

**Basehor-Linwood**

**USD #458**

**Classified Staff**

**Handbook**

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## **Introduction**

Welcome to Basehor-Linwood Unified School District #458! We are excited to have you as a member of our classified staff! We all have a responsibility to work as a team to create the best educational programs, provide the cleanest, brightest environment and experience possible for our students and their families. We hope you share this commitment to help support and provide your expertise to make this a reality.

This Classified Employee Handbook has been written with the intent to provide information and serve as a guide to our employees. This handbook will provide you with current policies, guidelines, practices, etc., related to your employment with USD 458. If you have any questions related to any part of this handbook, please address those questions to your immediate supervisor, (principal, director of buildings and grounds, director of food service, etc...) and/or the District Office.

It should be noted that this handbook and all information included in this handbook, is for informational purposes only. The contents contained in this handbook should not be interpreted as a contract of employment between USD 458 and/or any of its employees. This handbook does not create any express or implied contractual rights to the employee.

### **Equal Opportunity Employer**

Equal Opportunity Employment and Nondiscrimination

The board shall hire its employees on the basis of ability and the district's needs.

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges or employment because of an individual's race, color, religion, sex, age, disability or national origin.

Inquiries regarding compliance may be directed to the Superintendent of Schools, P.O. Box 282, Basehor, KS 66007-0282, (913) 724-1396, or to:

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

or

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

or

United States Department of Education  
Office for Civil Rights  
10220 North Executive Hills Boulevard, 8th Floor  
Kansas City, Missouri 64153-1367 (816) 880-4247

Approved: November 16, 1998  
Revised: May 14, 2007

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

Any incident of discrimination in any form shall promptly be reported to the immediate supervisor or other level of management for investigation and corrective action by the compliance officer.

Any employee who engages in discrimination shall be reprimanded and counseled to refrain from such conduct. Any employee who continues to engage in discriminatory conduct shall be disciplined.

Please refer to Board Policy GAAA-R

## **Basehor-Linwood USD 458**

### **Mission Statement**

**“All Students Developing and Reaching Their Potential”**

### **Definitions**

**Exempt** – Employees whose positions are designated as executive, administrative, professional, or other exemptions, as prescribed by federal and state wage and hour laws. These employees are exempt from overtime pay.

**Non-exempt/Classified** – Employees whose positions are not designated as executive, administrative, professional, or any exemption, as prescribed by federal and state wage hour laws. These employees are paid time and one half of their regular rate for actual hours worked in excess of 40 hours per week.

**12 Month** – Employees regularly scheduled to work at least 30 hours per week and 12 months a year. A 12-month employee is eligible for all USD 458 paid benefits, provided that they meet all eligibility requirements.

**10 month** – Employees regularly scheduled to work at least 30 hours per week and not more than 40 hours per week, during the 10 months that school is in session. 10-month employees do receive all legally required benefits, such as KPERs, workers compensation insurance, and social security. They are eligible for Health Insurance benefits that USD 458 offers **and can** purchase any other supplemental health benefits at their own expense

**Regular** – At will employees, have no pre-established time limits or expectations for tenure with USD 458. Regular full-time employees may be eligible for district benefits, if they meet the necessary eligibility requirements.

**Temporary** – At will employees, who are hired on a temporary basis for a pre-determined period of time. This is typically for peak times of the year and to help with vacation relief. These workers may or may not be on the USD 458 payroll and are not eligible for any of USD 458 benefits. These classifications of workers are notified of the temporary nature of their job as the need occurs. The duration and schedule is determined at the time of notification.

**Supervisor** – Employees who are responsible for making decisions, regarding hiring, promotion, discipline and separation/termination as determined by law.

Any questions related to your employment classification and/or status should be directed to your immediate supervisor and/or the District Office. It is the expectation that all classified employees comply with all USD 458 policies and rules related to employee conduct.

## **Section I; Benefits and Compensation;**

Classified employees eligible for benefits and compensation are in the Exempt, Non-Exempt and Full-Time categories. Part-time employees may purchase some of the benefits at their own discretion.

### **Insurance**

Insurance is available for classified employees of USD 458. The degree to which an employee is eligible for district paid insurance benefits is dependent on that employees' status as Exempt, Non-Exempt or 12 month as defined earlier. That employee must work a minimum of thirty (30) hours a week. The only form of insurance that is paid by the district is health insurance, in the form of an amount to be determined each plan year towards the plan of the employee's choice. All other forms of insurance listed are available for classified employees, at the employee's expense.

### **For a summary of specific benefits please reference appendix pg. 50**

The benefits that MAY be available to classified employees are:

- a. Health Insurance
- b. Dental Insurance
- c. Vision Insurance
- d. Life Insurance
- e. Dependent Life Insurance
- f. Cancer Insurance
- g. Accident Insurance
- h. Medical Bridge/Hospital Confinement Indemnity
- i. Disability Insurance
- j. Flexible Spending Account (Examples: Dependent Care & Medical Expenses)
- k. 403b
- l. Mutual Funds
- m. Critical Illness Insurance
- n. Leaves
  1. Sick Leave
  2. Personal and Emergency Leave
  3. Vacation Leave
  4. Holidays - Paid
  5. Jury Duty
  6. Bereavement Leave
  7. Military Leave
  8. Family Medical Leave

Please refer to District Policy GCRG – Leaves and Absences

### **Procedure for Requesting Leave**

All leave must be requested on the appropriate forms and filed with the employees' immediate supervisor. The form will then be forwarded to the superintendent for action. The form will then be returned to the employee. All leaves must be turned in one week prior to the date of the leave. Leave will not be granted (except in extenuating circumstances) during the starting month and ending month of the school year.



An employee on paid leave during the year will be compensated at his/her regular rate of pay while absent from work, depending upon the type of leave requested.

## **Leaves and Absences**

### **Sick Leave**

Sick Leave is available to classified employees at a rate of one day per month. New employees receive a maximum of ten (10) days (10 month) or twelve (12) days (12 month) depending on the term of their employment. Classified employees earn/accumulate sick leave at the rate of one (1) day per month, not to exceed the length of their contract. Sick leave may be accumulated without limit, but no more than sixty (60) days may be used in one calendar school year, without the approval of the Board of Education. Sick Leave will be capped at 90 days for compensation purposes. After five (5) years of continual service, the employee will receive one (1) additional day of sick leave. One (1) of the sick leave days may be used as a personal leave day each year.

Beginning July 1, 2016 classified employees, who have accumulated a minimum of thirty (30) sick days, may sell back any unused sick leave, up to ten (10) for 10 month employees or twelve (12) for twelve month employees per year, at forty dollars (\$40) per day or they may choose to carry days over to the following year.

Classified employees will receive payment for up to half (45 days) of the 90 days of accumulated sick leave upon retirement with KPERS from the district. The employee must have a minimum of 15 years of accumulated employment with USD 458 **and** be eligible for retirement benefits from the Kansas Public Employees Retirement program. The rate of pay is at the regular daily rate.

