

Holton USD 336 Certified Staff Handbook 2024-2025

PLEASE READ THIS HANDBOOK IN ITS ENTIRETY.

(NOTE: HOLTON CERTIFIED STAFF HANDBOOK GUIDELINES ARE SUBJECT TO CHANGE AND CAN OCCUR WITHOUT NOTICE DUE TO STATE AND CENTER FOR DISEASE CONTROL (CDC) GUIDELINES SET FORTH BY THE STATE OF KANSAS.)

Approved by the Board of Education
November 11, 2024



MISSION: ENGAGE, EDUCATE, AND EMPOWER INDIVIDUALS TO DEVELOP
A COMMUNITY OF CONFIDENT, EMPLOYABLE LEARNERS.



Quick Links

Table of Contents

Introduction	6
Statement of Accountability	6
Equal Opportunity Employer	6
Teaching and Learning	6
Curriculum	6
Instructional Materials	6
Lesson Plans	7
Homework	7
Grading	7
Make-Up Work	7
Promotion/Retention	7
Special Education	7
Library Services	7
Counseling Services	7
Testing Program	7
Reports	8
Progress Reports	8
Report Cards	8
Attendance (Student)	8
Accidents	8
Child Abuse	8
Vandalism	9
Schedules	10
Facilities Schedule/Special Event Presentations	10
Parent-Teacher Conferences	10
Teacher Work Days	10
In-Service Days	10
Work Schedule	10
Sign In/Sign Out	10
Duty Free Lunch	10
Planning Periods	10
Faculty Meetings	10
Benefits and Compensation	10
Leaves	10
Activity Passes	10
Lump Sum Payments	10

Loyalty Oath	11
Reimbursement of Travel Expenses	11
<u>Table of Contents (Continued)</u>	
Salary Reduction Plan	11
Salary Deductions	11
Annuity Plan	11
Kansas Public Employees Retirement System	11
Workers Compensation	11
Retirement	11
Records	12
Personnel Records	12
Required Records	12
License	12
Address Changes	12
Student Records	12
Conduct	13
Bullying by Staff	13
Prohibited Substances, Drug Free Schools, and Communities Act/Drug Free Workplace	13
Tobacco Use and Electronic Cigarettes	14
Relations with Students	14
Supervision of Students	14
Confidentiality	14
Sexual Harassment	14
Gifts	15
Solicitation of Employees	15
Solicitation by Employees	15
Tutoring for Pay	15
Absences/Substitutes	16
Dress Code	16
Conflict of Interest	16
Outside Employment	16
Criminal Convictions	16
Termination	16
District Procedures	17
Board Policy	17
Recruitment	17
Contract Procedure	17
Assignment and Transfer	17
Reduction in Force	17
Resignation	17
Evaluations	17
Staff Development	17
Complaints/Grievances	17
Discrimination Complaints	17

Drug and Alcohol Testing	18
Communication	18

Table of Contents (Continued)

Field Trips	18
Fund Raising	18
Interrogation and Investigation of Students	18
Searches of Students and Property	18
Release of Students from School During the Day	19
Requests for Records	19
Requests for Opt-Out	19
Distribution of Materials	19
Posters	19
Nepotism	19
Orientation	19
Personal Property	19
Use of Personal Vehicle	19
Weapons	20
Telephone Use/Cell Phones Use	20
Maintenance Requests	20
Health	20
Bloodborne Pathogens	20
Communicable Diseases	20
Health Examinations	20
Medications, Administering	21
Hazardous Waste	21
Asbestos	22
Pest Control	22
Animals and Plants	22
Safety and Security	22
Accidents, Reporting of	22
Safety Rules	22
Drills and Evacuation	23
Emergency Closings	23
Safety Practices	23
Security	23
Securing Work Area	23
Keys	23
Crisis Plan	24
Student Conduct	24
Student Handbook	24
Behavior Code (Student)	24
Classroom Management	24
Attendance Policy	24
Dress Code	24

Corporal Punishment	24
Suspension/Expulsion	24

Table of Contents (Continued)

Equipment and Supplies	25
Appropriate Use of Equipment and Supplies	25
Computers, Use of District Computers, and Devices/Privacy Rights	25
Staff Online Activities	29
Copying and Duplicating	30
Vehicle Request	30
APPENDIX A: Accident Report Form	31
APPENDIX B: Consent to Participate in Field Trip or Other Activity and Consent for Treatment	32
APPENDIX C: Confidentiality Agreement	33



Introduction

This handbook is revised from KASB, Copyright 2002, Kansas Association of School Boards, Topeka, Kansas. All rights reserved.

