



2025-2026

CERTIFIED EMPLOYEE HANDBOOK

USD 473
Chapman

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INTRODUCTION

This employee handbook contains information you will need regarding services and benefits you may expect. Please know you should use it as reference as you pursue your career with USD 473. It provides good management details and fair treatment of all employees.

We wish you a productive and successful school year.

Sincerely,

Kevin Suther, USD 473 Superintendent

EQUAL OPPORTUNITY EMPLOYER

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

The board shall hire employees based on ability and the district's needs. See "Recruitment".

DISTRICT MISSION STATEMENT

Irish educators and students will collaborate together to provide a well-rounded educational experience by challenging students to maximize their potential for success in life.

TEACHING AND LEARNING

Curriculum - The certified staff shall cooperatively develop an integrated, comprehensive outcomes-oriented K-12 curriculum based on valid educational research and current State Board of Education requirements which includes goals and learning objectives for review and consideration by the board. When approved by the Board of Education, the district goals and learning objectives shall be used by the staff as the basis for developing and implementing instructional programs. The superintendent shall develop a schedule for periodic curriculum review on a subject-by subject basis.

Modification - All additions, deletions, or major alterations of a course of study shall be approved by the board.

Personnel - Outside resource and district personnel may be used in curriculum development.

Resources - The certified staff is encouraged to utilize available material and community resources to assist in developing the instructional curriculum and extending beyond the traditional classroom setting.

Evaluation - The superintendent and MTSS Coordinator shall develop guidelines to evaluate a portion of the instructional program each year. This evaluation shall be part of the district's school improvement efforts as required by current regulation.

Instructional Materials - All textbooks, videos, software, and other instructional materials used in the district must support the district's instructional goals and learning objectives and meet all copyright and fair use guidelines. (see "Copying and Duplicating")

Lesson Plans - Each teacher shall develop, maintain, and follow lesson plans which conform to the approved curriculum, the district's educational goals and the expected student learning outcomes. Principals shall establish methods to regularly review teacher lesson plans. A copy of lesson plans shall be available to the principal and to substitute teachers when needed.

Homework - Homework shall not be used to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

Teachers must utilize procedures to encourage on-time completion of all assigned homework. Each teacher is to spend some time at the beginning of the school year explaining the importance of completing assignments, even if for partial credit only. It is suggested that the teacher demonstrate the method to be used for grades to show students the importance of even partial credit, as opposed to zero credit. Teachers should check with their principal concerning a late assignment policy.

Grading - The district shall have methods for assessing and reporting the quality of student academic progress to parents as approved by the board. The board encourages a uniform grading system for use in the elementary and secondary levels. This can be developed by building or specific to the subject area developed by the teacher collaboration team.

One duty of the classroom teacher is to develop a clear and defensible procedure of student evaluation. It is also a requirement that each teacher will keep accurate records of grades. Teachers should be prepared to explain their grading procedure and an individual student's grades to students, parents, and the administration.

Teachers are expected to keep grading of student work current. Grades should be up to date and posted in the PowerSchool program at least every two weeks.

Report cards are issued to all students each nine weeks. (see "Report Cards")

Make-Up Work - It is the student's responsibility to request make-up assignments from teachers following an excused or unexcused absence. Within time limits established by the administration, all teachers shall supply make-up work assignments when requested.

Promotion/Retention - Students may be promoted when they have demonstrated mastery of the board approved learning objectives. The final decision to promote or retain a student at the secondary level shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel. At the elementary level, parents shall make the final decision after receiving information from school personnel.

Special Education - A hearing procedure will be available to parents or guardians of exceptional students according to law. A hearing will be held for the purpose of ascertaining whether a staffing/placement committee's recommendations for assignment, reassignment, exclusion, transfer, or withdrawal of a student are warranted.

Special Services - Unified School District 473 is part of the Central Kansas Cooperative in Education which is sponsored by the Salina School District. Through the Cooperative, special education programs are provided for learning disabilities, hearing and visually impaired, orthopedically handicapped, emotionally disturbed and the gifted. In addition, school psychologists, hearing conservationists, learning disabilities specialists, speech therapists, and social workers are employed to serve all districts in the Cooperative.

Counseling Services - The Guidance programs shall be organized to meet the needs, interests, and abilities of all individual students each with their own particular capabilities, aptitudes and personalities.

The counselor will assure student access to informational services regarding scholarships, occupations, vocational and technical schools, as well as colleges and universities. The counselor will provide test data information to students which will assist them in making vocational choices compatible with their interests, personalities, and aptitudes.

Testing Program - The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, universal screeners, and state required tests.

There will be a basic testing program designed to evaluate the outcomes of the educational program and to provide information needed in working with individuals. The basic testing program will be supplemented by such individual tests as the needs of the educational program and the district would seem to indicate. This program will be coordinated from Pre-K through grade 12 to provide continuity in the total program.

Test Selection and Adoption - Psychological and guidance-oriented tests may be selected for use in the district upon recommendation of the guidance counselor and building principal. The guidance staff is encouraged to develop such tests which measure local norms based on characteristics of students in the district. The use of personality-measuring tests will be used with great discretion. The counseling staff may use tests other than those purchased and approved for use in the district if requested by individual students. Costs of administering such tests are to be borne by the student.

Test Administration - Each building principal, in cooperation with the guidance staff, shall schedule individual and group testing at times which will not disrupt the educational program of the school.

Use and Dissemination of Test Results - Under no circumstances will the results of any individual or group test as defined in these policies be given to unauthorized people. When interpreting individual or group test results, staff members will use great care so as not to identify an individual. Generalized results of group testing may be given to parents and other authorized persons in the form of a report if adequate interpretation of said results accompany the report. No report shall be given to any person without prior approval of the superintendent. The custodian of student records is responsible for safekeeping all test results. All test results must be filed in a secure place not available to unauthorized individuals.

Student Organization Membership - Each organization sponsor is required to provide a list of all membership in their organization to the principal by the end of September. A composite list of organization membership will then be prepared for the staff. Organization officers should also be listed.

Fund Raising - Each organization head sponsor should provide a list of proposed fund-raising activities for the school year to the principal by the end of September. All fund-raising activities should be listed, including suppers, play tickets, advertising, etc. These fund raisers will be reviewed by the administration. Sponsors will be notified of any fund raiser NOT approved by the third week of October. Fund raisers decided upon after September 30 must be presented to the principal for administrative approval at least three weeks before the project begins.

REPORTS

Report Cards - Report cards shall be issued to each student at the end of each grading period.