Sick Leave days may be used for the following,

1. Employee illness\*
2. Illness of child or spouse whose home is with the employee\*
3. Death in immediate family (Bereavement Leave\*\*)
4. Critical illness of immediate family member whose home is with the employee\*

\*A doctor's release is required after 3 (three) days are missed due to illness.

\*\*Only 3 (three) days are allowed for bereavement unless additional days are approved by the Superintendent.

### **Personal or Emergency Leaves**

Classified employees that are full time are eligible for personal days. Classified employees will receive 1 (one) personal day per year up to five years. Personal days may not be carried over to the next year as personal days, they will automatically convert to sick days **IF** they are not used in the present contract year.

10-month employees who have accumulated thirty (30) sick days and have five (5) years of continual service with the district may use any current year leave, up to 5 days, for any purpose. However, these days are not intended to be used as vacation days and any leave that continues for more than three consecutive days requires a doctor's note or documentation and written approval from the superintendent.

### **Holidays - Paid:**

Paid Holidays for Full-time - 12 Month classified employees are: (9)

1. New Years Day
2. Good Friday
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day
7. Thanksgiving – The Friday after
8. Christmas Eve Day
9. Christmas Day

Paid Holidays for Part Time – 10 Month classified employees are: (5)

1. New Years Day
2. Memorial Day
3. Labor Day
4. Thanksgiving Day
5. Christmas Day

Please refer to Board Policy GCRI

**Vacation:**

12 month classified employees will receive 10 days of vacation a year, for the first five years of continual employment. Vacation days are earned at a rate of one day a month, with a cap of 10 days. Vacation days will then increase in the following manner for years 6 (six) through 10 (ten):

- Year 6 – 11 days
- Year 7 – 12 days
- Year 8 – 13 days
- Year 9 – 14 days
- Year 10 – 15 days

After 10 years of service the vacation days cap at 15 days per year. Employees are encouraged to use their vacation days each year.

Maximum accumulation of vacation leave is 40 days.

Application for use of vacation time must be made at least two weeks in advance of the requested dates for vacation. Application should be made with the immediate supervisor or principal. Application for use of vacation time must be made on the regular “Application for Leave” form. Vacation leave, must be approved by both the immediate supervisor and the superintendent.

**There is no payment or compensation for accumulated vacation days upon retirement.**

Please refer Board Policy GCRH

**Jury Duty**

An employee called to jury duty will be paid regular school wages if the employee endorses all jury duty pay, except reimbursement for mileage and subsistence, over to the district.

Please refer to Board Policy GBRI-R

## **Military Leave**

Any employee, upon written request to the superintendent, shall be granted leave to cover the length of his required service, as defined below, in the military forces of the United States. Each request for military leave shall be accompanied by a copy of the appropriate military orders. On the date of release from service, the employee shall notify the superintendent of his availability and possible date of return to employment.

Service veterans returning to active duty have a four-year duty period which may be extended to five years at the option of the military service. Such employees have a 90-day period following release to report for reemployment with the district. This type of military leave shall be without pay.

Employees who are guardsmen or reservists taking initial active duty training will have 31 days after release to report for reemployment with the district. This type of military leave shall be without pay. Guardsman or reservist taking annual training, special school or special duty will report for reemployment with the district immediately following release plus any necessary travel time. This type of military leave may be with pay subject to board approval.

Failure to return within the time period allowed without notice to the superintendent shall result in cancellation of the military leave, and the employee shall receive no credited service in the district for the time served on military leave. Continued absence may result in termination of employment.

Military leave shall be limited to the length of service required by the induction of the draftee or the orders to active duty of enlisted reserves or members of the national guard plus the applicable time period following release. Military leave for guardsmen or reservists who are ordered to active duty shall be limited to the date when the officer can by his own actions terminate such active duty or the date of his orders to inactive status, whichever may occur first.

An employee on military leave, if he makes application to the superintendent within the applicable time period after the effective date of his release from active duty, shall be returned to a position comparable to the position held at the time the leave was granted. The employee's salary and benefit status upon return from military leave shall be the same as it would have been if leave had not been taken. The district shall have a 10-day grace period to make arrangements for reemployment of the employee, and the superintendent shall make every effort consistent with law and the wishes of the employee to minimize any possible adverse effect of employment changes on the educational program.

In the event the requested military leave causes an educational disservice to the education of the boys and girls of the district, the superintendent shall notify the commanding officer who signed the orders, requesting an adjustment in the orders. If the superintendent is not satisfied with the response, he shall seek further assistance by calling 1-800-336-4590 to request a consultation with an officer in the National Committee for Employer Support of the Guard and Reserve, Office of the Secretary of Defense, 1735 North Lynn Street, Arlington, VA 22209.

Please refer to Board policy GBRID

### **Family and Medical Leave**

Family and medical leave shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or placement for adoption of a child, foster care or to care for a child with a serious health condition.

Leave is available because of:

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

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

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the employee has the option to use these other paid leaves, but is not required to do so. The superintendent will notify the employee prior to or during the leave period that the leave has been designated as paid family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1,250 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 leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on or before the payroll date or at another time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

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

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

1. The reasons that leave will count as family and medical leave;
2. Any requirements for medical certification;
3. Employer requirement of substituting paid leave;
4. Requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share;
5. Right to be restored to same or equivalent job; and

6. Any employer required fitness-for-duty certification.

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

The superintendent may require an instructional employee to continue leave until the end of the 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.

Please refer to Board Policy GARI

### **Activity Passes:**

The board will provide each classified employee with a pass to district-sponsored activities only. Activity passes will not be valid for music events, drama events and KSHSAA events. The pass will be valid for the employee and one family member only.

### **Loyalty Oath**

As required by current law, all employees must sign a loyalty oath and file the oath with the clerk before beginning employment and to be eligible for a paycheck.

### **Pay Day**

All employees of USD 458 will be paid on the 22<sup>nd</sup> of each month. If the 22<sup>nd</sup> falls on a weekend or holiday, the pay will be made on the Friday before the 22<sup>nd</sup>. All classified employees are paid based on the time sheet hours turned in on the 12<sup>th</sup> of each month. Time sheets must be signed and submitted to the board office.

### **Monthly Pay for Employees Working Less Than 12 Months**

Regularly scheduled employees who work less than 12 months each year will be paid in substantially equal payments over 12 months. The board shall designate classes or groups of employees to be paid over 12 months. Any overtime payment shall be paid in the first pay period after the overtime duty was performed. A copy of this policy shall be given to all non-certified employees each year.

### **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 as appropriate for time away from Basehor-Linwood, as approved by the superintendent.

MINUS:

1. Eight hours for sleep when overnight;
2. Reasonable time for meals (normally one hour per meal); and
3. Time used exclusively for pleasure or personal business.

Please refer to Board Policy GCA

### **Kansas Public Employees Retirement System:**

Employees who meet the qualifications for the Kansas Public Employees Retirement System must become a member. An employee contribution as determined by current law will be made each pay date. Requests for information or questions about procedures should be directed to **[www.kpers.org](http://www.kpers.org)**.

