal. When absent, classified employees are required to use sick, vacation or personal leave if available. Employees are required to check their time punches, paid leave requests and unpaid leave requests weekly as well as at the end of the payroll period. All discrepancies for the pay period must be reported to the payroll department (Becky Walker) via e-mail within four (4) days of the end of the pay period.

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.

WORK WEEK

For the purpose of Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

WORKERS COMPENSATION

Injuries/Medical Attention: All injuries shall immediately be reported to your supervisor and the board of education office if medical attention is needed. An worker compensation 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. **POLICY: GAOE**