This handbook is not an employee contract. Further, this handbook is not to be considered as either an express or implied contract between the school district and the employee. No employee has authority to create an employee contract by modification of this document.

Anytime the superintendent is mentioned in this manual, his/her designee is implied.

As a condition of employment, employees agree to follow rules and regulations, which have been adopted by the board.

This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board.



Statement of Accountability

The Board of Education, administration, faculty and staff accept their responsibilities for implementing and achieving the mission of USD #336.



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



Teaching and Learning

Curriculum (Board policy IC)

Board-approved district goals and learning objectives shall be used by the staff as the basis for developing and implementing instructional programs.

Instructional Materials

All textbooks, videos, software, and other instructional materials used in the district must:

- Support the district's instructional goals and learning objectives
- Meet all copyright and fair use guidelines

Videos and other instructional materials may not be used in the classroom solely for recreational purposes.

Lesson Plans (Board policy IKI)

Each teacher shall develop, maintain and follow lesson plans that 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.

Homework (Board policy IHB)

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

Grading (Board policy IHA, JF)

See “Progress Reports,” and “Report Cards”

Make-Up Work (Board policy IHEA, JBD)

See “Student Handbook”

Promotion/Retention (Board policy JFB)

Teachers may recommend students for promotion when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

Special Education (Board policy JQ)

Information on special education referral procedures and Individualized Education Plan procedures may be obtained from the Holton Special Education Cooperative.

Library Services

Library services are available at each Holton USD 336 educational facility.

Counseling Services

Counseling services are available at each Holton USD 336 educational facility.

Testing Program (Board policy II)

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and state required tests.



Reports

Progress Reports (Board policy JF)

Student progress shall be periodically reported to the student and his/her parents/guardians. Whenever a student is falling behind or is failing to meet the grade level/course objectives, the teacher shall inform the student's parents/guardians.

Report Cards (Board policy JF)

Report cards shall be issued to each student at the end of each quarter and /or semester for each subject taken.

Attendance (Student) (Board policy JB)

Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording attendance shall be assigned to the teacher through the student management program prescribed by the superintendent.

Accidents (Board policy JGFG)

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

If the person requires medical treatment, the employee shall: Send for medical help;
Make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and

Notify the principal or designated representative.

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

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

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

Child Abuse (Board policy GAAD)

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 Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open. Employees may file a report of suspected abuse anonymously to either the Department of Social and Rehabilitation Services (SRS) 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.

SRS ACCESS TO STUDENTS ON SCHOOL PREMISES

The building principal shall allow a student to be interviewed by SRS or law enforcement representatives on school premises and shall act as appropriate to protect the student's interests during the interview.

COOPERATION BETWEEN SCHOOL AND AGENCIES

Principals shall work with SRS 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 SRS office or law enforcement office if SRS 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 SRS 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 accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Vandalism (Board policy EBCA)

Employees shall report any vandalism to their immediate supervisor.



Schedules

Facilities Schedule/Special Event Presentations

Must be approved through building principal.

Parent-Teacher Conferences

Refer to the negotiated agreement or board policy.

Teacher Work Days

Refer to the negotiated agreement or board policy.

In-Service Days

Refer to the negotiated agreement or board policy.

Work Schedule

Refer to the negotiated agreement or board policy.

Sign In/Sign Out

Teachers are required to sign in and out when leaving and/or returning to the building during the workday.

Duty Free Lunch

Refer to the negotiated agreement or board policy.

Planning Periods

Refer to the negotiated agreement or board policy.

Faculty Meetings

Refer to the negotiated agreement or board policy.



Benefits and Compensation

Leaves

Refer to the negotiated agreement or board policy.

Activity Passes

Refer to the negotiated agreement or board policy.