### **Workers Compensation**

The district will participate in workers' compensation as required by current statute. The combined workers' compensation benefits and salary received under allowed sick leave, or other available leave, shall not exceed one full day's pay.

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

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

Any employee who is off work and drawing workers' compensation shall be required to provide the clerk of the board with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers' compensation shall be restricted as provided by current statute.

### **Choice of Physician**

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job.

Please refer to Board policy EBAA & EBAA-R

### **Notice of Accidents**

Employees must notify the employer within 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the District Office.

## **Coverage**

Benefits are for personal injury from accident or occupational disease arising out of and in the course of employment with the district. Injuries that occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties, are not covered under workers compensation.

Any employee who is off work and drawing workers compensation shall be required to provide the clerk of the board a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers compensation shall be restricted as provided by current statute.

## **Coordination With Leave Benefits**

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury, the employee may use available paid sick leave to supplement the workers compensation.

Please Refer to Board Policy EBAA, EBAA-R & GAOE

## **Unemployment Compensation**

For answers to questions regarding unemployment compensation benefits and claims, see your personnel representative or contact the nearest US Department of Human Resources, Unemployment Job Insurance Office.

## **Section 2; Schedules**

### **Work Schedules**

Please refer to Board Policy GCR-R

### **Time Schedules**

Time schedules for classified employees, will be assigned at the beginning of the employment term, by the superintendent.

### **Work Load**

The normal workload for noncertified full-time personnel shall consist of 37.5 to 40 hours per week. Overtime will be paid for any hours worked over 40 hours per week.

Part-time positions of 30 or less hours per week will also be created as required. Other special arrangements may also be established in an effort to meet the needs of the school.

The normal workweek for full-time classified personnel shall consist of a minimum of 30 hours and not to exceed 40 hours per week.

## **Overtime and Compensation Time**

There shall be no overtime and/or comp time unless prior approval is granted from both the immediate supervisor and the superintendent. All overtime will be paid at the rate required by current law. All approved overtime shall be recorded on the employee's time card.

**Overtime** pay is paid for hours actually worked in excess of 40 hours. For example: If an employee is sick during their normal work schedule and does not work the required 40 hour work week, any additional hours worked that week, will not receive "Overtime" status until the 40 hour limit has been met. Then any additional hours (if any) over the 40 hours would be paid at the overtime rate. Paid leave shall not be considered as hours worked.

### **Time Sheets**

Time sheets are required for all hourly employees and must be signed by the employee. All hourly employees shall update their time sheet at the end of each workday. *It shall be considered a violation of this policy if any employee completes a time sheet for someone else, does not keep his or her time sheet current, or forges any portion of the time sheet. Such violations may result in disciplinary action up to and including termination.*

Time sheets shall be submitted to the District Office no later than the 12<sup>th</sup> of the month. All time sheets must be reviewed and signed by the employee and the employee's immediate supervisor. If either signature is missing the time card will be returned to the employee for completion.

### **Breaks**

All classified personnel are allowed a break if their regular daily schedule calls for four hours or more of continuous work. Breaks are limited to 15 minutes in length and may not be accumulated or added to lunch or dinner hours.

Breaks for meal times, if allowed, depending upon classification shall be scheduled by the supervisor.

### **Facility Scheduling**

All facility scheduling will take place with and scheduled by the principal/athletic director of the specific buildings. The appropriate forms must be completed and then the principal/athletic director will make "Notification of Use."

### **SECTION 3; Conduct**

#### **Prohibited Substances**

#### **Drug Free Schools and Communities Act/Drug Free Workplace.**

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

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

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for



a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action.

Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

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

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

Please Reference board policy GAOA

### **Tobacco Use**

The use of tobacco products in any form and/or electronic cigarettes is prohibited in any school building owned or operated by the district and in school vehicles. {Any use of tobacco products or electronic cigarettes on district property shall be only in areas designated for such purpose.}

Please reference Board Policy GAOC

### **Relations with Students**

Staff shall maintain a professional relationship with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. Staff shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status or consent.

Please reference Board Policy GAF

### **Employee Protection**

Each employee is responsible for maintaining proper control and discipline in school. Any employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance that threatens physical injury to others.

Please reference Board policy GAO, GAO-R

### **Confidentiality Student Information**

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule that violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination.

### **Personnel Information**

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule that violate the privacy rights of personnel could result in disciplinary actions being taken against the employee, including termination.

### **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 students of the district by board members, administrators, certificated and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for

sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

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

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor or the superintendent of schools. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district's 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 board policy KN

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, 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 sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may also face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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

To the extent possible, confidentiality will be maintained throughout the investigation of the 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 sexual harassment may result in corrective or disciplinary action against the complainant.

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

Please reference Board Policy GAAC

## **Gifts**

### **Gifts by Staff Members**

Except as a reward for student performance, staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school-sponsored activity, unless approved by the principal.

### **Gifts to Staff Members**

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives.

Please reference Board policy GAJ, GAJ-R, JL, JL-R, KH

## **Solicitations**

Persons seeking to sell solicit or display on school premises any item requiring the expenditure of district funds must first secure permission from the building principal or superintendent. Appointments with district staff during duty hours shall be held at a time approved by the appropriate supervisor. If a vendor violates this policy, the vendor may be suspended from making appointments with and soliciting school employees. Notices of the suspension shall be provided to district administrative personnel, the vendor's supervisor and the board.

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

Please Reference Board policy GAI, KDC

## **Dress Code**

The board encourages appropriate dress for all district employees. The employee's immediate supervisor will determine appropriate dress. If an employee's dress is deemed to not be appropriate, the employee will be asked to correct their dress. If a pattern of inappropriate dress continues, then there will be disciplinary action taken up to and including termination.

Please reference Board Policy GAM

## **Conflict of Interest**

District employees are prohibited from engaging in any activity, which may be a conflict of interest and/or detracts from the effective performance of their duties. No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which would directly or indirectly benefit the school employee. No school employee will enter into a contract for remuneration with the district, other than a contract for employment, unless the contract is awarded on the basis of competitive bidding.

Please reference Board Policy GAG, GAG-R

### **Outside Employment**

Classified employees shall not engage in outside employment, which impairs the effectiveness of their service.

### **Criminal Convictions**

Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement.

### **Suspension**

The superintendent shall have the authority to suspend classified employees with or without pay. If a suspension without pay is imposed on a classified employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to respond.

### **Termination**

The board may terminate a classified employee at any time, with or without cause.

## **SECTION 4; District Procedures**

### **Assignment and Transfer**

The board retains the right to assign, reassign and transfer classified personnel.  
Please refer to Board Policy GCE

### **Board Policy**

Employees shall follow and be familiar with all policies and regulations established by the board of education.

### **Complaints/Grievances**

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee.

The complaint shall be in writing; filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.

### **Contract Procedure**

The offer of an employment contract or renewal of an employment contract shall be presented to the employee for their signature. Once the classified employee signs and returns the contract within the time period designated by the superintendent a copy will be made for the employee for their files. Upon receipt of the signed copy, the contract will be presented to the board for approval.