Attendance - Student - Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to the classroom teacher under the supervision of the building principal and upon using forms prescribed by the superintendent. (see "Attendance Policy,")

Accidents - When a staff member sees a student who has been involved in an accident at school, on school property or at a school-sponsored event, the staff member shall follow the rules for the care of an injured student and report the accident to the building principal. (See School Accident Report Form, Appendix B) If a student has an accident which appears to require medical treatment, no action shall be taken by an employee except to send for medical help and to make the student as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

When appropriate, the student's parent(s) shall be notified of the injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment. (see "First Aid")

Appropriate records documenting student accidents shall be kept on file in the principal's office. Accident report forms may be obtained from the building principal.

An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor within 20 days of the injury or within 20 days of repetitive trauma to be eligible for benefits. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office. The coordinator will then be responsible for contacting the district central office, who 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 Clerk of the Board. The employee must inform the doctor or hospital that he/she is covered by the district workers compensation plan. (see "Workers Compensation")

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 Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open. The building administrator will also be notified, by the employee, that a report was made.

District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

Vandalism - All school personnel shall report any vandalism to their immediate supervisor.

Violent Acts - 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. The building administrator should also be notified.

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, the identity of the student to all employees who are involved or likely to be directly involved in teaching or providing related services to the student:

- 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.

SCHEDULES

Facility Scheduling - Contact the building principal regarding scheduling use of district facilities. (see "Request to Use School Facilities" form, Appendix A)

Parent-Teacher Conferences - Teachers shall be available for parent conferences at mutually convenient times. The principal may schedule individual or building-wide parent-teacher conferences as necessary. Parents should be encouraged to request a conference with teachers at any time convenient to all parties. Teachers will make themselves available for student conferences at mutually convenient times.

Development Opportunities - Opportunity will be provided to all employees to develop their competence beyond the minimum skills necessary for the performance of assigned functions. Employees are to develop and submit, through normal supervisory channels, Individual Development Plans or proposals for the improvement of skills, knowledge, and technical performance capabilities.

All plans for self-improvement which involve the expenditure of public funds shall be approved in advance by the superintendent. (see "Request to Attend Conference", Appendix C)

Inservice Days - There shall be a program of in-service education for employees which meets minimum statutory requirements, and which promotes continuous professional development, diversification in academic foundations or subject knowledge, improved job effectiveness and enhanced skills. All appropriate employees shall attend in-service education sessions unless excused by the principal or superintendent. Inservice programs may utilize all or a portion of the workday.

Scheduling - (see Negotiated Agreement, Article X, "Scheduling")

School Lunch Schedule - (see Negotiated Agreement, Article VI, "School Lunch Schedule")

Planning Periods - (see Negotiated Agreement, Article XVII, "Elementary Planning Time" and Article XVIII, "Secondary Planning Time")

Faculty Meetings - (see Negotiated Agreement, Article XIV, "Teacher's Meetings")

Grading Periods - Student grades will be reported at the end of established grading periods. Grades are normally due in the office at 4:00 pm on the second workday following the completion of the grading period. Student grades will be compiled through the computer system in PowerSchool. Grade cards are e-mailed to the home for grades K-12. (see "Report Cards")

BENEFITS AND COMPENSATION

Insurance -Any employee hired after September 1, 1992, must be a member of the district's health and accident insurance group in order to receive the fringe benefit. The board shall provide certain employment benefits for certified employees:

Health Insurance - The board shall pay a minimum of \$500.00 per month for each regular employee who normally works 40 hours or more per week as partial payment towards a group health plan. Fringe benefits for employees working 20 or more hours but less than 40 hours will be prorated.

Life Insurance - KPERS membership provides life insurance in the amount of one- and one-half times the employee's annual salary during active employment. In addition, the board may provide group term life insurance coverage with individual limits for regular employees who normally work 20 hours or more per week. This is available under your Section 125 Plan. An employee may purchase additional optional group term life insurance provided through KPERS or raise their amount of coverage anytime during employment. An application may be requested from the District KPERS Agent at the Education Center.

Leaves (see Negotiated Agreement, Article III, "Leaves") Leave for certified employees is charged in 1/2-day increments in proportion to the number of hours absent and the employee's contract hours per day. Questions may be directed to the Payroll Clerk.

Procedure for Requesting Leave

USD 473 utilizes absence management software to be entered on Skyward & Red Rover that allows teachers to register absences online. Certified staff members shall place an absence into the system by 6AM on the day of the absence. If it is after 6AM, the employee in addition to entering it into the software system, must also contact their building administrator to inform them of the absence.

The type of absences that must be pre-approved by the building administrator are Personal Days and Professional Development Days. Family Emergency, Sick, etc. will be at the employee's discretion to inform, notify and communicate with as much advance warning they are able to provide to their administrator, so substitutes or other arrangements can be made.

Athletic Passes - One family pass will be given to each certified staff member unless the spouse of the employee is also an employee of USD 473, in which case only one pass will be given to the family. The pass will be good for each staff member, the staff member's spouse, and the staff member's child/ren living with the staff member. The staff member or staff member's spouse must be present with the student at the ticket window to gain entrance into an event. These passes are only good for events hosted by the USD 473 athletics department and do not include any KSHSAA post season events, non-athletic events and other events excluded by the administration.

Salary Payments - Salary payments are made through direct bank deposits.

Payroll Date - We have set the 20th of each month as the payroll date. Should this date fall on the weekend, payroll will be distributed on the preceding school day. Payroll documentation of earnings will be available on the Skyward Software system.

Early Partial Payment for New Hires - An early payment of \$500 will be paid to a newly hired certified employee on the August 20 payroll if request is made no later than August 1. The employee must have completed the payroll set up form, a loyalty oath, a W-4 form, and the 1-9 form no later than August 1 to receive the early payment on August 20. The \$500 payment would be subtracted from the employee's contract amount to be paid September through August of the contract year.

Lump Sum Payments - The Kansas Legislature has made provisions whereby certified employees may request their remaining salary due them in June, provided they have completed the necessary requirements. Payment for June will be made on June 20.

Upon written authorization from any certified employee subject to the continuing contract law, the board shall pay the balance of the person's contract compensation for the school year not later than June 30 and the completion of all contract obligations. The authorization shall be filed with the Board not later than April 1 of each year. The board agrees to pay such Teacher the balance of their contractual compensation not later than the end of June of each year.

