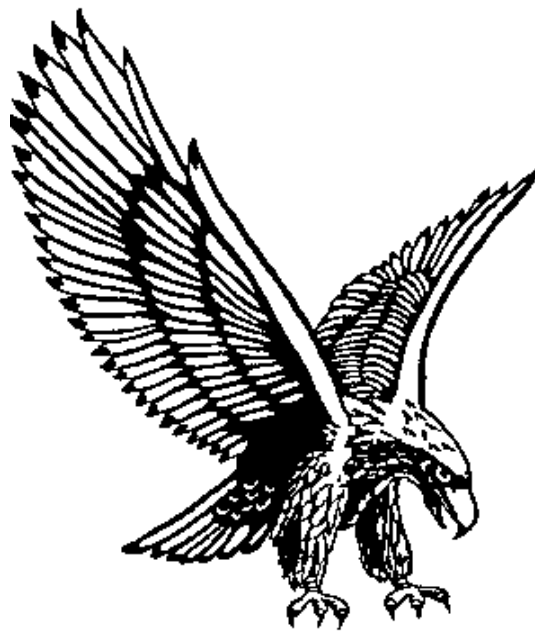


COLBY PUBLIC SCHOOLS USD 315

Staff Handbook



**from the
Superintendent of Schools
2021-2022**

The mission of Colby Public Schools is to prepare all students to be life-long learners and responsible citizens.

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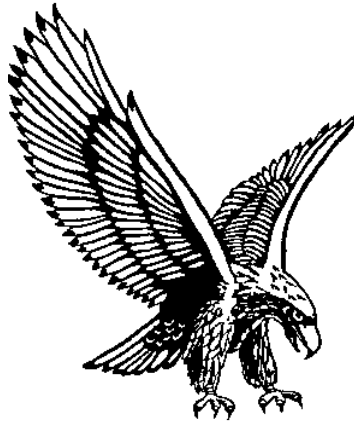
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ABOUT THIS HANDBOOK

This handbook provides a brief overview of our organizational procedures, departments, staff responsibilities and opportunities within the school system and the community. This handbook has been designed primarily for staff members to help guide individuals through school organizational practices and to be used as a resource/reference tool.

In addition to this handbook, the current Negotiated Agreement and the Board of Education Policies provide valuable information for you. The board policies are available at www.go.boarddocs.com/ks/usd315/Board.nsf. Copies of the negotiated agreement are available at <http://www.colbyeagles.org>. Certified (licensed) staff covered by the negotiated agreement shall follow any procedures outlined in that document.



DISTRICT MISSION STATEMENT

The mission of Colby Public Schools is to prepare all students to be life-long learners and responsible citizens.

DISTRICT OUTCOMES

The students will demonstrate:

1. Effective communication skills
2. Problem-solving strategies
3. Respect for self, others, and the environment
4. Basic academic skills and technical knowledge (career/vocational)
5. Increased awareness of humanities and cultural literacy

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 on the basis of ability and the district's needs.

ACCREDITATION

Colby Public Schools is accredited by the Kansas State Department of Education.

STAFF

The organization and administration of the Colby Public Schools has been carefully designed and specified in the district's governance manual. For details, see the Board of Education Policy Manuals.

BOARD OF EDUCATION: The USD 315 Board of Education consists of seven members elected by the patrons of the district. Presently, all board members are elected at-large. The board meets on a regular basis to conduct business of the district. Regular meetings are typically held on the third Mondays of each month. Meetings are scheduled to begin at 7:00 p.m. in the board room of the administration building. The public may view board meeting agendas and information at their convenience via BoardDocs by entering the following internet address: www.go.boarddocs.com/ks/usd315/Board.nsf.

The officers of the Board of Education for 2021-2022 are:

Shelby Barnett, July 1, 2015 – January 8, 2024
Brice Barton, July 1, 2011 – January 8, 2024
Tricia Carney, January 13, 2020 – January 8, 2024
Janice Frahm, January 13, 2020 – January 8, 2024
Larry Gabel, January 8, 2018 – January 10, 2022
Kris Lemman, July 1, 2013 – January 10, 2022
Brandi Wark, January 8, 2018 – January 10, 2022

Superintendent: Katina Brenn
Board Clerk: Janel Andrews
Board Treasurer: Jo DeYoung

SUPERINTENDENT OF SCHOOLS: The superintendent is the executive officer and representative of the Board. While the Board's primary function is governance through policy, the primary function of the superintendent is executive through administration. Requests and directions of the superintendent, therefore, have the weight and force they would have if they came from the Board directly. Likewise, the superintendent is the proper medium for communication between the staff, students, patrons, and the Board.

BUILDING PRINCIPALS: Building principals are the officers of the district charged with responsibility for executing board policy at the building level. Staff members should feel free to seek decisions concerning issues from principals. Principals have general discretion, within policy, in matters directly affecting the students and staff in the building or department division (i.e. transportation, food service, custodial, grounds and maintenance).

TEACHERS: Teachers are professional educators charged with the responsibility of direct instruction and supervision of pupils. Board-approved district goals and learning objectives shall be used as the basis for developing and implementing instructional programs. Instructional methodologies and learning activities are at the discretion of teachers in cooperation with building principals and as governed by board policy.

CLASSIFIED STAFF: Classified personnel includes department supervisors, secretaries, paraprofessionals, custodians, food service personnel, maintenance personnel, and bus drivers and Rule 10 coaches and all paid employees. Classified personnel report directly to supervisors and are generally responsible for supporting the day-to-day operations of the school.

TEACHING & LEARNING: The director of teaching & learning is charged with the responsibility to facilitate and communicate the district curriculum process (planning, developing, implementing, and evaluating) and staff development activities; coordinate/direct grants, the instructional material selection process, and alternative education programs; and supervise the accreditation process. The director of teaching & learning works directly with the superintendent, principals, staff, school improvement teams, and coordinating council to fulfill the needs of the district's education program. Board-approved district goals and learning objectives shall be used by the staff as the basis for developing and implementing instructional programs.

TECHNOLOGY: The technology coordinator and the information technology supervisor are charged with the responsibility to develop and maintain a district-wide plan that uses the best advantage of the district's technology capabilities. The technology staff provides general technology coordination, voice/data communications, maintains equipment, maintains district information systems, completes state and federal reporting requirements, hardware/software purchase/distribution and supervises security access/video surveillance for Colby Public Schools.

GENERAL INFORMATION

ACCIDENT (STAFF): 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 program by an appropriately licensed agency or the school nurse.

If an employee is injured on the job, the supervisor should be contacted immediately. The supervisor will then be responsible for contacting the business manager and building administrator. The employee shall file a worker's compensation report within ten (10) days with the business manager (unless medical circumstances do not permit doing so).

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

ACCIDENT (STUDENT): Any school employee who discovers or witnesses a student accident while on school property shall report the accident to the building principal or his/her designee and school nurse immediately.

Per the student handbook, the school nurse or office personnel will handle school accidents. Any injured student must report to the teacher in charge. The teacher or office personnel will aid the student in getting to the school nurse if necessary. The parents will be contacted and necessary medical attention obtained as soon as possible. However, the school will not administer medication.

Once the student has been cared for, a courtesy call to the business manager/superintendent is expected and a student accident report must be completed/signed by the person witnessing the accident, the building principal, and the school nurse. Upon completion, it is submitted to the superintendent.

ACTIVITY/ATHLETIC PASSES: Staff members may use their district badge for admittance to local athletic events, excluding tournaments. Staff members or patrons who voluntarily assist in supporting student activities - ticket sellers, ticket takers, scorekeepers, etc. will earn punch cards that can be used by anyone for admittance to local athletic events, excluding tournaments. Passes are authorized by the activity director and distributed by his/her designee.