Any written contract shall contain a reference that the contract is an employment at-will contract that may be terminated by either party. There are no rights of continuing employment.

### **Discrimination Complaints**

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The Superintendent of Schools, P.O. Box 282, Basehor, KS 66007-0282, 913-724-1396, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

Complaints of discrimination will be resolved using the district's discrimination complaint procedure.

Please reference Board Policy GAEA, KN and KN-R

### **Drug and Alcohol Testing**

This policy shall apply to all employees who are performing safety sensitive jobs for the district, which require a commercial drivers license (CDL) as defined by the Omnibus Transportation Act of 1991. A board-approved plan stating compliance requirements is on file with the clerk. Copies of the plan shall be given to each appropriate employee in a safety sensitive position as defined by board policy.

A new employee in a position requiring a CDL will submit to an initial drug and alcohol test and then will be up for random selection for additional testing during employment with the district. USD 458 has a written drug and alcohol policy that each employee will review and comply with.

Please refer to Board Policy GAOD

### **Evaluations**

All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board.

Classified employees shall be evaluated by the principal of the building to which they are assigned. District-level classified employees shall be evaluated by the superintendent. Classified employees shall be evaluated on their personal qualities, their commitment to duty and specific work-related skills, which are directly related to their job description. A copy of the completed

evaluation will be given to each employee after it is signed by the employee and the evaluator. A copy will also be placed in the employee's personnel file at the district office.

Please refer to Board Policy GCI & GCI-R

### **Supervision**

The superintendent has the responsibility to supervise all non-certified employees not directly under the supervision of a building principal. A building principal has the responsibility to supervise all classified staff that are assigned to the building.

Please refer to Board Policy GCH

### **Job Descriptions**

A job description for each category of employees shall be developed by the superintendent. The job description shall be filed with the clerk and may be published in the appropriate handbook.

Please refer to Board Policy GACB

### **Employment Status**

All non-certified employees are classified as "At-Will" employees. Refer to the definitions section for a description of an "At-Will" Employee.

### **Distribution of Materials**

The superintendent reserves the right to refuse distribution of any material by outside individuals or groups to the students of the district in accordance with the rules adopted by the board.

### **Political Campaign Materials**

In order to further citizenship training, the board encourages **responsible** use of political materials.

### **Special Interest Materials**

The building principal of each building shall establish rules and regulations governing the distribution of special interest materials in the building.

### **Advertising in the Schools**

No advertising shall be permitted in the school buildings or on the grounds of the district without prior written approval of the board or its designee. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Ads concerning drug paraphernalia and any controlled substance are prohibited in any school-sponsored publication.

Please refer to Board policy KI and KI-R

## **Nepotism**

No employee may directly supervise or evaluate another employee who is a relative. The term relative is defined as including the following categories: wife, husband, father, father-in-law, mother, mother-in-law, daughter, daughter-in-law, son, son-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, or legal residents of the household.

This provision shall not apply to any person who has been regularly employed by the board prior to the adoption of this policy or to any person who has been regularly employed by the board prior to the election or appointment of a new board member to whom the person is related.

The superintendent shall make reasonable efforts to determine whether a candidate for employment in the district is related to a board member. If a candidate is related to a board member, the superintendent will make this fact known to the board.

Please refer to Board Policy GACCA

## **Orientation**

All new classified employees shall receive an orientation as designed by the supervisor and shall be given a copy of this handbook.

## **Personal Property**

The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. If an employee's personal property is broken, damaged or stolen while the employee is on the job, repair or replacement is the employee's responsibility.

## **Use of Personal Vehicle**

Classified employees are not to use their personal vehicles or equipment for school business. There will be no reimbursement for any use of equipment that is not owned by the district or rented by the district for use on district property and/or projects. **Classified employees should not transport students in their personal vehicles.**

## **Weapons**

Employees are prohibited from carrying weapons on school property or at school-sponsored events, unless approved in advance and in writing by the superintendent.

## **Recruitment**

The superintendent will recruit personnel to fill existing or proposed vacancies and recommend the board hire the most qualified candidate.

## **Interrogation and Investigation of Students**

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student code.



If there is reason to believe a violation of criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

Please refer to Board Policy JCAC, JCAC-R

### **Searches of Students and Property**

If a classified staff member believes there is a need to search a student or property, he/she shall contact the principal.

Searches of students or property shall be conducted in accordance with the rules approved by the board. Classified personnel shall not search students or property. No law enforcement officer shall search students or property without a search warrant.

Building principals are authorized to search students or property if there is reasonable suspicion that district policies, rules or directives are being violated. All searches by the principal shall be carried out in the presence of another adult witness.

Please refer to Board Policy JCAB, JCABB

### **Resignation**

Classified employees may resign from their jobs in accordance with the employment agreement and board policies.

### **Exit Interviews/Survey**

An exit survey will be conducted prior to an employee leaving the district for any reason.

### **Staff Development**

Employees are encouraged to develop and submit, through supervisory channels, plans or proposals for the improvement of skills, knowledge and technical performance capabilities.

All plans for staff development involving expenditure of district funds or which require time away from the employee's assigned responsibilities shall be approved in advance by the superintendent.

Please refer to Board policy GAD and GAD-R

### **Telephone Use**

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted.

Use of cell phones during the workday should be in emergency situations only. There should be no texting or contact between classified employees and students for any reason.

## **Section 5; Records**

## **Personnel Records**

### **Employee Personnel Files Kept by the District**

Personnel files required by the district shall be confidential and in the custody of the appropriate building supervisor and/or the superintendent. Employees have the right to inspect their files upon proper notice under the supervision of an administrator.

A request by a third party for release of any personnel record shall be made in writing and submitted to the appropriate record custodian who shall administer the request as required by law.

All records and files maintained by the district should be screened periodically by the custodian of records and obsolete materials shall be discarded.

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

Please refer to Board Policy GAK

### **Required Records**

Each classified employee must have the following records/forms on file before the first day of employment:

- Employment application;
- KPERS enrollment form (if employee is eligible);
- W-4 Federal withholding certificate;
- K-4 Kansas withholding certificate;
- Social security number;
- Loyalty oath or affirmation;
- Health form - See "Health Examinations," p. 33
- Driver's license and driving record (if required for position). See "Driving Records," below;
- I-9 Employment Verification Form (INS form proof of identity)
- Race and Ethnicity Form
- Background Check

Please refer to Board Policy GACD

### **Address Changes**

All address changes must be made with the District Office before the end of the pay period in which the changes took place or pay will be delayed.

### **Driving Records**

Any record developed by the district for the purpose of monitoring vehicle use will include but will not be limited to the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time departing and time of return. Such records will be signed by each driver at the conclusion of each trip and submitted to the person responsible for collection of these records. An annual summary report will be used in the compilation of the

district's budget. A copy of the annual report may be given to the board on or before the regular board meeting in June or upon request.

### **School Vehicles**

#### **Licensing of Drivers**

It shall be the responsibility of all drivers of school vehicles to maintain a valid Kansas drivers license certified by the State of Kansas.