Salary Withholding - Your monthly salary will be your contracted rate minus the following withholdings:

Federal Income Tax	State Income Tax
Social Security	Blue Cross/Blue Shield (if member)
Kansas Public Employees Retirement (KPERs)	Tax Sheltered Annuity (if member)
KPERs Group Term Life Insurance (if member)	Professional Dues (if member)
Blue Cross/Blue Shield Plan 150 Cancer Insurance (if member)	All Section 125 Plans (if member)

Salary Reduction Plan -The Board may change, add, or delete benefit options included in the plan. A participant may elect to terminate his/her Payroll Reduction Agreement or modify the benefits elected only if his/her family status has changed. A participant has a change in family status upon marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of a spouse. The participant shall supply written verification to the district of such change and must make any termination or election changes within thirty days of the date of such change in family status. A participant desiring to make such change may discontinue participation or reduce benefits or elect new or increased benefits subject to the requirements of the particular nontaxable benefit selected and consistent with the change in family status.

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.

Reimbursement/Travel Expenses - The board shall provide reimbursement for expenses incurred in travel related to the duties of the district's employees when approved in advance by the superintendent. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together. A first-class air fare will be reimbursed only at coach fare.

Requests for reimbursement shall be made on the online purchase order system in Skyward and have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. For the authorized use of a personal car, including approved travel between buildings, staff member shall be reimbursed at a mileage rate established by the board.

Annuity Plan - All certified personnel are eligible to participate in a "tax-sheltered" annuity plan. Request for payroll reduction for an annuity shall be made to the payroll clerk.

Current employees may make changes and/or additions in annuity plans by submitting a revised salary reduction agreement to the payroll clerk in a timely manner. Employees are responsible for informing their annuity companies and the payroll clerk of changes in their annuity plans. The district will not notify companies of changes. Proper documentation from the annuity company must be presented prior to the change.

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 the district KPERs agent.

Workers Compensation

Notice of Accidents -An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor within 20 days of the injury or within 20 days of repetitive trauma in order to be eligible for benefits. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office. See "Accidents". Also, see Appendix F for a sample "Report by Injured Employee" form.

Coverage - Benefits are for personal injury from an accident or occupational disease arising out of and in the course of employment with the district. Injuries which 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 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.

RETIREMENT

Retirement - See Negotiated Agreement, Article XIX, "Voluntary Early Retirement" and "Retirement Plan".

RECORDS

Personnel Records - Personnel files maintained by the district shall be confidential and in the custody of the appropriate supervisor and/or the superintendent. Employees have the right to inspect their files during regular business hours upon proper notice and under the supervision of an administrator.

Required Records - Each certified employee must have the following records/forms on file with the district office before the first day of employment:

- Employment application
- KPERs enrollment form (if employee is eligible)
- W-4 withholding certificate
- K-4 withholding certificate
- Social security card
- Loyalty oath or affirmation
- A report of physical exam at the beginning of employment with USD 473 including a tuberculosis skin test
- Driver's license and driving record (if required for position);
- I-9 form (proof of identity)
- A valid KS Teacher's certificate
- A completed Bank or Check Designation Form
- One copy of an up-to-date Official College Transcript; and
- A signed contract.

License - Certified staff must have a current Kansas teaching license on file. Application for license renewal is the responsibility of the certified employee, not the principal or secretary.

Address Changes - All address changes must be made with the Clerk of the Board and Payroll office before the end of the pay period in which the changes took place.

Student Records - All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. The general public shall not be allowed to inspect a student's personal record files. The custodian of student records shall disclose the student's educational records only as provided for by law and in policy. (see "The Family Educational Rights and Privacy Act (FERPA)" and "The Protection of Pupil Rights Amendment (PPRA) in the Student Handbook")

Only school officials with a legitimate educational interest may inspect student records without permission from the parent/guardian or eligible student.

For the purposes of this policy, school official means teacher, administrator, other certified employee, or the board of education. Legitimate educational interest means the school official must participate in discussions involving an identifiable student involving the student's educational interests, progress, grades, disciplinary action, discussions of eligibility for athletics or other activities, or honors or awards involving a student.

CONDUCT

Dress Code -Appropriate dress and personal appearance is essential for all district employees. Certified staff are asked to dress in accordance with their professional position and their individual teaching assignments. One useful guideline would be to assume that you might be involved in a conference with parents or other patrons at any time and would wish to be appropriately dressed to project a professional image. Certified staff shall consistently enforce the student dress code.

Punctuality - Certified staff are expected to be punctual and reliable. Not only does this make one a good employee, but it also projects a positive role model for students. Reports and grades are to be provided by the time requested. Full-time certified staff shall be available for duty 20 minutes before the school day begins and continue for 20 minutes after the school day ends. Staff are asked to inform the office anytime you leave the school during work hours. Certified staff assigned extra duties with compensation will have an extended day. Certified staff are encouraged to serve on various committees for the improvement of instruction. Occasionally such meetings may extend the school day.

Prohibited Substances

Drug Free Schools and Communities Act/Drug Free Workplace - Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the district.

As a condition of employment in the district, employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess, or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include suspension, placement on probationary status, or other disciplinary action including termination. 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 policy 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 disciplinary actions which may be taken under board policies or the negotiated agreement. (see Appendix E - Drug Free Workplace Act Notification)

Tobacco Use - The use of tobacco products by any person, in any form, is prohibited on any USD 473 property or in any school vehicle. Smoking by students and/or the possession and use of any other tobacco product is prohibited in any attendance center, at school-sponsored events or on school property. Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

Relations with Students - Staff members shall maintain professional relationships with students which are conducive to an effective educational environment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status.

While teachers and other staff members should have a sincere interest in students as individuals, any staff-pupil friendship or relationship must be on a teacher-pupil basis. Excessive informal and social involvement with individual students gives rise to charges of partiality and excessive personal involvement. Personal relationships which extend beyond the teacher-pupil relationship are not compatible with professional ethics, are potentially damaging to the teacher's ability to perform basic instructional duties and could be grounds for termination.

Supervision of Students - Students shall be under the supervision of appropriate school personnel at all times when they are under the jurisdiction of the school. Activities sponsored by the school shall include appropriate supervision. Each building principal shall coordinate and assign teachers, aides, or paraprofessionals to supervise students engaged in school related activities. For the safety of each student, no activity sponsored by the school will be allowed to begin without appropriate supervision.

Classroom Supervision - This is one area for which you can and will be held responsible in the courts. DO NOT LEAVE STUDENTS UNATTENDED IN YOUR CLASSROOM. In this vein, the office staff is asked not to call teachers away from their rooms during class unless it is an absolute necessity and a suitable replacement for supervision is available.

Hallway Supervision - It is very important that teachers take responsibility for supervision of hallways before and after school and between classes. All teachers should be in locations where they can supervise the hallway near their classroom no later than 20 minutes before the 1st period, between classes, and until the hallways clear after school. Administrators may set up schedules for supervision during the contract day.