ACTIVITY FUNDS – Handling School Activity Funds: All funds raised by any school organization through any school activities of the group are school money and not the property of the individuals of that group. All funds so raised must be spent in accordance with school regulations and the approval of the group sponsors and the administration. Such approval and regulations shall be subject to policy adopted by the Board of Education of Unified School District 315 and any question of policy may be referred to the Superintendent of Schools. The following general regulations shall apply to all Activity Funds:

- A. All funds raised by any school organization shall be deposited in the Activity Fund and shall be paid out on approval of group sponsors and officers, in accordance with approved school policy subject to approval of the school administration. In all cases, the books of the treasurer of the organization should show all receipts and expenditures.
- B. Funds raised by school organizations by group activity may not be spent for personal entertainment of the members of that group except where these funds were raised for specified purposes such as Junior-Senior Prom/Banquet, etc., where approval is given by the school administration for the fund-raising activity and the expenditure. (This is not to be interpreted as including assessments made on members for entertainment purposes.)
- C. Gifts to any individual or organization outside the school may not be made by any school organization from funds raised by any such school activity. Gifts to sponsors, play coaches, etc., within the school should be limited to nominal sums. Classes, such as the Senior Class, may indicate their preferences for a gift or disposition of any funds they may have left at the close of their senior year subject to the principal's approval. [See board policies GAJ and JL]

D. If funds are left by any organization without agreement as to their disposition, they will become the property of the school and must be spent for school purposes that will benefit the school groups in general. [See board policies DK and JH.]

ACTIVITY/FIELD TRIP TRANSPORTATION: Sponsors supervising an activity/field trip are to sit in separate areas of the bus in order to effectively supervise students while riding in the bus. If there is only one sponsor on the bus they need to sit in back. Girls and boys are not to be permitted to sit in the same seat. Boys and girls either need to be split with one group in front and one group in back or boys on one side and girls on the other.

ADDRESS CHANGES: All address changes must be made with the payroll/central office before the end of the pay period in which the changes took place.

ADMINISTRATOR IN CHARGE: In the absence of the superintendent of schools, the superintendent and/or board president will designate an administrator in charge.

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.

ASBESTOS: An asbestos management plan has been developed for the district. Inspections are complete and the management plans are located in each building office (GS, MS, HS). If you have any questions, please contact the business manager.

ASSIGNMENT AND TRANSFER: The board retains the right to assign, reassign and transfer personnel.

BLOODBORNE PATHOGENS: The exposure control plan for bloodborne pathogens is available for review from the school nurse.

All staff shall receive the training and equipment necessary to implement the plan.

BOARD POLICY: Employees shall be familiar with and follow all policies and regulations established by the Board of Education.

BULLYING BY STAFF (BOARD POLICY GA AE – Revised July 2016): The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

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

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

CELL/SMART PHONES: The district acknowledges that cell/smart phones may be utilized as part of the educational process. Cell/smart phone use shall not impede or disrupt the learning process.

CHAIN OF COMMAND—RESOLVING PROBLEMS: Employees are to follow the proper “chain of command” by first contacting your immediate supervisor for resolution of problems. Exceptions may be made if the supervisor is the source of the complaint, for example, in a situation involving sexual or racial harassment. See board policies GAAC-Sexual Harassment and JGEC-Sexual Harassment for details. If neither of these policies apply, employees shall first discuss all concerns with their immediate supervisor before taking additional action.

In the absence of the principal, contact should be made with the appropriate district administrator for serious situations that cannot wait for the next day for a solution.

CHILD ABUSE (BOARD POLICY GAAD-Revised 2020): Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith. The employee making the report will not contact the child’s family or any other persons to determine the cause of the suspected abuse or neglect.

DCF or Law Enforcement Access to Students on School Premises

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to facilitate the agency’s access to the child and to protect the student’s interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child’s best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.

Cooperation Between School and Agencies

Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Procedure

The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. It is recommended 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 appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time

shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report.

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 an adult witness present.

State law provides that anyone making a report in good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Annual Training

Annual training for all school employees on child abuse and neglect reporting requirements shall be provided, and documentation of the training shall be maintained.

COMMUNICABLE DISEASES (BOARD POLICY GAR Revised 2013): Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent or the superintendent's designee so that a proper reporting may be made to the county or joint board of health as required by current law.

An employee afflicted with a communicable disease dangerous to the public health shall be suspended from duty for the duration of the contagiousness in order to give maximum health protection to other school employees and to students. The employee shall be allowed to return to duty upon recovery from the illness, or when the employee is no longer contagious as authorized by the employee's physician.

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

If a school employee has been diagnosed as having a communicable disease and the superintendent has been notified by the employee, the superintendent or the superintendent's designee shall determine whether a release shall be obtained from the employee's physician before the employee returns to duty.

Decisions regarding the type of employment setting for an employee with a communicable disease shall be made by the superintendent or the superintendent's designee based upon consideration of the physical condition of the employee and the following factors:

- the nature of the risk;
- the duration of the risk;
- the severity of the risk; and
- the probability that the disease will be transmitted or cause harm to the employee or to others who will share the same setting.

No information regarding employees with communicable diseases shall be released by school personnel without the employee's consent except to comply with state or federal law.

Additional Certifications of Health

If at anytime the board has reason to believe that an employee is suffering from an illness detrimental to the health of pupils, the board reserves the right to require such employee to provide the board with a new certificate of health in order to protect the health, safety, and welfare of the school's students.

COMPLAINTS/GRIEVANCES (BOARD POLICY GAE Revised 2019): 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. Certified staff covered by the negotiated agreement shall follow procedures outlined in that document.

Certified (licensed) staff covered by the negotiated agreement shall follow ARTICLE 8.0 GRIEVANCE PROCEDURE as outlined in that document.

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. See "Student Records".

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. See "Personnel Records".

CONFLICT OF INTEREST (BOARD POLICY GAG Revised 2019): District employees are prohibited from engaging in any business-related 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.

COPY CENTER: A central copy center, located in the administration building, is provided for the reproduction of materials and laminating. A clerk serves the center.

Delivery is provided to and from the copy center once a day, typically by 2 p.m. Staff may leave materials in the offices to be delivered to copy center. Forms requesting the number of copies desired, the requested date of completion (allow a minimum of three days), and

any other specific instructions (collating, stapling etc.) are available in the offices and the copy center. Copies must come to the center ready for reproduction.

Printing and Duplicating Services (BOARD POLICY ECH Revised 2003): Copyright Regulations and “fair use” rules for educators.

In accordance with school board policy ECH, the following regulations will be observed to comply with the copyright laws of the United States.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or altering a product is to fall within the bounds of fair use, these four standards must be met for any of the purposes:

The Purpose and Character of the Use

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

The Nature of the Copyrighted Work

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

The Amount and Substantiality of the Portion Used

Copying the whole of a work cannot be considered fair use; copying a small portion maybe. At the same time, however, extracting a short sequence from a 16 mm film may be far different from a short excerpt from a textbook, because two or three minutes out of a 20-minute film might be the very essence of that production and thus outside fair use. Under normal circumstances, extracting small amounts out of an entire work would be fair use, but a quantitative test alone does not suffice.

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

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

Prohibited Practice

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

Permitted Practice

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

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

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

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

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

Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

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

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

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

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

CRISIS PLAN: Each building (HS, MS, and GS) will have a plan that will be given to all licensed staff and department heads at the beginning of each school year.

DISCRIMINATION COMPLAINTS (BOARD POLICY GAAB Revised 2020):

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, national origin, religion, sex, age, genetic information, or disability. Except as otherwise provided in this policy and board policies GAAC, JGEC, and KNA, any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. (Position, address, email address, and phone number of the district compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 except discrimination on the basis of sex, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended. Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX Coordinator (Superintendent, 600 W. 3rd St, Colby, KS 67701, kbrenn@colbyeagles.org, 785-460-5000). More information may be obtained on discrimination on the basis of sex by contacting the Title IX Coordinator.

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA, and more information may be obtained on procedures for such complaint by contacting the district compliance coordinator.

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

Unless otherwise provided herein, complaints of discrimination will be resolved using the district's discrimination complaint procedures in policy KN.

The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

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.

DRESS CODE (BOARD POLICY GAM Adopted 1999): Appropriate dress and personal appearance is essential for all district employees.

DRIVING RECORDS (Board Policy EDAA Revised 2015): The board may allow for special uses of district buses using guidelines established in this policy. Transportation fees may be charged to offset totally or in part the cost of approved special trips. Revenues received by the board under the provisions of this policy shall not be considered a reduction of operating expenses of the school district. Groups allowed use of buses under this policy are responsible for the care and cleaning of the buses, and for the supervision of passengers. The types of groups allowed, and the restrictions placed on the activities these groups may sponsor while using district transportation, shall be approved by the board and filed with the clerk. Groups allowed use of district buses may not travel outside Kansas.