Any employee driving or operating USD 458 vehicles or machinery that requires a driver's license must have a valid drivers license. If for any reason an employee's license is revoked or suspended, that employee must immediately inform their immediate supervisor and the superintendent of the situation. At that time, the employee will cease operation of any USD 458 vehicles and equipment. This will continue until the license is restored and a meeting held to discuss the issues. If an employee's job is dependent upon driving, then reassignment or termination of that employee could occur.

### **School Vehicles**

No school vehicle of any type shall, be used by any student, school employee, patron or any organization to transport anyone to or from a religious activity.

No public funds will be spent by the board to hire, rent or lease any form of transportation to be used by any student, school employee, patron or any organization to transport anyone to or from a religious activity.

Please refer to Board Policy EDAA

#### **Scheduling and Routing**

Scheduling and routing shall be the responsibility of the superintendent.

#### **Housing of School Vehicles**

All school vehicles shall be housed in areas designated by the superintendent.

If district cars or vans are assigned to designated employees, the employee shall be responsible for the proper care, maintenance and housing of the vehicle either at a district-owned site or at the employee's residence.

Please refer to Board Policy EDAA-R

#### **Safety Inspection**

The superintendent shall be responsible for transportation inspections.

Defects found in school vehicles shall be repaired as soon as possible. The director of buildings and grounds shall be responsible for keeping school vehicles in good operating condition.

#### **Safety**

Every driver shall have authority and responsibility for the passengers riding in school vehicles.

Drivers and all passengers are required to wear seat belts while riding in district owned vehicles. Students or other persons riding in school vehicles who violate district conduct

behavior will be reported to the proper administrative official. Violations of these rules may result in disciplinary action by school officials.

## **Section 6; Reports Accidents**

Any school employee who discovers an accident on school property shall report the accident to the building principal or designated representative.

If the person requires medical treatment, the employee shall:

- Send for medical help;
- Make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- Notify the principal or designated representative.

If an employee present is qualified to administer first aid, that aid may be given. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

If an employee is injured on the job, the supervisor should be contacted immediately, and a report shall be made within ten (10) days. The supervisor will then be responsible for contacting the district District Office, which will in turn supply the injured employee with the appropriate forms to complete.

The employee must keep copies of all doctor's orders and provide a file copy to the district District Office. The employee must inform the doctor or hospital that he/she is covered by the district workers compensation plan. See "Workers Compensation," p. 14

Refer to Board Policy JGFG

## **Child Abuse**

Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open.

Please refer to Board policy GAAD

The employee making the report will not contact the child's family or any other person(s) to determine the cause of the suspected abuse or neglect.

## **DCF Access to Students on School Premises**

In cases of suspected abuse or neglect, the building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises and shall act to protect the student's interests during the interview.

Please refer to Board Policy JCAC

## **Cooperation Between School and Agencies**

Principals shall work with DCF and law enforcement agencies to cooperate in investigating reports of suspected child abuse or neglect.

## **Reporting Procedure**

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

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to DCF has been made.

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

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

Anyone making a report in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Please refer to Board Policy GAAD-R

## **Vandalism**

### **Vandalism Reporting**

All school personnel shall report any vandalism to their immediate supervisor. School personnel are expected to lock or otherwise secure any files, records, safes or similar compartments at the close of each school day. *In the event of vandalism, the board may offer a reward according to law.*

### **Restitution for Damages**

The board shall seek restitution according to law for loss and damage sustained by the district.

The principal shall notify the superintendent of any loss of, or damage to, district property. The superintendent shall investigate the incident. The cost involved in repairing the damage and/or replacing equipment will be determined after consultation with appropriate personnel.

When a juvenile is involved, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Routine procedures will be followed for any necessary follow-up to secure restitution from the responsible party.

Restitution payments shall be made by juveniles or their parents, to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments.

Accounts not paid in full within the specified time may be processed for legal action.

#### Return of School Property

School property must be returned by students. If a student does not return district property, the district may refuse to forward student records according to law.

#### **Offering a Reward**

The board may offer a reward for information leading to the discovery, arrest and conviction of persons committing acts of vandalism. The offer will conform to state law and the policy adopted by the board.

When the board decides to offer a reward, the notice to be published by the superintendent shall conform to the following:

The board of education, as authorized by K.S.A. 12-1672a, hereby offers a \$\_\_\_\_\_ (up to \$500.00) reward to any person who first provides information leading to the discovery, arrest and conviction of the person or persons responsible for acts of vandalism on property, real or personal, owned by the school district or rightfully located on school district premises by its employees or students.

Persons having any knowledge are urged to contact the superintendent of schools at 2008 N. 155th St, Basehor, KS 66007, telephone 913-724-1396. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

Please refer to Board Policy EBCA

#### **Violent Acts**

##### **Report to Staff Member**

Pursuant to K.S.A. 72-89b03, administrative professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the pupil to all employees who are involved, or likely to be directly involved, in teaching or providing related services to pupil:

1. any student who has been expelled for conduct which endangers the safety of others;
2. any student who has been expelled for commission of felony type offenses;
3. any student who has been expelled for possession of a weapon;

4. any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;

5. any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

You are notified that \_\_\_\_\_, within the past 365 days, has been expelled, adjudged or convicted for any activity listed above.

School District staff are required by both Federal Law and K.S.A. 72-6214 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data and information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other USD \_\_\_\_ employees and officials. Violation of these privacy rights could include sanctions up to and including termination.

Signed: \_\_\_\_\_  
School employee who receives the report

Signed: \_\_\_\_\_  
Administrator or school employee making report

Please refer to Board Policy EBC

### **Section 7; Health School Nurse**

School nurses are located in the buildings as needed. They are at the direction of the building principal and the district nursing supervisor.

### **Asbestos**

An asbestos management plan has been developed for the district. A copy of the management plan is available from the director of buildings and grounds.

### **Bloodborne Pathogens Bloodborne Pathogen Exposure Control Plan**

The board shall adopt an exposure control plan which conforms with current Occupational Safety and Health Administration (OSHA) standards and regulations of the Kansas Department of Human Resources (KDHR). The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan.

Please refer to board policy GARA

### **Communicable Diseases**

Whenever an employee has been diagnosed by a physician as having a communicable disease, the employee shall report the diagnosis and nature of the disease to the superintendent so a proper report may be made as required by statute.

An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district employees and to students.

The employee shall be allowed to return to duty upon termination of the illness, when authorized in writing by a physician.

The board reserves the right to require a written statement from the employee's physician indicating the employee is free from all communicable disease symptoms.

In the event that a district employee has been diagnosed as having a communicable disease and the superintendent has been notified by the employee, as provided in policy, the superintendent shall determine whether a release shall be obtained from the employee's physician before the employee returns to his duties.

Decisions regarding the type of employment setting for an employee with a communicable disease shall be based upon the physical condition of the employee and the expected type of interaction with other employees and students.

These decisions are best made using the team approach including the employee's physician, public health personnel, superintendent and personnel associated with the proposed employment setting.