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 which 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 which violate the privacy rights of personnel could result in disciplinary actions being taken against the employee, including termination.

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

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

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

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the superintendent. (see "Complaints/Grievances in USD 473 Board Policy")

Employees who do not believe the matter is appropriately resolved may file a written complaint under the district's discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure in USD 473 Board Policy.

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

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

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services,

- activities or programs of the school
2. Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile academic environment; or
 3. Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

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

Gifts -The giving of gifts between students and staff members is discouraged. Unless approved by the principal, 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.

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school.

Solicitations

Solicitation of Employees - District employees are prohibited from engaging in any activity which may conflict with or detract 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 may 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. (see "Fund Raising")

Solicitation of Students - Solicitation of students by anyone within the schools or on school grounds for any cause is prohibited. This prohibition includes the selling of tickets to students for any purpose or cause other than for a school-sponsored activity. Solicitations by students within the schools or on school grounds for any cause is prohibited except as they relate to school-sponsored activities.

Tutoring for Pay - Teachers shall not receive pay for tutoring or private instruction at school unless approved in advance by the superintendent.

Absences/Substitutes - Whenever a teacher is to be absent from teaching duties, the teacher shall notify the principal as early as possible or shall arrange to have some other person notify the principal.

The HR Director shall compile a list of approved substitute teachers, and each building principal shall have a copy of the list.

Building principals shall be responsible for obtaining substitute teachers and employing them as needed. The board shall establish the rate of pay for substitute teachers.

Preparing for Substitutes - Please prepare a file folder to leave on your desk for the substitute's use when you must be absent. This folder should include all of your class schedules, including special schedules for activity days, all class rolls, information on your particular classroom procedure, seating charts, and any other information you think the substitute might need. If you know you will be gone, please provide specific lesson plans for the substitute. You should also leave a sheet of paper asking the substitute to provide you an evaluation of the day and a listing of any problems encountered.

Outside Employment - The board reserves the right of exclusive access to the professional services of certified employees in accordance with the terms of the contract. Certified employees shall not engage in outside employment which interferes with their duties.

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.

Termination - Willful or consistent violation of board policy may result in disciplinary action up to and including termination. Board policy is on the district website. Administration should follow the Progressive Discipline Procedures as set forth in the Negotiated Agreement.

DISTRICT PROCEDURES

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

Recruitment - The board delegates recruiting authority to the superintendent. The board shall approve the hiring of all employees. No staff member's employment is official until the contract or other documents signed by the candidate and approved by the board.

Contract Procedure - The offer of an employment contract or renewal of an employment contract shall be presented in duplicate. The certified employee shall sign and return one contract within the time period designated by the superintendent. Upon receipt of the signed copies, the contract will be presented to the board for approval.

Assignment and Transfer - The board retains the right to assign, reassign and transfer certified personnel.

Reduction in Force - If the board decides that the size of the teaching staff must be reduced, guidelines in board policy and the negotiated agreement shall be followed. Insofar as possible, reduction of staff shall be accomplished by attrition due to resignations and retirement. (See ARTICLE XXI of Negotiated Agreement)

Resignation - The board will consider the resignation of any employee which is submitted to the board in writing. The board will accept such resignations only when the Board is of the opinion that such resignations will be in the best interests of the district.

A certified employee who is currently under contract shall be declared under contract - unless duly informed according to Kansas Statute- for the next teaching year unless a resignation is submitted on or before the statutory date of the current school year according to the Continuing Contract Law of the State of Kansas. Teachers coming into the district shall be declared under contract when their contract has been approved by the Board of Education. In the event a Teacher resigns or fails to honor the terms of his or her contract after the effective date set out above, the parties agree the Teacher shall pay the district liquidated damages, as set forth in the Negotiated Agreement.

Evaluations - The board shall adopt an approved evaluation instrument. The instrument shall govern evaluation of teachers. Completed evaluation documents shall be available to the employee, the superintendent, administrative assistant, other administrators under whose supervision the teacher works, and others authorized by law. Evaluation criteria shall be established by the board.

Professional Development Council

Inservice Credits for Salary Schedule Advancement - Credits for horizontal movement on the salary schedule shall include both approved college hours and State approved in-service hours. To qualify for horizontal salary schedule movement, the teacher must have an approved Individual Development Plan on file and meet the recertification guidelines as set forth by the Kansas State Department of Education. Points earned under the Board approved District In-Service Plan shall be counted towards advancement on the salary schedule where hour advancement is possible. Degree advancement on the schedule shall be with degrees earned from an accredited college or university.

For any advancement on the salary schedule, 10 college hours must be earned, or a minimum of 5 college hours and 100 PDC points approved for salary schedule movement. Twenty approved and completed points are the equivalent of one college credit hour. A master's degree is required prior to moving to column 4 on the salary schedule.

A copy of accumulated points and/or transcripts must be submitted to the board office prior to September 1 of the year in which movement on the schedule is desired. An unofficial transcript will be accepted if an official transcript is turned in by September 15.

For renewal of certification, 160 Inservice points must be accumulated by a person with less than a master's degree. For a person with a master's degree, the total must be at least 120 points during the five-year period preceding renewal of certification. If an individual's highest degree is a baccalaureate degree, at least one-half of the Inservice education points must be in the form of college/university credit. If the professional holds a master's degree or higher, all 120 Inservice education points may be in the form of Inservice education credit or any combination of college and local Inservice education credits totaling the 120 points.

1 hr = 1 Inservice point

1 college hour= 20 Inservice points

Complaints/Grievances - The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible solution. The superintendent shall report any unresolved complaints to the board at the next regularly scheduled board meeting and follow the USD 473 board policy under KN Complaints.

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 or his representative, 822 N. Marshall, Chapman, Telephone 785- 922-6521, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964. Specific complaints of alleged discrimination under Title IX of the Education Amendments of 1972. Section 504 of the Rehabilitation Act of 1973, should be referred to the District Health Nurse, 622 N. Marshall, Chapman, Telephone 785-922-6555. Complaints of alleged discrimination under The Americans with Disabilities Act of 1990, should be referred to the Superintendent, Coordinator of ADA, 822 N

Marshall, Chapman, Telephone 785-922-6521.

Complaints of discrimination will be resolved using the district's discrimination complaint procedure. Complaints of discrimination shall be filed in writing on Form KN-GAA for Employees or Form KN-JGEC for Students in accordance with board policy. (See Appendix G for a sample Form KN-GAA and Form KN-JGEC.) Complaints of discrimination should be addressed to an employee's supervisor or to the compliance coordinator. Complaints of discrimination against the superintendent should be addressed to the board of education or compliance coordinator.