Lump Sum Payments

Lump sum payments are distributed no later than June 30 of the school year.

Loyalty Oath

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

Reimbursement of Travel Expenses (Board policy GAN)

The board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent.

Salary Reduction Plan

Refer to the negotiated agreement or board policy.

Salary Deductions (Board policy GAOF)

Salary deductions shall be made if permitted by board policy, the negotiated agreement, or as required or authorized by law. The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA.)

The superintendent shall develop forms to provide information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the superintendent during enrollment periods established by the board.

Annuity Plan

Refer to the negotiated agreement or board policy.

Kansas Public Employees Retirement System

Employees who meet the qualifications for the Kansas Public Employees Retirement System must become a member. An employee contribution as determined by current law will be made each pay date.

Requests for information or questions about procedures should be directed to USD 336 District Office.

Workers Compensation (Board policy EBAA)

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

See Appendix A for a sample accident report form.

Retirement

Refer to the negotiated agreement or board policy.



Records

Personnel Records (Board policy CN, GAK)

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

Required Records

Each licensed employee must have the following records/forms on file with the director of personnel before the first day of employment:

- Employment application
- KPERS enrollment form (if employee is eligible)
- W-4 withholding certificate
- Social security number
- Loyalty oath or affirmation
- Health form (if working directly with students)
- Driver's license and driving record (if required for position)
- INS form (proof of identity)
- Current teaching license

License

Licensed staff must have a current license on file. A paycheck will not be issued to any licensed staff member whose license is not current.

Application for license renewal is the responsibility of the licensed employee, not the principal or secretary.

Address Changes

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

Student Records (Board policy JR, JRA, JRB, JRC)

All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. The general public shall not be allowed to inspect a student's personal record files. The custodian of student records shall disclose the student's educational records only as provided for by law and in policy.

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

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



Conduct

Bullying by Staff (Board policy GAAE)

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards 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.

Prohibited Substances, Drug Free Schools, and Communities Act/Drug Free Workplace (Board policy GAOA, GAOB)

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

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

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment.

The employee shall bear the cost of participation in such program.

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

Tobacco Use and Electronic Cigarettes (Board policy GAOC)

The use of tobacco products in any form and/or electronic cigarettes is prohibited in any school building owned or operated by the district and in school vehicles.

Relations with Students (Board policy GAF)

Employees shall maintain relationships with students, which 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.

Supervision of Students (Board policy JGFB)

Teachers are responsible for supervising students during school and at school-sponsored activities.

Students will be under the supervision of appropriate school personnel at all times when they are under the jurisdiction of the school. Activities sponsored by the school shall include appropriate supervision.

Confidentiality

STUDENT INFORMATION

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

PERSONNEL INFORMATION

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

Sexual Harassment (Board policy GAAC)

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, licensed and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

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

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with the principal or the superintendent.

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

Gifts (Board policy GAJ)

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.

Solicitation of Employees (Board policy KDC)

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 (Board policy GAG)

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 that 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.

Tutoring for Pay (Board policy GBRGB)

Teachers shall not receive pay for tutoring or private instruction at school unless approved in advance by the board.

Absences/Substitutes (Board policy GBRJ)

Whenever a teacher is to be absent from teaching duties, the teacher shall notify the principal as early as possible or the substitute coordinator.

Dress Code (Board policy GAM)

The board and administration encourage appropriate, professional dress for all district employees.

Conflict of Interest (Board policy GAG)

District employees are prohibited from engaging in any activity that may conflict with or detract from the effective performance of their duties.

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.

Outside Employment (Board policy GBRG)

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.

Criminal Convictions

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

Termination

Willful or consistent violation of board policy may result in disciplinary action up to and including termination.



District Procedures

Board Policy

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

Recruitment

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

Contract Procedure

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

Assignment and Transfer (Board policy GBE)

The board retains the right to assign, reassign and transfer licensed personnel.

Reduction in Force (Board policy GBQA)

Refer to the negotiated agreement or board policy.

Resignation (Board policy GBO)

The board shall consider any licensed employee's resignation, which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district.

Evaluations (Board policy GBI)

Refer to the negotiated agreement or board policy.