## **AIDS**

In each case involving an employee with AIDS, the board shall reserve the right to make a final decision regarding the employment status of the employee after taking into account the recommendations of the health assessment team, the risks and benefits to both the employee and to others in the proposed work setting. No information regarding employees with communicable diseases shall be released by district personnel without the employee's consent except to comply with state or federal statutes.

## **Guidelines for Dealing With Employees Infected With HIV in the District Schools**

1. The district establishes the following guidelines for dealing with the problems presented by school employees who have or could transmit HIV to other school employees or students. The guidelines will be reviewed periodically and revised as necessary to reflect new medical information regarding HIV.

2. Based upon the present knowledge that HIV is primarily transmitted by blood or sexual contact, and that casual person-to-person contact as would occur among school employees appears to pose no risk, individuals known to be infected with HIV virus should not be restricted from the work setting unless otherwise medically indicated. Those individuals include the following: school personnel with positive antibodies to the HIV virus; school personnel who



have illness due to the virus but do not meet the HIV CASE definition; and school personnel with HIV.

### **Case Review**

The determination of the appropriate educational setting for HIV infected individuals should be done on a case-by-case basis by a Review Board and should be weighed against the risk and benefits to both the infected individual and to others who will share the same setting. The school nurse or county health nurse will serve as Chairperson of the Review Board and is the contact source for all referred cases.

The Review Board may consist of, but not necessarily limited to, the employee's physician, school officials including the superintendent of schools, building principal, office secretary to keep a written record of the proceedings, the employee and/or a representative of the employee and the county health officer. The school attorney may assist the Review Board as an observer and advise the board on legal questions.

### **Dealing With School Employees With HIV**

1. The Review Board may need to develop additional procedures to periodically assess the employee's condition to assist in determining the employee's status to work. Establishment of a plan for periodic review of the employee's status shall be established by the Review Board at the initial meeting.

2. Before HIV infected individuals may work in the district, they shall be required to participate in a conference with appropriate school personnel for the purpose of determining reasonable expectations regarding the individual's responsibilities in the work setting. Written recommendations are to be developed from the conference.

### **Confidentiality**

To the extent possible, knowledge of the employee's condition shall be retained within the Review Board members. In some situations it may be necessary that other personnel also be advised. This will be determined by the superintendent.

### **Policy Review**

When new medical information becomes available with regard to HIV, these recommendations may be updated or changed as needed.

Please refer to Board Policy GAR-R

### **Health Examinations**

Custodians, maintenance personnel, teacher aides, secretaries, paraprofessionals, clerks, food service workers and others who come into regular contact with students shall complete health examinations as required by law.

As a condition to entering employment, new employees in any of these categories in the district are required to complete a physical examination at the time of employment with the district. The employee must present a district-approved form, completed by a health care professional, to the clerk, which states "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. If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health.” (K.S.A. 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.

All employees of the district must have on file with the clerk a physical examination form prescribed by the Kansas State Board of Health and signed by a licensed physician as required by law.

All completed physical examinations must indicate that the employee is free from a condition that would conflict with the health, safety, or welfare of the students and that freedom from tuberculosis has been established by a chest X-ray or negative skin test. Additional certification may be required whenever the school board has reason to believe that such a person is suffering from an illness that might be detrimental to the health of students.

Exempted from the health examination requirements are persons who belong to a religious denomination whose religious teachings are opposed to physical examinations. Such persons shall be required to present a certificate signed by a person licensed to practice medicine or surgery that freedom from tuberculosis has been established.

Food service personnel must submit to a tuberculosis skin test with negative results at least once every five years. If the skin test is positive, food service personnel must test negative to a chest X-ray. The district will pay the costs.

Please refer to Board Policy GAN

## **Student Accidents**

### **First Aid**

Accident and illness may occur in the classroom and on school grounds. All school personnel shall be prepared to follow the necessary first aid procedures and other rules described in this section.

Any school employee who discovers an accident involving a student on school property shall report the accident to the building principal or designated representative and follow the rules approved by the board.

Generally, school employees are not trained to administer medical treatment to students.

In the event of a student accident which appears to require medical treatment other than emergency first aid, all school employees will follow the plans and procedures which have been developed by the superintendent and building principals to cover such emergencies.

The superintendent will develop procedures to be followed in case of a student accident or injury. Such procedures will be explained to all employees at the beginning of each school year.

Only qualified employees may diagnose or in any way treat a student suspected of injury other than attempting to make the student as comfortable as possible while waiting for competent medical treatment. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or who have otherwise been approved by the superintendent to administer treatment.

Primary first aid procedures to be followed include visually determining, if possible, the extent of the injury and having the school's secretary or a certified staff member call the parents. Please refer to Board Policy JGFG, JGFG-R, JGFGA & JGFGA-R

### **Medications & Administering Supervision of Medications**

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

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

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

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

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

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

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

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

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

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

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

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

### **Permission for Medication**

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Date Medication Started \_\_\_\_\_

Time of day medication is to be given \_\_\_\_\_

Date \_\_\_\_\_

Signature of Physician \_\_\_\_\_

Anticipated side effects:

I hereby give my permission for \_\_\_\_\_ to take the above prescription at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug to my child in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse drug reaction suffered because of administering the drug.

Date \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and times to be administered.

**SAMPLE FORM**

USD # \_\_\_\_\_

School \_\_\_\_\_

Medications Given at School

Name of Student \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

Medication \_\_\_\_\_ Prescribed By \_\_\_\_\_

Dosage \_\_\_\_\_ Time to Be Given \_\_\_\_\_

Duration of Orders \_\_\_\_\_

Administered By

Date Time Dosage (signature) Comments

Refer to Board Policy JGFGB

**Hazardous Waste**

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 laws, rules and regulations.

No employee shall bring hazardous material to school without the prior approval of the supervisor. Such material shall be in an appropriate container and properly labeled. If an employee discovers waste material that is, or may be, hazardous, he/she should notify his/her supervisor immediately.

Hazardous wastes include, but are not limited to, wastes that are flammable, corrosive, infectious, highly reactive or toxic. Hazardous waste must be placed in an appropriate container affixed with a hazardous waste label, which lists the specific contents.

Unlabeled containers whose contents are undetermined, which may contain hazardous substances, shall not be put in trash containers. All hazardous wastes must be properly labeled

and stored appropriately until they can be disposed of properly. Placing them in trash containers or the sewer system is not an acceptable disposal method.

### **Pest Control**

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the director of buildings and grounds.

## **Section 8; Safety and Security**

### **Accidents, Reporting of**

Please refer to Board Policy JGFG - See "Accidents," p. 28

### **Drills**

All schools will conduct the required fire and tornado drills as specified by the state of Kansas. Any evacuation drills will be conducted by specific buildings at the direction of the building administration.

### **Emergency Closings**

When the superintendent determines that the weather threatens the safety of students and employees, the radio/TV stations in the area will broadcast a school-closing announcement.

The superintendent will also initiate an "all call" to all listed employees, parents/guardians and teachers related to the school closing.