Special uses will not be approved without insurance coverage.

Liability

All school vehicles will be adequately insured.

Safety

For the purposes of this policy, “school transportation provider” is defined to include school bus drivers, school passenger vehicle drivers, and other school employees who may transport students.

Every school transportation provider shall have a valid driver’s license. Such drivers shall have full authority and responsibility for the passengers riding in school vehicles. Persons under the age of 21 are not allowed to drive a school vehicle.

Students or other persons riding in school buses or school vehicles who violate district policy or bus and/or school vehicle rules will be reported to the proper administrative official. Violations of these policies and/or rules may result in disciplinary action by school officials or reports to law enforcement as appropriate.

Speed Limits

The board may set speed limits for district vehicles, which may be lower than state-allowed maximum speed limits.

Safety Inspection

The superintendent shall be responsible for bus and other transportation inspections.

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

Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent or the superintendent's designee.

Bus and transportation schedules and routing maps will be updated annually prior to the start of school.

Records

Every school transportation provider will keep accurate records pertaining to each assigned vehicle. The types of records shall be developed by the superintendent.

Any record developed by the administration for the purpose of monitoring vehicle use will include, but may not be limited to, the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time of departure, 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.

Licensing of Drivers

It shall be the responsibility of all school transportation providers to register with the superintendent annually the validity of license certification by the Kansas Department of Revenue. If a school transportation provider's license is suspended or revoked at any time, the suspension or revocation shall be reported to the superintendent, and the employee shall immediately cease driving a school vehicle and transporting students.

School transportation providers shall receive a copy of this policy annually on registering their driving certification with the superintendent.

Housing of School Vehicles

All school vehicles shall be housed in areas designated by the superintendent. Buses may be housed in the district's central storage area or assigned to a designated driver who may then house the bus as directed.

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.

Transportation to Summer Athletic Events

The board authorizes the superintendent to approve the use of school buses or other school vehicles in transporting district students to summer athletic activities such as, but not limited to, camps, 7-on-7, and summer league games.

Any staff requests for such use shall be submitted to the superintendent and shall include information concerning the time, date, and duration of trip; the purpose of the transportation; the projected number of students requiring transportation for such event; the type of bus(es) or vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such trips; and whether or not additional school transportation providers would be required to provide such transport.

The superintendent may grant or deny such requests after taking into consideration the following factors: 1) the expense of providing requested transport; 2) the availability of funds for such purpose; 3) the availability of adequate school staff to chaperone and/or provide transportation; 4) the availability of and/or the coverage of liability insurance for this purpose; 5) priority of assignment and availability of necessary vehicles; 6) Title IX and other fairness considerations in granting use or repeated use to a particular group of student athletes; and 7) other good cause as determined by the superintendent.

DRUG & ALCOHOL TESTING (BOARD POLICY GAOD Adopted 1999): All district employees performing job functions which require the employee to maintain a commercial driver's license shall be tested for alcohol and drugs as required by current federal law. Board approved rules and regulations necessary to implement the testing program shall be on file with the clerk.

Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate district regulations.

Each new employee shall be informed that compliance with the required elements of the testing program is a condition of employment as a driver in the district. All employees shall be informed of this policy on an annual basis.

DRUG FREE SCHOOLS & COMMUNITIES ACT/DRUG FREE WORKPLACE (BOARD POLICY GAO Revised 2014): Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. Unless otherwise specified in this policy, 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. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

Alternative I

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.

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

EDUCATIONAL MATERIALS FEE/WAIVERS: Rental fees are established annually by the board. Students who damage books will be required to replace the book if it is damaged in any other way than ordinary wear. The books must not be marked in with pencil, and pages must not be removed; in fact, the book must be cared for in such a manner as to insure its readiness for another pupil the following year.

When a student transfers from the district during the school year or at the end of the year, the books are turned in to the teacher who will check all books for damages. If the books are returned in satisfactory condition, the student/parent/guardian may be eligible for a refund.

Waiver of charges for textbook rental fees are provided when family need can be demonstrated. Waiver request forms are available in the office of the business manager. Requests are approved by the superintendent or his/her designee.

EMERGENCY SAFETY INTERVENTION: Emergency Safety Intervention (ESI) is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out. ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect such physical harm. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Staff members are required to follow board policy regarding the use of ESI and

reporting of any ESI incidents.

EMPLOYEE PRIVACY RIGHTS: District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the information processed by district employees is confidential, and law governs its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS), social security number information, and professional misconduct back-ground checks.

Employees are prohibited from divulging information contained in the records and files of the district, except to other authorized employees who may need such information in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise required to release the information under law or court order. In all cases, the employee's immediate supervisor shall be informed, immediately, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district for personal reasons or private gain, will be disciplined in accordance with board policies, collective bargaining agreements, and district procedures. Disciplinary action may include severe penalties, up to, and including, discharge.

FAMILY TIME (SUNDAY & WEDNESDAY ACTIVITIES): Sunday is designated as "family" day. Therefore, there are to be no scheduled school activities involving students scheduled for Sundays. Faculty members involved in sponsoring various student organizations should also ensure that groups or committees of students are also not involved in Sunday activities which conflict with family or church activities.

Wednesday evening is designed as "family" night. With superintendent approval, school activities may be scheduled after 6:00 p.m. on Wednesday evenings.

GAMBLING: Gambling on school time or property is not allowed.

GIFTS: 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 class or school-related activity.

Employees are prohibited from receiving gifts from vendors or sales representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school.

GRANTS: The administration of Colby Public Schools encourages all staff members to write grants. A staff member must request permission (in writing) from the principal and curriculum director prior to submitting a grant. A copy of all grants is to be kept on file in the curriculum office and is subject to board acceptance. Any funds or equipment/materials received from the grant are considered USD 315 monies/property and will be distributed accordingly.

HAZARDOUS WASTE: 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 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 that 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.

HEALTH EXAMINATIONS: As a condition to entering or continuing employment, licensed 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 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.

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. Videos and other instructional materials may not be used in the classroom solely for recreational purposes. See “Copying and Duplicating”.

ITEM REMOVAL/STORAGE REQUEST: All items that are to be discarded from the district inventory or stored must have administrative approval. The curriculum office coordinates this process. Instructional materials currently being used in the district should not be discarded. Please refer to School Facilities/Equipment section for more detail.

JOB DESCRIPTIONS: A job description for each category of employee is on file with the business manager and will be available for inspection during regular office hours.

LACTATION ACCOMMODATIONS: The board recognizes that it is important for mothers to have the option and ability to express milk in the workplace and that Kansas and

federal law encourages this practice. Therefore, the board directs the superintendent to take measures to ensure district employees who are nursing mothers be provided with an adequate location for the expression of milk and reasonable break times for doing so for at least one year after the birth of the employee's child.

The superintendent or the superintendent's designee shall see that the district makes a reasonable effort to provide a place, other than a restroom, which is shielded from view, free from intrusion from coworkers and the public, and may be used by the employee to express milk during this timeframe.

Employees must give their supervisor notice of the need for lactation accommodations, preferably prior to return to work following the birth of the employee's child(ren), to allow supervisors the opportunity to establish a location and to attempt to work out scheduling issues. Employees utilizing these accommodations are also responsible for maintaining the designated area by wiping utilized surfaces with disinfectant wipes after each use so the area is clean for the next user.

No employee shall be discriminated against for expressing milk during the work day, and reasonable effort will be made by the employee's supervisor to provide flexibility in the employee's work schedule in consideration of the requirements of the staff member's responsibilities and the availability of staff members to cover those duties, as necessary.

Employees shall use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors. Federal law does not require the district to compensate non-exempt staff members for work time spent expressing milk.

LEAVES (BOARD POLICY GCRG Revised 2013):

Sick Leave

Sick leave guidelines are defined per employee in their Memorandum of Employment. The superintendent shall have the right to receive verification of any illness or disability.

Classified employees may be credited annually with sick leave. Unused leave will be accumulated to a maximum number of days determined by the board.

Bereavement Leave

Classified employees may be granted bereavement leave as defined per employee in their Memorandum of Employment and in the Staff Handbook. Bereavement leave is not cumulative.