Staff Development (Board policy GAD)

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

Complaints/Grievances

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

If the complaint is covered by the grievance procedure, refer to the negotiated agreement or board policy.

Discrimination Complaints (Board policy GAEA, KN)

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

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

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

Drug and Alcohol Testing (Board policy GAOD)

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 regulations.

Compliance with the required elements of the testing program is a condition of employment as a driver in the district.

Communication (Board policy KBE)

When approved by the building principal, notes, attendance center announcements or other school-related information may be sent home with students.

Field Trips (Board policy IFCB)

Field trips may be approved by the principal when reasonable educational objectives can be established.

The teacher shall notify parents/guardians of a forthcoming field trip using forms designated by the principal.

See Appendix B

Fund Raising (Board policy JK)

All student sales projects or student fund raising shall require the principal's prior approval.

Interrogation and Investigation of Students (Board policy JCAC)

No one may interrogate or investigate a student on school grounds without the permission of the principal.

Searches of Students and Property (Board policy JCAB, JCABB)

If a licensed 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. Teachers shall not search students or property. No law enforcement officer shall search students or property without a search warrant.

Administrators 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 administration shall be carried out in the presence of another adult witness.

Release of Students from School During the Day (Board policy JBH)

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.

Requests for Records (Board policy CN, JR, JRA, JRB, JRC)

All requests for records should be forwarded to the official custodian of records.

Requests for Opt-Out (Board policy IKCA, IKDA)

All opt-out requests should be referred to the principal.

Distribution of Materials (Board policy KI)

Materials from sources outside of the district may not be distributed on school grounds without prior permission from the principal. Examples of outside materials include, but are not limited to, political materials, special interest materials and advertisements.

The principal shall determine the time, place and manner for materials distribution.

Posters (Board policy KI)

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

Nepotism (Board policy GAGA)

Refer to the negotiated agreement or board policy.

Orientation

All new licensed employees shall receive orientation including the contents of this handbook.

Personal Property

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

Use of Personal Vehicle

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 district office prior to transporting students.

Weapons

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

Telephone Use/Cell Phones Use

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 employee's immediate supervisor so arrangements may be made to bill the employee.

Cell phones are not to be used by staff members during instructional time.

Maintenance Requests

All maintenance needs should be requested through the building principal.



Health

Bloodborne Pathogens (Board policy GARA)

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.

Communicable Diseases (Board policy GAR)

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

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

The employee shall be allowed to return to duty upon recovery from the illness, when authorized by the employee's physician or by the health assessment team.

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

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.

Medications, Administering (Board policy JGFGB)

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

K.S.A. 65-2872b authorizes any person to administer epinephrine in emergency situations to a student or a member of a school staff. This legislation became effective July 1, 2009, and exempts from liability for civil damages and from the practice of the healing arts any person who gratuitously and in good faith renders emergency care or treatment through the administration of epinephrine to a student or a member of a school staff at school, on school property or at a school sponsored event if the person acts as an ordinary and reasonably prudent person would have acted under the same or similar circumstances.

According to K.S.A. 72-8258 and K.S.A. 65-1680A school may not maintain an epinephrine kit unless the school has consulted with a pharmacist licensed by the state board of pharmacy. The consultant pharmacist shall have supervisory responsibility for maintaining the epinephrine kit. The consultant pharmacist shall be responsible for developing procedures, proper control and accountability for the epinephrine kit. Periodic physical inventory of the epinephrine kit shall be required. This legislation authorizes any person to administer epinephrine in emergency situations to a student or a member of a school staff when: (1) the person administering the epinephrine reasonably believes that the student or staff member is exhibiting the signs and symptoms of an anaphylactic reaction; (2) a physician has authorized, in writing, the school to maintain a stock supply of epinephrine; and (3) the epinephrine is administered at school, on school property or at a school sponsored event.

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, which is, or may be, hazardous, he/she should notify his/her supervisor immediately.

Hazardous wastes include, but are not limited to, wastes, which are flammable, corrosive, infectious, highly reactive or toxic.

Hazardous waste must be placed in an appropriate container affixed with a hazardous waste label 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.

Asbestos

An asbestos management plan has been developed for the district. A copy of the management plan is available from the district office.