### **Safety Practices**

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

### **Security**

Please refer to Board policy EBC

### **Security and Safety**

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusion or disturbances from occurring in school buildings or trespassing on school grounds. The district shall cooperate with law enforcement in security matters and shall, as required by law, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.

### **Reporting Crimes at School to Law Enforcement**

Any district employee who knows or has reason to believe any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.

## Report to Local Law Enforcement (FORM)

USD 458

Pursuant to K.S.A. 72-89b03, the administrator or other school employee whose signature appears below is reporting the following crimes.

{Briefly describe each incident and the person/s involved}

Date

School/Location

Student/s or Person/s Involved

Brief Description

- 1.
- 2.
- 3.
- 4.
- 5.

School Districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.

Signed:

\_\_\_\_\_   
 Administrator or other school employee

cc: Superintendent of Schools, USD 458  
Student's file

Any district employee who believes any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement:

- An act which constitutes the commission of a felony or a misdemeanor; or
- An act, which involves the possession, use or disposal of explosives, firearms or other weapons as, defined in current law.

It is recommended the building administrator also be notified.

### Reporting Certain Students to Administrators and Staff

Administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the pupil to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the student to all employees who are involved or likely to be directly involved in teaching or providing related services to pupil:

- \* any pupil who has been expelled for conduct, which endangers the safety of others.
- \* any student who has been expelled for commission of felony type offenses;
- \* any student who has been expelled for possession of a weapon;
- \* any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- \* any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

### **Annual Reports**

The principal of each building shall prepare all reports required by law and present them to the board and the state board of education annually. Reports shall not include any personally identifiable information about students. These reports and this policy may be made available upon request to parents, patrons, students, and employees and others who request the information.

### **Staff Immunity**

No board of education, board member, superintendent of schools or school employee shall be liable for damages in a civil action resulting from a persons' good faith acts or omission in complying with the requirements or provisions of the Kansas School Safety and Security Act.

Please refer to Board policy EBC

### **Securing Work Area**

Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles or other district equipment at the close of each workday and other appropriate times.

### **Building Opening and Closing Time**

Building hours are established by the principal in charge of that facility. Classified employee hours are determined in relation to the building hours as the specific job responsibility would dictate.

### **Keys**

The building principal and/or the classified employee's immediate supervisor is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission.

Keys should be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building.

Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.

### **Crisis Plan**

Crisis plans are available at each building. Every classified employee should be aware of the location of the plan and any specific responsibilities that the crisis plan may designate to them. The classified employee's immediate supervisor is responsible for developing the plan and administering the plan as needed.



Please refer to Board Policy EBC and JGEAA

## **Section 9; Equipment and Supplies**

### **Appropriate Use of Equipment and Supplies**

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the employee's supervisor.

## **Computers**

### **Use of District Computer/Privacy Rights**

Computer systems are for educational and professional use only. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

Copyright - Software acquired by staff using either district or personal funds, and installed in district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

Please refer to Board Policy ECH and ECH-R

Installation - No software, including freeware or shareware, may be installed on any district computer until cleared by the Director of Technology. The administrator will verify the compatibility of the software with the existing software and hardware, and prescribe installation and de-installation procedures. Freeware and shareware may be downloaded only onto workstation removable disks, not hard drives. Program files must have the Superintendent's or his/her designee's approval to be installed on any district server or computer. Students shall not install software on district computers or computer systems.

Hardware - Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

Audits - The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

Privacy Rights - Employees and/or students shall have no expectation of privacy when using district e-mail or other official communications systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Ownership of Employee/Student-Produced Computer Materials - Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

Please refer to Board Policy IIBG, GAA, JCDA & JCDA-R

Internet - Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

### **Copying and Duplicating**

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use,” as set forth in board policy.

The legal or insurance protection of the district shall not be extended to school employees who violate any provisions of the copyright laws.

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 presents the danger of greater penalties.

Please refer to Board Policy ECH & ECH-R

### **Ordering Procedures**

The purchasing agent shall develop an order form compatible with the requisition form to be used in purchasing goods, and shall be authorized to sign all purchase orders.

#### **Each purchase order shall include:**

A specification of the item which adequately describes the characteristics and the quality standards; a quoted, firm, net, delivered price, whenever possible, and prices shown both per unit and as extended; clear delivery instructions which include time and place; a signature of the purchasing agent and budget account code number; and the appropriate address and telephone number.

All purchase orders shall be numbered in sequence; sufficient copies will be made to meet distribution requirements.

A verbal order, subject to subsequent confirmation by a written purchase order, may be issued only in cases where a bona fide emergency exists. Whenever possible, a purchase order number should be given to the supplier. A confirming requisition/purchase order shall be issued immediately thereafter and clearly marked as such.

Please refer to Board Policy DJEG & DJEG-R

### **Requisitions**

The purchasing agent shall develop a requisition form to be used by staff members requesting that certain goods be purchased for the district.

All requisitions shall be submitted to the purchasing agent at a time designated by him. After a purchase order has been issued, the number of the purchase order shall be recorded on the requisition, and the number of the requisition shall be recorded on the purchase order. After processing, the original copy of the requisition shall be filed in the office of the purchasing agent.

School letterhead paper shall not be used in ordering supplies and equipment for the personal use or purchase by employees.

Please refer to Board policy DJEF & DJEF-R

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**Alphabetical Listing of Classified Handbook Topics**

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5	Acknowledgement of Receipt of Handbook
13	Activity Passes
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40	Annual Reports
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47	Appropriate Use of Equipment and Supplies
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50	Benefits and Compensation
21	Board Policy
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16	Breaks
40	Building Opening and Closing Times
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21	Complaints/Grievances
31	Communicable Diseases
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20	Conflict of Interest
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21	Contract Procedure
21	Criminal Convictions
40	Crisis Plan
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23	Distribution of Materials
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**Board Policies Reference**

<b>Page</b>	<b>Policy Listing</b>	<b>Subject</b>
7	GAAA-R	Equal Opportunity Employment
9	GCRG	Leave and Absences
10	GCRI	Holidays
10	GCRH	Vacation
10	GBRI-R	Jury Duty
11	GBRID	Military Leave
13	GARI	Family and Medical Leave
14	GCA	Compensation for Out of Town/Overnight Travel
14	EBAA,EBAA-R & GAOE	Workman’s Compensation
15	GCR-R	Work Schedule
17	GAOA	Prohibited Substances
17	GAOC	Tobacco
17	GAF	Relations with Students
17	GAO & GAO-R	Employee
20	GAAC	Sexual harassment
20	GAJ, GAJ-R, JL, JL-R & KH	Gifts
20	GAI & KDC	Solicitations
20	GAM	Dress Code
21	GAG & GAG-R	Conflict of Interest
21	GCE	Assignments and Transfers
22	GAEA, KN & KN-R	Discrimination Complaints
22	GAOD	Drug and Alcohol Testing
23	GCI & GCI-R	Evaluations
23	GCH	Supervision
23	GACB	Job Descriptions
23	KI & KI-R	Distribution of Materials
24	GACCA	Nepotism
25	JCAC & JCAC-R	Interrogation and Investigation of Students
25	JCAB & JCABB	Searches of Students and Property
25	GAD & GAD-R	Staff Development
26	GAK	Personnel Records
26	GACD	Required Records
27	EDAA	Driving Records
27	EDAA-R	Housing of Vehicles
28	JGFG	Accidents
28	GAAD	Child Abuse
28	JCAC	DCF Access to Students
29	GAAD-R	Reporting Procedure
30	EBCA	Vandalism
31	EBC	Violent Acts
31	GARA	Bloodborne Pathogens
33	GAR-R	Communicable Diseases
33	GAR-R	Policy Review
34	GAN	Health Examinations
35	JGFG, JGFG-R & JGFG-R	Student Accidents (First Aid)
37	JGFGB	Medications and Administration
38	JGFG	Accidents, Reporting of
40	EBC	Security
40	EBC	Reporting to Law Enforcement
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41	ECH & ECH-R	Copyright