Unpaid Leave

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

Jury Leave

Jury leave is defined as absence from duty due to either being called for jury duty or for actually serving on a jury of the courts. Jury leave will not be deducted from the employee's available leave. The full salary of the staff member serving jury duty shall be paid to the employee for absences caused by such duty. Salary allowances given to the employee by the courts shall be paid to the District or will be deducted from subsequent salary payments. The Board shall pay substitutes (if needed) for employees who are called for jury duty or to serve on a jury.

Other

Other leave provisions such as activity, professional, emergency, discretionary or vacation may be granted as defined in employee's Memorandum of Employment.

If the employee leaves the employment of the district for any reason, no payment will be made for unused leave.

Certified (licensed) staff covered by the negotiated agreement shall follow ARTICLE 6.0 LEAVES as outlined in that document. All scheduled leaves shall be submitted by the employee and approved by their supervisor PRIOR to their absence.

Classified Staff – Sick leave is defined as absence from duty due to the personal illness, injury, or doctor appointment of the staff member, his/her children, spouse or parents. Scheduled leave shall be submitted by the employee and approved by their supervisor **PRIOR** to their absence. Due to illness or unexpected circumstances, the employee shall notify the district administrator and/or substitute clerk as soon as possible and complete a leave form upon return to work.

LUMP-SUM SALARY CHECKS: Lump-sum checks for the remaining salary balance for July and August are available on or before June 25 of each academic year for licensed personnel only. Requests for lump-sum payments are necessary each school year. The business manager will distribute these forms.

MAINTENANCE/CUSTODIAL REQUESTS: All maintenance/custodial needs should be requested via the district's online system.

MEDICATIONS (BOARD POLICY JGFGB Revised 2016): 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 the 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.

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 parents must submit a written request to the building administrator requesting the school's

cooperation in such supervision and releasing the school district and personnel from liability.

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 it 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.

Any changes in type of drugs, dosage, and/or time of administration should be accompanied by updated 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.

OUTSIDE EMPLOYMENT: The board reserves the right of exclusive access to the professional services of licensed employees in accordance with the terms of the contract.

Licensed employees shall not engage in outside employment that impairs the effectiveness of their instructional service.

PARAPROFESSIONAL/TEACHER AIDE STAFF DEVELOPMENT:

Paraprofessionals and teacher aides are required to earn hours of staff development each fiscal year for the first three full years of consecutive employment (or prorated to two hours of each month of employment). Upon the fourth consecutive year they are required to earn ten hours of staff development (or one hour for every month of employment). Paraprofessionals and teacher aides are expected to attend staff development events as determined by the building principal. Once they reach the required amount of staff development hours, they **will not be paid** to work any further staff development days unless **principals** receive permission from the superintendent.

New hires

Paraprofessionals/Teacher Aides will have an **orientation the first available day after the board approves their employment**. The Director of Teaching and Learning Secretary will schedule the time via the building principal and/or the staff member's direct supervisor.

PAYROLL: Automatic bank deposits are made for salary on or before the 25th day of each month. Teacher salary payments for the academic year begin on or about September 25 and end on or about August 25 the following year, with the exception of new licensed staff members who have the option to receive the first portion of their salary in August. (In cases where holidays or weekends fall on the 25th, the calendar date of the last working day prior to the 25th is used as the date for issuing salary deposits.) Each staff member receives a summary statement of salary, withholding, reductions, and deductions. Automatic payroll deductions include the following:

- Social Security (FICA)
- Medicare Tax (FICM)
- KPERs (Kansas Public Employee Retirement System)
- Federal Withholding Taxes
- State Withholding Taxes

The district offers a Flexible Benefit Plan to most school employees (as provided for in the Negotiated Agreement) and according to regulations of the Internal Revenue Code 125. Salary reductions are permitted for those approved plans that provide district health and hospitalization insurance, salary protection (disability), cancer insurance, term life insurance, dental insurance, vision insurance, heart and stroke insurance, medical and dependent care reimbursement. The premiums for these options are tax-free.

In addition, payroll deductions are possible for annuities and 403B plans. These deductions are subject to social security and KPERs, but are exempt from Federal and State Withholding tax at this time.

For new staff members, an election form for salary reductions is to be filed with the business manager before September 1 of the current year. An election form is required for all staff each year. Once salary reductions are determined, changes cannot be made during the plan year (January 1 - December 31) unless there is a change in family status. The business manager will assist you in filling out the necessary paperwork. New staff members may select payroll reductions/deductions from the various benefit plans/companies approved by the district. Current staff members may maintain existing plans. Changes in district-approved companies/plans may require current staff members to change their selections. A copy of the approved plans is available from the business manager.

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, repair or replacement is the employee's responsibility.

Personal refrigerators or other appliances are NOT allowed in the classroom unless it is deemed medically necessary. Please consult with your building administrator if you have any questions or concerns or if you feel you have a legitimate need for a personal appliance in your classroom.

PERSONNEL FILES/RECORDS: Personnel files maintained by the district shall be confidential and in the custody of the appropriate supervisor and/or the superintendent. Each employee must have the following records/forms on file with the director of personnel before the first day of employment:

Copies of:

- Social Security Card (viewing access only)
- Employment Application
- Health Form/Exam (if necessary)
- W-4 Withholding Certificate
- Driver's License and driving record (if required for position)
- KPERS enrollment information for completion of online form (if employee is eligible)
- Loyalty Oath or Affirmation
- INS form (proof of identity)
- Current Teaching License (if applicable)
- Transcripts (if applicable)

Employees have the right to inspect their files during regular business hours upon proper notice and under the supervision of an administrator. See "Confidentiality".

PEST CONTROL: The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the Director of Building and Grounds or the Superintendent.

PROFESSIONAL EXPENSES - REIMBURSEMENT: All professional expenses for which staff members are claiming reimbursement must result from activities and/or purchases approved in advance.

Expenses for professional development activities, such as travel, conference fees, etc., are authorized by completing the appropriate leave form on the district's on-line leave program which is approved by the building principal or department head (classified), activities director and/or curriculum director, and the superintendent of schools.

Requests for participation in professional development activities, including travel, are filed with appropriate building principals or supervisors at least one week in advance of the activity.

The district will provide transportation to all approved staff activities. Everyone is required to wear seatbelts when driving or riding in a school vehicle except school buses, which do not have seatbelts. School vehicles used outside the regular school day may only be used for events directly related to the school curriculum and interscholastic activities. Staff members who elect to use their own car will not be reimbursed for automobile travel costs unless authorized by the superintendent. For authorized use of a personal vehicle staff members shall be reimbursed at a mileage rate established by the board or reimbursed for fuel receipts as determined by the superintendent based on distance. Staff travel includes travel to meetings, conventions, workshops, and other events related to the field to which the staff member is currently assigned.

Reimbursements for expenditures for goods, services, and/or staff development shall not exceed pre-authorized amounts. Maximum meal reimbursement (supported by appropriate receipts) is as follows: breakfast - \$7.00, lunch - \$10.00, dinner - \$15.00. Under no circumstances are meal claims to include charges for alcoholic beverages. Expenses incurred by staff members in excess of pre-authorized amounts shall be the responsibility of the individual staff member.

All expenses require documentation through appropriate receipts. An expenditure not documented by a receipt is not eligible for reimbursement. To receive reimbursement, the employee must submit the appropriate receipts (in an expense envelope) to their supervisor for approval (*See Appendix A*). Reimbursement claims are processed in one of two ways:

Expenses may be claimed according to the following guidelines:

- 1) Expenses for meals, lodging, telephone, and travel (bus, airplane, cab, etc.) must be supported by appropriate receipts. Expenses not supported by appropriate receipts will not be reimbursed.
- 2) Maximum amounts reimbursed will be the amount approved by appropriate building principals or supervisors in advance of the activity. Budgetary limitations are placed upon individual staff development activities according to the total sum of money allocated to each staff member.
- 3) All staff members wishing to participate in staff development activities at board expense must have a state approved staff development plan on file.