Communications - All information campaigns of the district will be under the direction of the superintendent. When approved by the building principal, notes, attendance center announcements or other school-related information may be sent home with students. (see "Distribution of Materials")

Lunch - See Negotiated Agreement, Article VI, School Lunch Schedule.

Field Trips - Field trips may be approved by the principal when reasonable educational objectives can be established. Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Each building principal shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s), mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

Transportation requests for field trips shall be made one week in advance and trips are subject to availability of bus and driver. (see Appendix H for sample "Activity Trip Request Form")

K-5 field trips may be taken September 1 through May 14 during school hours and are limited to one all-day trip or a maximum of three half-day trips. Distance of field trips shall be limited to within a 50-mile radius of the district transportation center unless authorized by the principal to travel further. Field trips relating to the curriculum is encouraged.

Fund Raising -All student sales projects or student fund raising shall require the principal's prior approval. All money collected from students for sales projects, or for other reasons, must be turned in to the office each day.

Except as approved by the building principal, commercial firms shall not be permitted to solicit students during school hours in attendance centers or on school grounds. Solicitations from organizations outside the school are forbidden. All special sales projects by students are subject to the approval of the board. This policy shall include sale of advertising, magazines, and merchandise. (see "Fund Raising") Commercial schools, colleges or other agencies shall be permitted to meet with seniors or solicit prospective students only when the invitation and arrangements are approved by the school district administration. Counseling of students relative to continuation of their schooling or to job placement by outside organizations shall be handled through the guidance department under the supervision of the guidance counselor according to law.

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

Searches of Students and Property - Principals are authorized to search property or students if there is reasonable suspicion that district policies, rules or directives are being violated. Searches of lockers and students shall be conducted in accordance with the rules approved by the board.

The lockers in the district shall be under joint control of the student and the building principal. Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker. No law enforcement officer may search any locker without a search warrant unless he has the consent of the building principal and is accompanied by the principal or designated representative.

In order to protect the health, safety, or welfare of students under school jurisdiction, building principals or designated representatives are authorized to search students. Strip searches shall not be conducted by school authorities. All searches shall be carried out in the presence of an adult witness.

Release of Students from School During the Day - Building principals shall not release a student during the school day except upon a written or verbal request from the student's lawful parent or person acting as a parent. Students given permission to leave the building must follow the designated sign out procedures. Students shall not be allowed to run personal errands for school employees off school premises during the school day.

REQUESTS

For Records - All requests for records should be forwarded to the official custodian of records. (see section on "Records") (see Appendix I for sample "Request for Records" form.)

All records except those subject to exception by the Kansas Open Records Act shall be open to inspection by the general public during regular office hours of any school or the district office. Copies of open records shall be available on written request and shall be subject to a fee established by the board. Advance payment of the expense of copying open records shall be born by the individual requesting the records. Under no circumstances shall the documents be allowed out of their usual building without approval of the official custodian.

For Opt-Out -All opt-out requests should be referred to the principal. A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and aids classes included in the district's required curriculum. Opt-out forms may be obtained from the building principal.

Distribution of Materials - Materials from sources outside of the district may not be distributed on school grounds without prior permission from the principal. Examples of outside materials include, but are not limited to, political materials, special interest materials and advertisements. The principal shall determine the time, place and manner for materials distribution.

Posters - Posters approved by the principal may be displayed in designated areas.

Personal Property - The district is not responsible for 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.

Transporting Students - Any employee who plans to transport students in their own personal vehicle must provide proof of adequate insurance and a valid driver's license to the principal prior to transporting students. In addition, any school employee who transports students either in a school vehicle or their own personal vehicle must complete a defensive driving course every three years.

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.

Telephone Use - District telephones are for school business only. Use of phones for personal business should be avoided except in case of an emergency.

Maintenance Requests - All maintenance needs should be requested using the appropriate form and be turned in to the principal. (see "Maintenance Request Form", Appendix K)

HEALTH

Health Assessments & Physicals - As a condition to entering or continuing employment, certified employees must present a district-approved form to the clerk, completed by a health care professional, 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 can 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.

Bloodborne Pathogens - The board shall adopt an exposure control plan which conforms with current 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.

All employees must watch the bloodborne pathogens training video provided by Human Resources and complete a quiz that must be kept on file with HR. It is required that each employee sign the bloodborne pathogen Inservice annually by name, job title, and date. If you have questions on bloodborne pathogens, contact the school nurse.

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 reporting may be made as required by current law.

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 recovery from the illness, when authorized by the employee's 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.

First Aid - First aid may be administered to students only by those school employees qualified by training approved by the district and then only in case of emergency. First aid will be limited to the applying of simple bandages or infection preventatives and to any justifiable emergency aid such as stopping excessive bleeding to prevent further injury, disability or death. At least one person in every school building in the district will be qualified to administer first aid. (see "Accidents")

Medications, Administering - The supervision of all medications shall be in strict compliance with the rules and regulations of the board and the State Board of Healing Arts. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

Hazardous Material / Waste - The Superintendent or his/her designated representative will develop guidelines for the proper notification and training of employees who may be exposed to hazardous chemicals in their workplace. The Superintendent or his/her designated representative will ensure that all containers of chemicals are appropriately labeled upon receipt or appropriately labeled at the time of receipt. The Superintendent or his/her designated representative will provide pertinent hazard information to outside contractors required to work where they may be exposed to hazardous chemicals. When hazardous waste material is produced in a class, or is 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 principal. Such material shall be in an appropriate container and properly labeled.

If an employee discovers waste material which is, or may be, hazardous, he/she shall notify his/her supervisor immediately. Hazardous wastes include, but are not limited to, wastes which 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.

Asbestos - An asbestos management plan has been developed for the district. A copy of the management plan is available from the Maintenance and Grounds Supervisor. (see Appendix J for "Asbestos Notification to Employees")

Pest Control -The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the Maintenance and Grounds Supervisor.

Animals and Plants - With the prior approval of the principal, animals or plants may be brought to school for instructional purposes. If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

SAFETY AND SECURITY

Safety Rules -At the beginning of school, each teacher shall review safety rules with students.

Safety Units - Teachers who instruct in hazardous curriculum areas such as industrial arts or science laboratories shall teach the dedicated safety rules inherent in the particular subject matter. Each student enrolled in a class in a hazardous curriculum area shall be required to pass a test on the appropriate safety rules of the particular class. The test results shall be kept on file with the teacher. No student shall be permitted to participate in the class or operate any equipment until the safety test has been passed and the student has demonstrated satisfactory knowledge of the safety rules to the teacher.