Pest Control

The district periodically applies pesticides inside buildings.

Animals and Plants (Board policy ING)

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.



Safety and Security

Accidents, Reporting of (Board policy JGFG)

See "Accidents"

Safety Rules

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

SAFETY UNITS

Teachers who instruct in hazardous curriculum areas such as industrial arts or science laboratories shall teach 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. No student shall be permitted to participate in the class or operate any equipment until the safety test has been passed and the student has demonstrated satisfactory knowledge of the safety rules to the teacher.

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

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

Drills and Evacuation (Board policy EBBE)

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 plan in their classrooms.

Emergency Closings (Board policy EBBD)

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/TV station **WIBW TV** and KNZA radio to broadcast a school-closing announcement.

The Superintendent will send out a Thrillshare confirmation.

Safety Practices

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

Security (Board policy EBC)

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

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

It is recommended the building administrator also be notified.

Securing Work Area

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

Keys

The Building Principal is responsible for issuing keys. No keys shall be duplicated without permission.

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

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

Crisis Plan

The building principals at the beginning of each school year review crisis plans. A copy is available from the building principal.



Student Conduct

Student Handbook

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

Behavior Code (Student)

Licensed staff shall consistently enforce the behavior code.

Classroom Management

Each teacher shall develop and submit for approval classroom discipline procedures.

All procedures for classroom discipline must be approved by the principal, explained by the teacher to the students at the beginning of the school year and at other times as appropriate, and filed in the principal's office.

Attendance Policy

The law requires the board to define **excused absences, significant part of the school day** and to **designate the individual who shall determine the validity of offered excuses**. Attendance is defined in the school handbooks.

Dress Code

Licensed staff shall consistently enforce the student dress code as stipulated in the student handbook.

Corporal Punishment (Board policy JDA)

Corporal punishment shall not be permitted in the district.

Suspension/Expulsion (Board policy JDD)

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

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



Equipment and Supplies

Appropriate Use of Equipment and Supplies

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

Computers, Use of District Computers, and Devices/Privacy Rights (Board policy IIBG)

District issued computer systems and electronic devices (including, but not limited to, Smartboards, iPads, iTouches, iPhones, eReaders, and eBooks) 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. 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 of 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 application 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 of education.

LOST, STOLEN OR DAMAGED COMPUTERS AND/OR EQUIPMENT

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

COMPUTER INSURANCE AND ACCIDENT COVERAGE

USD 336 may carry insurance on computer devices that covers theft, burglary/robbery, accidental damage, vandalism, power surge, fire, and natural disasters with a \$50.00 deductible per incident. Any damages from the above list made to the device(s) while on duty with the school district will be the responsibility of the school district. In order for employees to remove the computer devices from the school campus and for insurance to be in force, employees must agree to be responsible for reimbursing the district for the insurance deductible of \$50.00 per unit for replacement of/or repair to computers or electronic devices that are involved in theft, burglary/robbery, accidental damage, vandalism, power surge, fire, or natural disasters while in their possession.

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

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Employees are expected to maintain respectful and professional communication through all electronic means, including email and internet use. Harassment, intimidation, or threats are strictly prohibited.

NO RIGHT TO PRIVACY

Employees shall have no expectation of privacy or restricted access to any information generated during the course of their official duties or entered in any district computers. Employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized employees.

Employees shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the employer's right to monitor. The

employer to ensure the systems are only being used for official purposes monitors all forms of electronic communications.

OWNERSHIP

Computer materials or devices created, as part of any assigned district responsibility undertaken on school time shall be the property of the district. The board's rules governing ownership of employee- produced computer materials are on file with the clerk and are available upon request.

SECURE FILES

All employees must secure files containing confidential student information.

INTERNET

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

SOCIAL MEDIA

Holton USD 336 respects the right of any employee to participate in social media communication during their personal, non-work time. This policy provides guidance should an employee choose to create or participate in forms of online publishing or discussion, including but limited to blogs, wikis, video, audio, social networks, and other related activities, collectively known as "social media", which may contain information regarding Holton USD 336.