It is normally more expedient to reimburse for expenses after the activity has been completed when actual expenses are known. However, when trips involve unusual expenses, advance payments may be approved by building principals or supervisors. Specific procedures for advance monies include the following:

- 1) It is the responsibility of the building principal, department heads (classified), and the superintendent of schools, or his/her designee to review, verify appropriateness of expenditures, and approve all claims/receipts before they are presented for reimbursement.
- 2) Upon verification of expenditures and receipt of the CPS reimbursement voucher, all copies are to be forwarded to the office of the Superintendent of Schools. The items to be forwarded include the following:
 - a) Completed copies of the district leave form, if appropriate.
 - b) Copies of reimbursement vouchers identifying amount claimed and reimbursed.
 - c) Complete listing of all expenses with appropriate receipt documentation using district expense envelopes.
 - d) Carbon copies of expense checks.

PROFESSIONAL LIBRARY: A library of professional materials is located in the curriculum office in the administration building and is available for checkout by staff members. For additional information, contact the curriculum department.

PURCHASES: Employees of USD 315 who wish to purchase supplies, equipment, etc., from the monies allocated to their department must follow a set procedure. These procedures apply to ALL purchases. All invoices must have a purchase order number on it. Vendors, with whom our district does regular business, have been notified that they are not to accept requests for goods and services without a purchase order.

Purchase Order Requests: All employees who wish to purchase supplies etc. must fill out a request using the online eRequisition system. The requisition is routed to the building principal or department head, business manager, and superintendent of schools for approval. Upon approval by all parties, the purchase requisition is routed to the bookkeeper for processing.

The employee is responsible for verifying that the order is complete and that the merchandise is received in satisfactory condition. Once the order has been received, it is the responsibility of the staff member to return signed and dated copies of the sales ticket/invoice/packing or shipping ticket to the business office. Signed tickets, packing slip, etc. authorizes the bookkeeper to process payment. If the order is not complete or it is damaged, please notify the bookkeeping department. The bookkeeper may send an email (to verify status of the order) to the employee once the district has been invoiced for the merchandise.

Purchases made without pre-authorization may not be reimbursed. When emergencies arise, the employee should try to follow these procedures. Any questions may be directed to the business office by calling 785-460-5000.

RESIGNATIONS: Certified (licensed) staff covered by the negotiated agreement shall follow ARTICLE 10.0 RESIGNATIONS as outlined in that document. The board shall consider an employee's resignation that is submitted to the board in writing. The board may accept resignations from non-licensed staff not covered by the negotiated agreement when the resignation will be in the best interests of the district (*See Appendix C*).

RETIREMENT: 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 business manager.

SAFETY ISSUES:

Battery Against a School Employee – K.S.A. 21-3443

- (a) Battery against a school employee is a battery, as defined in K.S.A. 21-3412, and amendments thereto, committed against a school employee in or on any school property or grounds upon which is located a building or structure used by a unified school district or an accredited non-public school for student instruction or attendance or extracurricular activities of pupils enrolled in kindergarten or any of the grades one through 12 or at any regularly scheduled school sponsored activity or event, while such employee is engaged in the performance of such employee's duty.
- (b) Battery against a school employee is a class A, person misdemeanor.
- (c) Any battery on an employee should be reported to the local police by the employee.
- (d) As used in this section, "school employee" means any employee of a unified school district or an accredited nonpublic school for student instruction or attendance or extracurricular activities of pupils enrolled in kindergarten or any of the grades one through twelve.
- (e) This section shall be part of and supplemental to the Kansas criminal code.

Emergency Closings

When the superintendent decides the weather threatens the safety of students and employees, he/she or designee will notify the following radio and local affiliate TV stations: KXXX Radio 790 AM; KR DQ Radio 100.3 FM; KKCI Radio 102.5; KLOE Radio 730 AM; KWGB 97.9; KGCR 107.7 FM; KFNF 101.1 FM; KTCC 91.9; ABC KAKE-TV; CBS KWCH-TV; and NBC KSNK-TV to broadcast a school closing announcement. We will

also have the information posted on our district website at www.colbyeagles.org and sent out via School Messenger.

Safety Practices

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

Security

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.

The building administrator also must be notified.

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. When exiting a locked building or classrooms, employees should check the doors to see make certain they are still locked after exiting. See "Personal Property".

SCHOOL FACILITIES/EQUIPMENT/COMPUTER & E-MAIL INFORMATION:

All equipment in the offices, lounges, classrooms, and kitchens should be left in order after using them throughout the year. School equipment is not taken from one room or department to another within the school without consent of the head of the department or person in charge. Equipment shall not be permanently exchanged between rooms or departments without administrative approval. Inventories should be properly adjusted. Inventories should include all equipment and the inventory should be kept up-to-date.

No equipment is to be loaned to anyone without the approval of the superintendent.

Equipment in need of repair should be reported immediately. Do not put it away out of order.

Use by Employees: Faculty members and other employees should rarely expect to use the school equipment and facilities for personal benefit. Written approval from the building principal is required.

All school employees desiring to use any of the school facilities, with the exception of their own departments, must follow the following procedure each time:

- 1) The request must be made to the principal of the school and his/her permission granted in writing for the use of that particular facility.
- 2) That the scheduled use of any facilities must be recorded in an activity book in the respective building's office which states the name of the department, the name of the person making use of the department, and the date and time of use.
- 3) Use of equipment, off school premises, requires written approval by the superintendent.

- 4) It is always agreed that any time permission is given to use school facilities, it is understood that the department must be left in as good a condition or better than it was prior to use. Any equipment damaged, broken, or lost becomes the expense of the user and not the school.
- 5) All outside doors used should be locked after entering the building and checked to make sure they are secured when you leave.

Computers and Devices/Privacy Rights (BOARD POLICY IIBG Revised 2014):

District issued computer systems and electronic devices are for educational and professional use only. All information created by staff or stored thereon shall be considered district property and shall be subject to unannounced monitoring by district administrators. Unauthorized access to and/or unauthorized use of the district server or security system (including, but not limited to, surveillance footage) is also prohibited. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Copyright

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

Installation

No software, including freeware and shareware, or other applications may be installed on any district computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any district server or computer.

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 and applications installed on district equipment to verify legitimate use.

E-mail Privacy Rights

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

Ownership of Employee Computer and Device Materials

Computer materials, devices, software, or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members shall be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members' possession.

Installation

No software, including freeware and shareware, or other applications may be installed on any district computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any district server or computer.

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 and applications installed on district equipment to verify legitimate use.

E-mail Privacy Rights

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration.

Ownership of Employee Computer and Device Materials

Computer materials, devices, software, or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

Lost, Stolen, or Damaged Computers and/or Equipment

Staff members shall be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the staff member's possession.

District or School Websites

The board may establish a district website and may allow creation of websites for individual schools. A district website shall be under the control of the superintendent and school websites shall be supervised by the principal.

Website Rules

Detailed rules relating to websites are found in appropriate handbooks or in documents approved by the board and filed with the clerk and/or principals.

Website rules shall include the following areas:

- data privacy and FERPA regulations;
- copyright rules, relating to access and use of materials and the property rights of the district, students, and employees who create material;
- instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, but may not be limited to, a copy of Kansas State Department of Education's Form 150 estimating the legal maximum general fund budget as well as the budget summary for the current school year and actual expenditures for the immediately preceding two school years showing total net dollars of transfers and dollars per pupil as specified in Kansas law, using the full-time equivalent enrollment of the school district for such required calculations;
- the board's and administration's right to determine website content and monitor use by employees.

District and school websites are maintained to support the public relations and educational programs of the district and/or the schools. Websites may be modified or terminated at any time by board action.

- Software Copyright (Board Policy ECH Revised 2003): District employees may make a back-up copy of computer programs as permitted by current Federal Law. Back-up copies may be used for archival purposes only and all archival copies shall be destroyed in the event that continued possession of the computer program should cease to be rightful. When software is used on a disk-sharing system, efforts shall be made to secure this software from copying. Illegal copies of copyrighted programs shall not be made or used on school equipment.
- Staff Online Activities (Board Policy IIBGC Adopted 2013): Employees are encouraged to use district electronic mail and other district technology resources to promote student learning and communication with parents of students and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities. Technology-based materials, activities, and communication tools shall be appropriate for and within the range of the knowledge, understanding, age, and maturity of students with whom they are reused.