Appropriate safety signs and other safety items are to be posted on or in the near vicinity of potentially dangerous areas and devices.

Teachers shall periodically review the safety rules with students during the school year.

Drills and Evacuation - Building principals shall be responsible for scheduling and conducting emergency drills as required by law and for ensuring students are instructed in the procedures to follow during the emergency drill and in an actual emergency.

Each building principal shall develop a written plan for specific emergency drills required by law. The plan shall include specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building.

Each principal shall conduct briefings with the staff concerning the emergency plan. Each teacher shall explain the plan to students under their jurisdiction prior to a date established by the principal. Drills shall be held at times determined by the building principal.

Emergency Closings - When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/TV stations to broadcast a school closing announcement. The total notify system will also be utilized. Listen to the following radio stations/TV stations for an announcement concerning the closing of schools:

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

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 work day and other appropriate times.

Keys/Key Cards - The building principal is responsible for issuing keys/key cards and maintaining a current and accurate list of all people who have been issued keys/key cards. No keys/key cards shall be duplicated without permission. Keys/key cards should be turned in to the appropriate supervisor when any employee is no longer employed by the district or is assigned to another building. Keys/key cards shall not be loaned to anyone. Any lost keys/key cards shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.

Crisis Plan - Information on the building crisis plan is available through your building principal or on file with the board clerk.

STUDENT CONDUCT

Student Handbook - All certified staff shall read and be familiar with and enforce the rules and regulations established in the student handbook.

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 use is prohibited.

Computers - Computer systems are for educational and professional use only. Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal projects is prohibited without prior permission of the employee's supervisor.

Only software approved by the Director of Technology and purchased by the district may be loaded onto district computers. Only approved personnel shall load software on district computers. Software licensed to the district shall not be used on computers not owned by the district unless specified in the software agreement. District software shall not be copied for personal use.

Employees shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals.

The district provides technology devices to employees to assist them in carrying out their employment related duties on and off district property. Use of a district-provided technology device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided technology devices and may recall any previously issued technology device. Employees do not have any expectation of privacy in district-provided technology devices or any information stored on them, and such devices may be confiscated and searched at any time. Employees are expected to exercise reasonable care to protect district-provided technology devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence.

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

No Right to Privacy - Employees shall have no expectation of privacy or restricted access to any information generated during the course of their official duties or entered in any district computers. Employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized employees. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by administration.

Employees shall only use passwords or other encoding, or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the employer's right to monitor. All forms of electronic communications may be monitored by the employer to ensure the systems are only being used for official purposes.

Internet Use USD 473's purpose in providing access to the Internet is to support research and education by providing access to unique resources and opportunity for collaborative work. The use of the internet or e-mail must be in support of education and research and consistent with the educational objectives of the school district. Sending or receiving of any material in violation of any U.S. or state regulations is prohibited.

The use of the internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator and USD school administration will deem what is inappropriate use and their decision is final. Also, the system administrator and district administrators may close a user account any time if deemed necessary. The faculty and staff of the district, in conjunction with central office administrators, building administrators, and system administrator may deny, revoke, or suspend a specific user account.

Any user engaged in unacceptable use of the school district equipment, networks, internet, or e-mail will be denied access to these systems. They are not only subject to loss of use privileges but may be subject to other district disciplinary actions.

Ownership - Computer materials or devices created as part of any assigned district responsibility undertaken on school time shall be the property of the district.

Secure Files -All employees must secure files containing confidential student information. See "Confidentiality".

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

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.

Copier Use - Copies in each attendance center are available for teacher use for educational purposes. Use the copier as you need, but don't waste copies. All copy expenses come out of the building copy budget. STUDENTS SHOULD NOT USE THE COPIER IN THE OFFICE. Make copies you need before class. The office staff may make copies for you as they have time.

Budget - Each attendance center operates through several of the various accounts maintained through the district accounting system. The day-to-day educational process is primarily funded through these following four areas:

- **Supplies Budget** - This budget area provides most of the funds for the basic classroom supplies. Out of this fund comes office and teaching supplies, supplemental teaching supplies, workbooks, classroom resource materials, art supplies, etc.
- **Copier Budget** - This is the budget for copier ink, paper and staples.
- **Software Budget** - Each building also has a discretionary software budget for computer software. Requests should be made to the District Computer Coordinator directly or through your building principal.
- **Library Budget** - The distribution of the library funds is determined by the librarian with the approval of the principal. Teachers are, however, encouraged to make suggestions to the librarian about materials needed in the library.

Ordering Procedures - The purchasing agent (Superintendent) shall approve an order form to be used in purchasing goods for the district.

Method To Be Used When Placing Orders - To request a purchase, fill out the on-line purchase order on Skyward which is submitted to the building principal. Any purchase order coming from the building activity account will then be sent to the Principal for final approval. Any purchase order asking for approval from the district account must be approved by the Principal and then the Superintendent before going to the Board Clerk for the order to be sent to the vendor.

If the vendor only accepts on-line orders, a credit card will have to be used and the order will have to be placed by the building principal. Central Office or authorized administrators may make those orders with the school credit card if the situation warrants it, but it is highly discouraged.

Employees need to make sure proper attachments are uploaded to Skyward with receipts, quotes and other forms of verification for the order. Then a final invoice must be sent to the Board Clerk for final payment to be completed.

Purchase Orders and Contracts - Purchase orders shall include the following essentials: A specification of the item which adequately describes to the supplier the characteristics and the quality standards; a quote, firm, net, delivered price (including shipping and handling), 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 (Principal and/or Superintendent) and the budget account code number.

Cell Phones - Cellular phones may be issued to Administrators and Directors. Once they leave employment with USD 473, they must be turned back into the District Office.

Vehicle Request - An accurate record of special and activity trips is required for a variety of reports. Please submit an "Activity Trip Request for Transportation" form to the building principal. After approval, a copy will be filed at the Transportation Office. For a series of events, such as football, only one request together with an attached schedule fulfills the requirement. These forms can be obtained from the building principal. (see Appendix K for "Activity Trip Request for Transportation")

When driving district vehicles, staff members are responsible for any moving or static traffic violations which may occur while the employee is using the vehicle.

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Approved by: _____
(School Official)

Date: _____

Copy given to Education Center / Building Principal / Person making Request

Fee structure shall be as follows: Non-profit organizations will be given the privilege of using school facilities free of charge.