41	IIBG, GAA, JCDA & JCDA-R	Ownership of Employee/Student Produced Computer Materials
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43	DJEG, DJEG-R	Purchase orders
43	DJEF, DJEF-R	Requisitions

STATE OF KANSAS

State Department of Education

**OATH OR AFFIRMATION OF OFFICER OR EMPLOYEE**

(Authorized by K.S.A. 75-4308, 75-4309, 75-4312 and 75-4314; K.S.A. 1983  
SUPP. 75-4310, 75-4311, 75-4313; K.S.A. 54-101 through 54-103 and K.S.A. 54-106)

STATE OF KANSAS  
LEAVENWORTH COUNTY

BASEHOR-LINWOOD USD 458  
(Legal Title of School District)

I do solemnly swear (I do solemnly, sincerely and truly declare and affirm) that I will support the Constitution of the United States and the Constitution of the State of Kansas and faithfully discharge the duties of

\_\_\_\_\_ So help me God (And this I do under the pains and penalties of perjury)

(SIGNATURE OF DEPONENT OR AFFIRMANT)

Subscribed and sworn (affirmed) to before me this \_\_\_\_\_ day of \_\_\_\_\_ (Year) \_\_\_\_\_

My commission expires \_\_\_\_\_ (Month/Day) \_\_\_\_\_ (Year) \_\_\_\_\_ (Notary Public)

FILED with me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_ (Year)

NOTE: Any persons having conscientious scruples against taking an oath, may affirm with like effect (K.S.A. 54-103). Please strike out the sworn statement or the affirmation, whichever one does not apply.

David Howard  
Superintendent

**SUMMARY OF BENEFITS:**

This is only an overview of the benefits.

NOTE: Only Full-Time classified employees as defined earlier (30 hours per week or more) are eligible for district paid Health insurance. Full Time and Part-Time employees at their discretion may purchases any of the other items listed.

For specific details of any or all of these benefits please contact the District Office for detailed information.

Benefit	Responsibility	Eligibility	Description
1. Health Insurance	District/ Employee	Full-Time	The district will pay an amount to be set each plan year towards a single policy.
2. Dental Insurance	Employee	All Employees	Basic plan or upgrade – Guardian Company
3. Vision Insurance	Employee	All Employees	Basic Plan – Guardian Company
4. Life Insurance	Employee	All Employees	Additional Life insurance is available at

varying amounts through the Colonial Life and Accident Insurance Company. (If you are involved in KPERS, you already have 150% of your base salary in life insurance coverage).

5. Dependent Life Insurance	Employee	All Employees	Purchase from Colonial Life and Accident Insurance Company
6. Cancer Insurance	Employee	All Employees	Purchase from Colonial Life and Accident Insurance Company
7. Accident Insurance	Employee	All Employees	Purchase from Colonial Life and Accident Insurance Company
8. Critical Illness Insurance	Employee	All Employees	Purchase from Colonial Life and Accident Insurance Company
9. Medical Bridge Insurance	Employee	All Employees	Purchase from Colonial Life and Accident Insurance Company
10. Disability Insurance	Employee	All Employees	<i>Short Term</i> – Purchase from Colonial Life and Accident Insurance Company <i>Long Term</i> – KPERS
11. Flexible Spending Acct.	Employee	All Employees	Purchase from ASIflex, \$2,500.00 limit on medical and \$5,000.00 limit on dependent care
12. 403(b)	Employee	All Employees	Purchase from Security Benefit Life
13. Mutual Funds	Employee	All Employees	Purchase from Security Benefit Life
<b>Leaves;</b>			
1. Sick Leave	District	All Employees	<p>FT employees receive up to 10 days for a 10 month employee and 12 days for a 12 month employee. Sick leave accumulates at the rate of one day per month. This leave covers the following:</p> <ul style="list-style-type: none"> <li>a. Employee illness</li> <li>b. Child or spouse illness</li> <li>c. Death in immediate family (Bereavement Leave)</li> <li>d. Critical illness of immediate family member whose home is with the employee.</li> </ul> <p>Sick leave may accumulate without limit for classified staff, after five (5) years of service to the district the employee will receive one additional day of sick leave. No more than sixty (60) days may be used in any given year without board of education approval.</p> <p>Upon retirement classified employees meeting requirements will receive payment for up to 90 sick days at .5 of the employees daily rate.</p>
2. Vacation Leave	District	All Employees	<p>All FT 12-month employees are eligible for vacation leave.</p> <ul style="list-style-type: none"> <li>a. Vacation is accumulated at a rate of 1 day per month with a cap of 10 days the first through fifth years.</li> </ul>

- b. After five (5) years of service FT employees will receive one (1) additional day per year with the maximum being capped at 15 days per year.
- c. Accumulation of vacation days caps at 40.
- d. There is no compensation for unused vacation days.

3. Personal and Emergency Leave	District	All Employees	One sick day per year may be used as a personal day. After five years of continuous employment, one additional day will be available. Personal days may not accumulate.
4. Holidays	District	All Employees	<p>Paid holidays for <b>Full-time 12-month employees</b> are as follows (9):</p> <ol style="list-style-type: none"> <li>1. New Years Day</li> <li>2. Good Friday</li> <li>3. Memorial Day</li> <li>4. Fourth of July</li> <li>5. Labor Day</li> <li>6. Thanksgiving day</li> <li>7. Thanksgiving – The Friday after</li> <li>8. Christmas Eve Day</li> <li>9. Christmas Day</li> </ol> <p>Paid holidays for <b>Full-time 10-month employees</b> are as follows (5):</p> <ol style="list-style-type: none"> <li>1. New Years Day</li> <li>2. Memorial Day</li> <li>3. Labor Day</li> <li>4. Thanksgiving Day</li> <li>5. Christmas Day</li> </ol>
5. Jury Duty	District	All Employees	These days are paid days off at the employees regular salary for the required appearance before a court. The employee will turn in the court reimbursement for the appearance in court and keep the mileage reimbursement for travel to court.
6. Military Leave	District	All Employees	Refer to Board Policy GBRID for details.