District employees, including, but not limited to, classroom teachers and extracurricular activity coaches and sponsors, may set up blogs and other social networking accounts using district technological resources and following district policy and guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction. Social networking sites and other online communication options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

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

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

Staff members are discouraged from creating personal social networking accounts to which they invite current or future students to be friends. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable board policy, statutory, or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member's job performance or effectiveness in the work setting. District staff shall endeavor to protect the health, safety, and emotional well being of students and confidentiality of student record information both in the school setting and in their online actions. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment.

Keys: The building principal/superintendent/maintenance director is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. Keys will be checked in on the last working day and checked out the day the person returns to work in late summer unless authorized by the building principal. 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 should never be loaned or combinations given to students or your own children. 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.

Please do not request an outside key unless you have specific duties outside the school day that require you to have one. If this is true, please see the respective building principal to make arrangements.

SEARCHES OF STUDENTS AND PROPERTY: If a 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. Staff members 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 reason to believe that district policies, rules or directives have been violated. All searches by the principal shall be carried out in the presence of another adult witness.

Searches of Property (Board Policy JCAB Revised 2015): Principals are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Whenever the principal is mentioned in this policy, it shall be construed to include the superintendent "or designated representative".

Search of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search, which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

Use of Trained Dogs in Conducting Sweeps

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps.

SEXUAL HARASSMENT (Board Policy GAAC Revised 2020):

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. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed 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 VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States. 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 conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

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 of a sexual nature; 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. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Superintendent Katina Brenn, 600 W Third St, kbrenn@colbyeagles.org, 785-460-5000 has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination.

Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. 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 administrator or the Title IX Coordinator. All employees receiving reports of alleged sexual harassment shall notify the Title IX Coordinator.

Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The "complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The "decision-maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be

answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

“Domestic violence” includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person’s acts by Kansas or applicable federal law.

A “formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The “investigator” is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A “respondent” is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The “Title IX Coordinator” is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator’s responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of

relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

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 their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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.

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its reoccurrence.

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
 - the identities of the parties involved, if known;
 - the conduct allegedly constituting sexual harassment; and
 - the date and location of the alleged incident, if known.
- The district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview, meeting, or hearing at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondent;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;
- Address any district policies and/or conduct rules which apply to the facts;
- Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any disciplinary sanctions imposed on the respondent, and whether the remedies are designed to preserve access to the educational program or activity will be provided by the district to the complainant; and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

A copy of the written determination shall be provided to both parties simultaneously. The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed. Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed, or on the date the opportunity for an appeal expires.

Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following base:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 20 days after the date of the written determination. Appeals shall be on the record and heard by an

attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give them 10 days after the appeal is filed to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact

the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

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 or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving sex discrimination including sexual harassment is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible while still following the above procedures, confidentiality will be maintained throughout the investigation and resolution of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to provide supportive measures to both parties, to take appropriate corrective action, and to provide due process to the complainant and the respondent.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility, shall be published in employee handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

SOLICITATIONS: Unless permission is granted by the appropriate supervisor, solicitation of employees by any vendor, student, other school district employee or patron during normal duty hours is prohibited.

Solicitations by Employees

No employee will attempt at any time, during the school day or on school property, to sell or 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 employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal. See “Conflict of Interest” and “Fund Raising”.

SUPPLEMENTAL PAYMENTS: Supplemental payments for athletic and activity duties are included in regular payroll computations.

TECHNOLOGY NEEDS/DATA SYSTEMS SUPPORT: All technology work requests (computers, iPads, printers, phones etc.) or data systems support requests (PowerSchool, website, School Messenger, etc.) should be requested via the district’s on-line leave program.

TELEPHONES: District telephones are for school business only. Use of phones for personal business should be avoided except in case of an emergency. Personal long-distance calls made in an emergency must be recorded and reported to the district clerk so arrangements may be made to bill the employee.

TERMINATION (BOARD POLICY GBN Revised 2019):

Nonrenewal or termination shall be in accordance with Kansas law and the negotiated the negotiated agreement, as applicable.

Certified (licensed) staff covered by the negotiated agreement shall follow ARTICLE 11.0 TERMINATION AND NONRENEWAL OF CONTRACTS as outlined in that document.

TOBACCO AND NICOTINE DELIVERY (Board Policy GAOC Revised 2020):

The use, possession, or promotion of any tobacco product by staff members is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

The following definitions apply to this policy.

- “Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the employee by a medical practitioner or obtained over the counter and used in accordance with label requirements.

- “Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices. “Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

USE OF PERSONAL VEHICLE: Any employee who plans to transport students in his or her personal vehicle must provide proof of adequate insurance and a valid driver’s license to the principal prior to transporting students. Permission should be received in writing from the employee’s immediate supervisor before transporting students in a personal vehicle.

USE OF SCHOOL VEHICLE: School vehicles used outside the regular school day may only be used for events directly related to the school curriculum and interscholastic activities.

VANDALISM: Employees shall report any vandalism to their immediate supervisor.

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.

WEATHER PROVISION: USD 315 classified/hourly employees (approved summer 2007): Should the Superintendent close the schools due to inclement weather, the following provision for compensation shall apply: Bus drivers, paraprofessionals, food service and clerical staff will be paid for one-half of time missed from their regular workday (maximum four inclement weather days per fiscal year). Time actually worked will be paid at their regular wage.

Examples:

School is canceled 6:00 am Tuesday due to inclement weather:

- Employee typically works a 7.5 hour day; paid for 3.75 hours
- Employee typically works 4.0 hours a day; paid for 2.00 hours

School is dismissed at 10:30 am Monday due to inclement weather:

- Employee typically works a 7.5 hour day – has worked 2.5 hours, would be compensated for an additional 2.5 hours (one-half of remaining 5.0 hours)
- Employee typically works 4.0 hours – has worked 3.25 hours, would be compensated for an additional 23 minutes (one-half of remaining 45 minutes)

If an employee was scheduled for leave with or without pay, this leave will take precedent over the inclement weather provision (exceptions will be considered by the Superintendent or his/her designee). An employee with available discretionary/vacation days may choose to use this leave time on inclement weather day(s), subject to approval by their supervisor.

Should the need arise to make-up classroom time (minutes, hours or days) to meet the minimum attendance requirements set by the State, it is expected that said employees will be available to accommodate this requirement. These employees will be paid at their regular hourly wage for any make-up time.

Full-time hourly custodians/maintenance personnel are expected to work on days dismissed for inclement weather. These employees will be compensated at an overtime wage of one and one-half their hourly wage (maximum four inclement weather days per fiscal year).

Note: All salaried classified staff members are expected to perform their duties and be at work on contracted days provided that employees can safely travel to work. However, should an employee choose to stay home, their supervisor may allow any available vacation/discretionary leave time available to be used for their absence on inclement weather days. In addition, reduced hours or comp time may be afforded to these employees by their supervisor.

WORKERS COMPENSATION (BOARD POLICY GAOE-Revised 2019):

The district will participate in workers compensation as required by current statute. The combined workers compensation benefits and salary received under allowed paid 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.

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.

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 paid leave benefits shall not exceed a regular daily rate of pay. An employee using paid leave in combination with workers compensation will be charged for one full or partial day of paid leave, as provided for in the applicable leave policy or the negotiated agreement, for each day of absence until the employee's paid leave is exhausted.

Any employee who is off work and receiving workers compensation benefits shall be required to provide the designated workers compensation coordinator 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 paid leave shall terminate, and those benefits under workers compensation shall be restricted as provided by current statute.

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid leave to supplement leave to supplement the workers compensation or district paid disability insurance payments. Workers compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid leave may be used for this purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work; 3) the employee is released by the medical provider and a position is offered by the employer, but the employee declines to return to work; or 4) employment is terminated. Paid leave shall be calculated on a prorated amount equal to the percentage of salary paid by the district.

Testing

The board, through its designated workers compensation coordinator, may require employees who claim or are involved in an accident in the course of employment to submit to a post-injury chemical test. This includes instances where the district administration or workers compensation coordinator has actual knowledge of an accident whether the employee has or has not requested medical treatment. If an employee refuses to submit to an employer requested post-injury chemical test, the employee forfeits all related workers compensation benefits as provided in K.S.A. 44-501(b)(1)(E). Chemical test collection, labeling, and performance shall meet the requirements found in in K.S.A. 44-501(b)(3).