CIVIC ORGANIZATIONS AND SELF-INTEREST GROUPS (Church Related Groups, Camper Organizations, Saddle Clubs, Adult Basketball, Volleyball or physical Fitness Groups, Family Activities, etc.) will be allowed to use school facilities in accordance with the fee schedule. See "Request to Use School Facilities" form)

SCHOOL FACILITIES WILL NOT BE USED FOR SOCIAL DANCING OTHER THAN SCHOOL RELATED ACTIVITIES EXCEPT BY THE APPROVAL OF THE BOARD OF EDUCATION.

GROUPS AND ORGANIZATIONS FROM OUTSIDE OF U.S.D. 473 WILL NOT BE ALLOWED TO USE SCHOOL BUILDINGS OR FACILITIES.

All individuals, organizations, or groups requesting to use school facilities must make a written request on the form provided by the Building Principal at least seven (7) days prior to the date of the activity.

UNIFIED SCHOOL DISTRICT NO. 473
Chapman, Kansas

SCHOOL ACCIDENT REPORT FORM

SCHOOL _____

1. Name of Student _____ Age _____

2. Date of Injury _____ Time of Injury _____

3. Classroom or activity _____

4. Supervising Teacher(s) _____

5. Did supervisor witness the accident? Yes ___ No ___

6. Where and how did injury occur?

7. Describe Injury _____

8. First aid administered _____

9. Did injury receive doctor's treatment? Yes ___ No ___

10. Did student miss school as the result of this accident? Yes ___ No ___

11. Remarks: _____

APPENDIX C

You must have all boxes checked and information collected before sending to the Education Center.

Blue Conference Request Form

Hotel Registration

Transportation Request Form

Conference Registration

ALL Purchase Orders

REQUEST TO ATTEND CONFERENCE OR VISITATION

Name: _____

Conference Visitation: _____

Dates: _____

Location: _____

Estimated Cost: _____

REQUEST REIMBURSEMENT FOR THE FOLLOWING:

(Receipts for **ALL** expenses must be provided and a purchase order submitted upon returning)

REGISTRATION: \$ _____
(Membership fee not included)

MEAL ALLOWANCE:
No. of Meals

Breakfast: _____ @ \$8.00 each \$ _____

Noon Lunch: _____ @ \$11.00 each \$ _____

Evening Meal: _____ @ \$17.00 each \$ _____

LODGING:

(Based on motel/hotel receipt)

TRANSPORTATION:

School-Owned Vehicle*

Air Travel

How will conference benefit district?

Date: _____ Signed: _____

Employee

IDP Approved Disapproved

Date: _____ Signed: _____

Building Principal/Superintendent

Approved Disapproved

APPENDIX D

REPORT BY INJURED EMPLOYEE

Employer: _____

Your Name: _____

Address: _____

Telephone Number: _____

Social Security Number: _____

Date and Time of Injury: _____

In your own words, please describe what happened: _____

What problems do you relate to this injury? _____

Date Reported? _____

Supervisor's Name: _____

Were you working at your regular job at the time of the injury: Yes No If no, please explain:

Were there any witnesses? Yes No If yes, who? _____

Any additional comments: _____

Date: _____

Employee signature: _____

TO: USD 473 Employees
FROM: Office of the Superintendent
SUBJECT: Drug Free Workplace Act

As a recipient of Federal assistance, it is necessary for USD 473 to adhere to the regulations of the Drug Free Workplace Act; therefore, we are notifying all employees of the district's policies and rules in regard to this Act.

GAOA Drug Free Workplace

GAOA

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensation, possession, or use of a controlled substance is prohibited at school, on or in school district property, and at school sponsored activities, programs, and events.

Approved: November 13, 1989

Updated: July of 2018

GAOA-R Drug Free Workplace

GAOA-R

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess, and/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. The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

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

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug-Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

Approved: November 13, 1989

Updated: July of 2018

Drug Abuse Addiction-Information Treatment Centers

Dunn Counseling & Consulting, Inc

700 E Republic Ave., Salina, KS 67401, Telephone 1-785-823-5528

Pawnee Mental Health Centers

2001 Claflin, Manhattan, KS 66502, Telephone 1-785-587-4300

532 Lincoln, Clay Center, KS 67432, Telephone 1-785-632-2108

814 Caroline Ave., Junction City, KS 66441, Telephone 1-785-762-5250

Central Kansas Foundation For Alcohol & Chemical Dependency

3rd & Cedar, Abilene, KS 67410, Telephone 1-785-263-7388

In order to ensure a high quality of performance on the part of the certified employees of USD 473, a continuous program of teacher and administrator evaluation shall be established in the school district. The purpose of such evaluation shall be:

1. To improve the instructional program of the school district.
2. To provide a method of improvement for personnel in their jobs.

The Board of Education adopts the general philosophy that any evaluation system should be based upon the development of specific performance objects.

Kansas Statute specifies that the evaluation process should give consideration to the following employee attributes: Efficiency, personal qualities, professional deportment, ability, results and performance, including improvement in the academic performance of pupils or students insofar as the evaluated employee has authority to cause such academic improvement, in the case of teachers, the capacity to maintain control of pupils or students, and such other matters as may be deemed material.

The district Board of Education policy, in agreement with Kansas Statute, specifies that evaluations shall be made in writing and maintained in a personnel file. Employees in the first two consecutive school years of employment in the district shall be evaluated at least two times per year with each evaluation being completed before the 60th day of each semester, for the purpose of the duration of the 60-day period called for herein, the same shall start running on the first full day of classes in each semester. Employees in the third and fourth year of employment shall be evaluated at least once a year. After the fourth year, employees shall be evaluated at least once every three years.

Following an evaluation, at any time not later than two weeks after such presentation, the employee may respond thereto in writing. Each recipient of an evaluation must acknowledge receipt of such evaluation by his/her signature.

Except by order of a court of competent jurisdiction, evaluation documents and responses shall be available only to the evaluated employee, the board, the administrative staff making the same, the State Board of Education as provided in Kansas Statute, the board and the administrative staff of any school which such employee applies for employment, and other persons specified by the employee in writing to his/her board.

Each teacher will be evaluated in each applicable area as having met or not met the performance standard. In progress indicates some standards have been met but not at the required level. Each performance standard rating will be accompanied by a statement of evidence. Teachers receiving a not met rating shall jointly with administrator develop an Employee Improvement Target Plan to address the standards not met.

A teacher who exhibits unsatisfactory performance or unprofessional activities will receive notification stating:

1. The area or areas that require improvement.
2. Recommended corrective action.
3. Appropriate timeline schedule to correct performance.
4. Results if there is failure to implement corrective action.

Each teacher will establish an Individual Development Plan.