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. However, if the injured employee chooses to go to a medical provider other than the designated provider, the recovery for such expenses shall be limited to \$500.00.

STUDENT RELATED INFORMATION

ATTENDANCE: Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording attendance shall be assigned to the teacher.

DISCIPLINE: Each teacher is expected to handle ordinary problems of student conduct. Behaviors that impede the teaching or the learning of others should be referred to the administrative offices of the school. Only the superintendent or principal has the authority to suspend a student. If you can't manage the situation yourself, send the pupil to the office with the explanation of the difficulty.

All teachers develop classroom management plans that define basic expectations of students in classrooms and other areas of the school. Management plans are to be submitted to building principals at the beginning of each school year.

Suspension/Expulsion

A student may be suspended or expelled, for reasons set forth in Kansas law and board policy, by the following licensed personnel: superintendent, principal, assistant principal.

If a teacher believes a student has committed an act that should result in a suspension or expulsion, the teacher shall report the incident to the principal.

Corporal Punishment

Corporal punishment shall not be permitted in USD 315.

FUND RAISING: All student sales projects or student fund raising shall require the board and/or superintendent's prior approval. All money collected from students for sales projects, or for other reasons, must be turned in to the office each day. Fundraising must provide a service or product.

GRADING: In order to enhance communications regarding student learning and eligibility requirements, teachers are expected to update grades by the first day of each week by 9:00 a.m..

HOMEWORK: Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

INTERROGATION & INVESTIGATION OF STUDENTS: No one may interrogate or investigate a student on school grounds without the permission of the principal.

RELATIONS WITH STUDENTS: Employees shall maintain relationships with students that are conducive to an effective educational environment. Employees shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status.

RELEASE OF STUDENTS FROM SCHOOL DURING THE DAY: Teachers shall not release a student from school during the school day. A student seeking release from school shall be sent to the principal's office to seek the principal's permission and follow the designated sign-out procedures.

Teachers shall not allow students to run errands requiring the student to leave school grounds during the school day.

REPORT CARDS: Report cards shall be issued for each student at the end of each nine weeks.

STUDENT PRIVACY RIGHTS: Identifiable student images shall not be posted on district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school web sites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

Per the student handbook, the Board of Education of Colby USD 315 interprets current and former student's records, except directory information, to be confidential. Proper safeguards and procedures shall be established and implemented to govern access of student records to all parties within and outside the school system.

STUDENT RECORDS (Board Policy JR Revised 2014): All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Access to student records, excluding student data submitted to or maintained in a statewide longitudinal data system in accordance with board policy IDAE, shall be permitted as set forth in board policies JR and JRB.

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for

access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into records the parent's/guardian's written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents/guardians of students, or the students if they are 18 years of age or older shall be informed annually by the superintendent of the rights accorded them by this section and by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the superintendent of the categories of information the institution has determined to be directory information.

SUPERVISION OF STUDENTS (Board Policy JGFB Revised 2016): Students shall be supervised by school personnel when they are under the jurisdiction of the school.

Each building principal shall coordinate and assign teachers, aides or paraprofessionals to supervise students engaged in school-sponsored activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Each building principal shall ensure appropriate staff members are available for supervising students at specific times and in designated areas.

TEACHER RELATED PROCESS INFORMATION

ABSENCES/SUBSTITUTE TEACHERS: Substitute teachers are hired by the administration (via the substitute clerk) - not the teachers. Whenever a teacher is to be absent from teaching duties for any reason, the teacher shall notify the building administrator as early as possible or shall arrange to have some other person notify the administrator. Absences must be documented through the district's on-line leave program. The teacher should make up a daily schedule in order that the substitute may know what

work is being done by the class. The daily schedule could be part of the lesson plans turned in to the principal each week. See “Lesson Plans”.

Staff should call the substitute hotline at 785-460-5220 as soon as possible if you are going to be gone unexpectedly (i.e. illness during the night, etc.).

PROFESSIONAL LICENSE: According to Kansas law, teachers must be licensed in order to receive compensation for teaching services. Licensed staff must have a current license on file in the superintendent's office on or before September 1. In such cases where certification may be delayed, a letter verifying that certification is imminent must be filed until such time that the license arrives. A paycheck will not be issued to any licensed staff member whose certification is not current.

Application for license renewal is the responsibility of the licensed employee. The business manager is available for assistance.

COLLABORATIVE TIME: Staff will have an opportunity to communicate about curriculum, discuss students’ strengths/weaknesses/progress, and to plan projects and cross-curricular activities through Professional Learning Communities. Professional Learning Communities provide an extended learning opportunity to foster collaborative learning among colleagues within a particular work environment or field.

COLLEGE COURSES FOR SALARY ADVANCEMENT: Teachers may take additional college hours to advance on the salary schedule. Please consult the Negotiated Agreement.

EVALUATIONS: The board-approved policy and instrument governing evaluation of licensed employees is outlined in the Negotiated Agreement and available online.

Evaluation documents on individual employees shall be available to the superintendent, assistant superintendent, and other administrators under whose supervision the licensed employee works and others authorized by law.

LESSON PLANS: Each teacher shall develop (weekly), maintain (daily), and follow lesson plans, which conform to the board-approved curriculum, the district’s educational goals and the expected student learning outcomes. A copy of lesson plans shall be available to the principal and to substitute teachers.

RESULTS-BASED STAFF DEVELOPMENT PLAN: Colby Public Schools’ Results-Based Staff Development (RBSD) Plan promotes and provides staff development for all licensed personnel to ensure maintenance of professional skills and knowledge for meeting the objective of the education program of the district.

The plan is also available as an option toward recertification in Kansas and advancement on the salary schedule.

Licensed staff members are required to complete an Individual Professional Development Plan (IPDP) application online via the district’s on-line leave program. The submitted form will advance on the district’s on-line leave program through the approval process (building principal, building PDC representative, PDC vice-chairperson, PDC chairperson). The individual's plan must meet the objective of the RBSD Plan.

To be eligible for reimbursement of expenses, staff members must file plans that include the activity. Detailed information and procedures are available from the Director of Curriculum.

SAFETY RULES: At the beginning of school, each teacher shall review safety rules with students.

Drills and Evacuation

Teachers shall explain the plan for emergency drills and evacuation to students during the first full week of school.

Teachers shall be familiar with and follow specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. Teachers shall post the evacuation plans in their classrooms.

Safety Hotline Number 1-877-626-8203

House Bill 2558 establishes a statewide school safety hotline that will be staffed by the Kansas Highway Patrol. The purpose of this hotline is to give students an opportunity to report “impending school violence”.

Student calls will be received by a single statewide highway patrol dispatch center, and then transferred to local law enforcement who will relay information to the local school administrator.

Teachers who instruct in hazardous curriculum areas such as industrial arts or science laboratories shall teach a unit of work each year or semester dedicated to 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 and the principal. 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.

STUDENT HANDBOOK: All licensed staff shall read, be familiar with, and enforce the rules and regulations established in the student handbook(s).

TUTORING: Teachers shall not receive pay for tutoring or private instruction at school unless approved in advance by the board. See “Solicitations”.

UNDERSTANDING (Early Release of Students): Early release of students for district events affecting their building (e.g. wrestling tournament): Building staff will be scheduled to work at the event or be involved in professional development activities until the end of the contract day. Staff working the event will be allowed their planning time as usual.

APPENDIX A

USD 315 COLBY PUBLIC SCHOOLS EXPENSE ENVELOPE Please complete, enclose receipts and return to business office for reimbursement

Staff member _____ Activity _____
 Date(s) from _____ Purpose _____
 Charge account number(s) _____ to _____

DATE(S) →	code	code	code	code	code	code	TOTAL(S)
Registration fees							\$
Lodging							\$
Meals							\$
Parking/tolls							\$
Fuel							\$
Other							\$
Daily total(s):							\$

Approved By _____
 Supervisor signature & date

Totals by payment code: **ALL RECEIPTS MUST BE ENCLOSED!!**
 Code: P C \$ _____ + Code: S C C \$ _____ = TOTAL \$ _____
 Personal: Cash, check, credit card School credit card

Approved _____
 \$ _____ TOTAL

Staff member's signature _____ **date** _____

APPENDIX B

USD 315 COLBY PUBLIC SCHOOLS #071816 FAMILY AND MEDICAL LEAVE PLAN

Family and Medical Leave (FMLA) as required by federal law shall be granted for a period of up to twelve weeks during a twelve-month period. *For purposes of this policy, a twelve-month period is defined as a fiscal year beginning on July 1 and ending the following June 30.* Spouses who are eligible for FMLA leave and are both employed by the district may be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement, or to care for the employee's parent with a serious health condition.

Employee eligibility

An employee of USD 315 is eligible for Family and Medical Leave if they meet the following criterion:

- a) completion of twelve months of service in the district and
- b) employed by the district at least 1250 hours during the preceding twelve-month period.

Leave entitlement

Family and Medical Leave is available to an eligible employee for any of the following reasons:

- 1) the birth of a son or daughter of the employee and to care for the newborn child;
- 2) the placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed child;
- 3) to allow the employee to care for the employee's spouse, son, daughter, or parent with a serious health condition;
- 4) a serious health condition of the employee that makes the employee unable to perform the functions of his/her job;
- 5) any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and
- 6) the need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member. Eligible employees are, for reason (6) only, entitled to a combined total of 26 workweeks of leave during any 12-month period.

Family and Medical Leave for reasons 1) or 2) may not be used intermittently or on a part-time basis without the prior written approval of the Superintendent.

Family and Medical Leave for birth or adoption (including foster care placement) must conclude within twelve months of the birth or placement of the child. Spouses employed by USD 315 are jointly entitled to a combined total of twelve weeks of Family and Medical Leave for the birth or placement of a child for adoption or foster care, and to care for a spouse, child, or parent (but not a parent "in-law") who has a serious health condition.

Serious health condition

"Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that involves:

- a) *any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or*
- b) *any period of incapacity requiring absence of more than three (3) calendar days from work (or other regular daily activities) that also involves continuing treatment by or under the supervision of a healthcare provider; or,*
- c) *continuing treatment by or under the supervision of a health care provider for a chronic or long-term health condition that is deemed incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) calendar days; or*
- d) *for prenatal care.*

Healthcare provider

Healthcare providers who qualify under the regulations to provide certification of a serious health condition for an employee or an immediate family member include:

- a) *doctors of medicine or osteopathy authorized to practice medicine or surgery by the State in which the doctor practices; or,*
- b) *chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist), clinical psychologists, dentists, optometrists, or podiatrists authorized to practice in the State and performing within the scope of their practice under State law; or,*
- c) *nurse practitioners and nurse mid-wives authorized to practice under State law and performing within the scope of their practice as defined under State law; or,*
- d) *Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, MA.*

Intermittent Leave

Under some medical circumstances, employees may take Family and Medical Leave in blocks of time, or by reducing their normal work schedule. The employee is responsible for scheduling treatment in a manner that does not unduly disrupt the employer's operations. In such cases, the employer may reassign the employee temporarily to an alternative job (with equivalent benefits and pay) that better accommodates the district.

Substitution of paid (earned) leave

Family and Medical Leave is normally unpaid leave. However, if the employee has any paid (earned) sick, discretionary/personal, bereavement, emergency, or vacation leave that is available for their use, the paid (earned) leave shall be used concurrently with the annual-Family and Medical Leave.

USD 315 is responsible for designating if paid leave used by an employee counts as Family and Medical Leave. The Superintendent (or designee) will notify the employee of the beginning date of Family and Medical Leave and the amount of the employee's accrued paid (earned) leave designated as Family and Medical Leave.

Should the employee be eligible for participation in the USD 315 Sick Leave Bank (i.e.; "teacher" defined as a licensed staff member under continuing contract law of the State of Kansas and governed by the district's Negotiated Agreement); an application for such leave may be made as outlined in the current USD 315 Negotiated Agreement.

During the period of any paid and/or unpaid Family and Medical Leave the USD 315 Board of Education shall continue to pay the employer's share of the group health insurance benefits in the same manner as paid immediately prior to the leave. Any employee portion of the premium cost shall continue to be paid by the employee. The employee's payment will be submitted to the business office on the payroll date or other time as the employee and Superintendent (or designee) may agree prior to the commencement of the leave. The Board may terminate group health coverage if the employee's payment is not received within 30 days of the due date so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least 15 days prior to the termination. USD 315's obligation to maintain health benefits under FMLA will cease if and when an employee informs the district of their intent not to return to work when the Family and Medical Leave entitled is used up. When leave is foreseeable, the employee shall give written notice 30 days in advance. If the leave is not foreseeable, written notice will be given as soon as possible.

Upon the employee providing written notice of the need for leave, the Superintendent (or designee) will notify the employee of the following within 5 business days, absent extenuating circumstances:

- a) whether or not the employee is eligible for FMLA leave, including the reasons that the leave will or will not qualify as Family and Medical Leave,
- b) USD 315's requirement for medical certification,
- c) the employer's requirement of the usage of any or all paid (earned) leave,
- d) USD 315's requirement for health insurance premium payments and any other payroll deductions and/or reductions and employee responsibility for repayment if employer pays employee share;
- e) the employee's right to be restored to the same or an equivalent job, and
- f) any employer-required fitness-for-duty and/or medical certifications.

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

If the leave is for a reason other than the employee's serious health conditions or for a qualifying exigency as described in section (5) above, 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.

APPENDIX C

**USD 315 Colby Public Schools
600 W. Third Street
Colby, KS 67701**

RESIGNATION FORM

(Please complete and return to the Clerk of the Board at the address shown above.)

To the Clerk of the Board and Board of Education:

I, _____, am resigning my employment with Colby USD 315 and wish
(Name)

my employment agreement/contract to be terminated effective _____.
(Date)

Position(s) resigning from—please be specific: _____

Reason for leaving: _____

If applicable, please state if you are planning to retire through KPERS? _____

(Employee Signature)

(Date)

(Building Principal / Department Head /
or Superintendent Signature)

(Date)

----- Office Use Only -----

The above resignation was approved by the USD 315 Board of Education at their board meeting on _____. Special instructions, if any, for the Clerk of the Board regarding the above request _____

APPENDIX D

Colby Public Schools Return To Work Program

Policy Statement

USD 315 Colby Public Schools is committed to providing a safe and healthy working environment for all employees. As part of this commitment, we shall make every reasonable effort to provide suitable temporary employment to any employee unable to perform his or her job duties as a result of a workplace injury or illness. This may include a modification to the employee's original position or providing an alternative position, depending on the employee's medical restrictions, providing that this does not create an undue hardship to USD 315 Colby Public Schools. This program applies to all employees with work-related injuries and/or illnesses.

Only work that is considered meaningful and productive shall be considered for use in the return to work program. Employees placed on a return to work plan will be expected to provide feedback in order to improve the program. All employees, regardless of injury or illness, will be considered for placement through the return to work program.

Suggested Medical Provider

USD 315 Colby Public School's suggested medical provider is: Family Center for Health Care

Employees' Responsibilities (Checklist) – contact the Business Manager at 460-5003 with questions

- Fill out the Employee Work-Injury Report form as soon as possible.
- For non-emergency medical treatment and follow-up care go to the select/preferred medical provider with the following documents:
 - Medical Provider Work-Related Injury/Illness Report
- Receive an Oral and Written Transitional Job Offer **form** from the District Business Manager.
- Review the Written Transitional Job Offer form sign and return to District Business Manager.
- Return to work on the agreed upon date.
- Report any issues you have completing your transitional work to Supervisor or District Business Manager.
- Report all transitional work hours to Supervisor or District Business Manager.
- Return to regular work when approved by the medical provider
- Follow Human Resources policies including punctuality, attendance and job performance
- Attend all scheduled medical, therapy and other related appointments, and follow all medical advice.
- Provide their Supervisor and the District Business Manager with information about their work restrictions or changes to work restrictions after each provider visit (this includes release to full duty with no continuing restrictions).
- Perform assigned transitional work. Note: the injured employee may or may not be working the same position or even in the same department.
- Only perform work activities within the restrictions – both on and off the job. If problems develop, even for work within the current restrictions, employees must notify their supervisor immediately.

NOTE: You may be disqualified from receiving workers' compensation benefits if you refuse to return to work after a physician has cleared you for work.