**UNIFIED SCHOOL DISTRICT 473
CHAPMAN, KS 67431**

HATE CRIME OR HARASSMENT REPORTING FORM FOR STUDENTS

School: _____ Date: _____

Student's name: _____

(If you feel uncomfortable leaving your name, you may submit an anonymous report. But please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

• Who was responsible for the crime, harassment, or incident(s)? _____

• Describe the incident(s). _____

Date(s), time(s), and place(s) the incident(s) occurred. _____

• Were other individuals involved in the incident(s)? yes no
If, so, name the individual(s) and explain what their roles were. _____

• Did anyone witness the incident(s)? yes no
If, so, name the witnesses. _____

• Did you take any action in response to the incident? yes no
If yes, what action did you take? _____

• Were there any prior incidents? yes no
If so, describe any prior incidents: _____

Signature of complainant _____

Address of complainant _____

Signature of parent/legal guardian _____

Form No. KN-GAA

**PROCEDURES FOR REQUESTING
PUBLIC RECORDS OF U.S.D. NO. 473**

1. The principal office of USD No. 473 is the central office located at 822 N. Marshall, Chapman, KS. The records of USD No. 473 are available for inspection or copying by members of the public at the central office during our regular office hours: 8:00 am - 12 noon and 1:00 pm - 5:00 pm, Monday-Friday. Some records may be available for inspection at other locations:
 Blue Ridge Elementary School, 1539 Hwy 18, Abilene, KS 67410 (785) 598-2226
 Chapman Elementary School, 622 N. Marshall, Chapman, KS 67431 (785) 922-7171
 Chapman Middle School, 624 N. Marshall, Chapman, KS 67431 (785) 922-6555
 Chapman High School, 400 W. 4th, Chapman, KS 67431 (785) 922-6561
 Enterprise Elementary School, 302 S. High, Enterprise, KS 67441 (785) 263-8248
 Rural Center Elementary School, 902 1400Ave, Abilene, KS 67410 (785) 479-2213
2. A request for access to a public record should be directed to the custodian of the record:
 Superintendent
 Clerk of the Board
 Building Principal
3. The custodian of the record may ask that you make the request in writing. Your request should include your name, your address and a description of the record to which you are seeking access. You may include your phone number in case communication is required to complete your request.
4. If the record you are seeking falls within an exception, the custodian may ask you to certify, in writing, why you believe you have a right to access the record.
5. Upon receiving your request the custodian of the record will retrieve the requested record and provide the record for your inspection as soon as possible.
6. If the custodian cannot provide you the record immediately, s/he will inform you in writing of the time and place at which the record will first be made available for you.
7. You cannot remove the record from the building. The custodian will show you to a place where you may look at the record. If you desire a copy of the record, please inform the custodian and s/he will arrange for copying. A fee of 10¢ per one-sided copies and 15¢ per two-sided copies plus \$10.00 per hour for staff time applies.
8. If you desire access to our records on a business day (Monday through Friday, excluding legal holidays) when school is not in session, we will open our office from 8:00 to Noon to allow you to access our records. Please notify the Superintendent of Schools at (785) 922-6521 by 4:00 pm the day before if you need access to our records on one of these days.

Person Requesting Records _____

Address of Person Requesting Records _____

Phone (optional): _____

Date and Time Request was made: _____

Specific Records Being Requested: (Note - Description must be specific enough to ensure that the records requested are the records provided.) _____

Approval to Release Records Denial to Release Records Delayed Release of Records	Cost: _____ _____ _____	One sided copies @ 10¢ _____ Two-sided copies @ 15¢ _____ Staff Time @ \$10.00 per hr. _____ Total _____
Reason for Denial or Reason for Delay		

Custodian of Records: _____ Date: _____ Paid: _____

Records Received: _____ Date: _____

APPENDIX J

NOTICE TO SCHOOL EMPLOYEES

In accordance with EPA regulations, all school buildings in USO 473 have been inspected for materials which contain asbestos and an asbestos Management Plan has been developed and adopted for those buildings found to have friable asbestos materials. Please refer to the reverse side of this letter to determine the type of asbestos-containing building materials (ACBM) found in all buildings, if any.

Also, please refer to the reverse side to determine where copies of the Reinspection/Management Plan (Part A and Part B) are on file. This document complies with the AHERA mandated requirements for asbestos materials in schools, including the results of inspections, the schedule for periodic surveillance every six months, the schedule for certified reinspection every three years and the schedule of response actions and post-response actions if any friable asbestos containing material was found.

Friable (crumbled by hand pressure) asbestos containing materials (ACM) may cause health problems: therefore, it is very important to avoid disturbing friable ACM. With the adoption of the AHERA Reinspection/Management Plan, the local education agency is undertaking considerable efforts and expense to protect the public health and safety. Your cooperation in this effort is needed and appreciated.

For further information concerning inspections, reinspection's, periodic surveillance, response actions and post-response actions that are planned or in progress, refer to the Inspection/Management Plan or contact the following person:

Rick Hall, Asbestos Program Manager
822 N. Marshall, Chapman, KS 67431
Telephone: 922-6521

LIST OF BUILDINGS AND OUTBUILDINGS--USD 473, Chapman, KS 67431

<u>Building Name & Building Address</u>	<u>TYPE OF ACBM FOUND IN BUILDING</u>		<u>Nonfriable Confirmed (NC)</u>	<u>No ACBM (N)</u>
	<u>Friable Confirmed (FC)</u>	<u>Nonfriable Assumed (NA)</u>		
Blue Ridge Elementary 1539 Hwy 18, Abilene, KS			NC	
Rural Center Elementary 902 1400 Ave, Abilene, KS		NA	NC	
Enterprise Elementary 302 S. High, Enterprise, KS	FC		NC	
High School Industrial Arts	FC		NC	
High School Auto Mechanics			NC	
Technology Building				NO
Construction Technology Building				NO
Transportation Center				NO
Storage Garage				NO
Pressbox				NO

High School Stadium

NO

Educational Center

NO

**MAINTENANCE
REQUEST FORM**

TO: Principal

Request Date: _____

Completed Date: _____

COMPLETE DESCRIPTION OF REQUEST

BE SPECIFIC

Report to Local Law Enforcement

USD 473, Chapman

Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes. Briefly describe each incident and the person(s) involved in a misdemeanor or felony; possession of a weapon at school, on school property, or at a school activity; or possession, use, sale or distribution of an illegal drug or controlled substance at school, on school property or at a school activity; or behavior at school, on school property, or at a school activity, which resulted in, or is likely to result in, serious bodily injury to others.

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 of other school employee

cc: Superintendent, USD 473
Student's file