This policy is intended to balance the right of employees to participate in social media with Holton USD 336's need to protect the privacy, confidentiality and interest of its students, faculty, staff, vendors, guest and all other affiliations.

It is impossible to identify each and every permitted or prohibited use of social media and, therefore, Holton USD 336 reserves the right to evaluate each situation on a case-by-case basis. When staff make the choice to participate in social media, they must adhere to the following guidelines created to protect Holton USD 336's interest:

- Employees are prohibited from accessing social media on work time and may not use Holton USD 336 equipment or devices (e.g., cell phone, computers, smart phones, etc.) for such purposes unless such activity is specifically authorized by the building principal and strictly related to Holton USD 336 business use.
- Whenever an employee identifies himself as an employee of Holton USD 336 or references Holton USD 336 or any affiliate of in anyway, the employee must clearly indicate any views they express are their own and not necessarily that of Holton USD

- 336. Unless specifically authorized, employees are not permitted to speak on behalf of Holton USD 336, must avoid doing so, and must avoid the appearance of doing so. Employees must not use the Holton USD 336 name or any affiliate name in their personal social media identity (i.e. user name or screen name).
- Employees must direct any inquiries from the media regarding Holton USD 336 to the superintendent.
- Employees may not use social media to harass, discriminate, or make disparaging or defamatory statements about Holton USD 336 or its affiliates, employees, vendors, and guest. Employees should be respectful to all parties at all times.
- Employees may not disclose any information that the employee is prohibited from disclosing under the Holton USD 336 confidentiality policy or any other policy, law, agreement the employee has with Holton USD 336.
- Employees are obligated to be aware of and comply with any applicable policies set forth by the Holton USD 336 Board of Education.
- Unless authorized by the building principal, employees may not use Holton USD 336's names or logos.

Holton USD 336 reminds employees that many social media postings are visible to third parties and therefore the content of such postings can have an impact on the reputation of Holton USD 336.

Employees are personally responsible for the content of any material published or posted as part of their social media. Any employee whose social media activity adversely affects Holton USD 336 or its affiliates, employees, vendors or guest, or which violates any portion of this policy, is subject to corrective action, up to and including termination. In such cases, Holton USD 336 may also require that the employee cease any conduct that violates this policy or remove the offensive posting. Holton USD 336 will monitor social media activity on its behalf.

Holton USD 336 may participate in social media for educational purposes. Only the building principal (and those authorized by the building principal) will be permitted to create, post to, and edit Holton USD 336 social media accounts.

The following procedure will be used to investigate potential violations of this policy:

- Potential violations of this policy should be reported to the respective supervisor or Superintendent of Schools.
- The building principal will be contacted to investigate all potential violations.

- The building principal will notify the Holton USO 336 Superintendent of Schools with the outcome of the investigation.
- The Superintendent of Schools will consult with the Holton USD 336 Board of Education to appropriate corrective action, if needed.

Staff Online Activities (Board policy EBC)

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 used.

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:
 - a. Monitoring and managing the site to promote safe and acceptable use and compliance with district policies; and
 - b. 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.

Copying and Duplicating (Board policy ECH)

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

Specific regulations concerning fair use are posted near district copy machines.

Vehicle Request

Vehicle requests are made through the building principals.

APPENDIX A

Holton USD #336

Accident Report Form

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

Employer:	
Your Name:	
Your Home Address:	
Your Home Phone Number:	
Social Security Number:	
Date of Accident:	Time of Accident:
In your own words, describe what happened:	
What physical problems are you experiencing as a result of this injury?	
Did you report this injury to your supervisor?	If not, why not?
Date Reported:	Supervisor's Name:
Were you working at your regular job at the time of injury?	If not, please explain:
Were there any witnesses?	If yes, who?
Did you go to the hospital/clinic?	
If yes, address of hospital/clinic:	
If yes, name of treating physician:	
Additional comments:	

Signature:

Date:

APPENDIX B
Holton USD #336
Consent to Participate in Field Trip or Other Activity
and Consent for Treatment

NOTE: This form must be signed and returned to the school by _____ (date) if the student named below is to participate in the field trip or activity.

I, _____, the parent and legal guardian of

_____ give my consent for my child to participate

in the field trip/other activity described here:

on _____ (date).

I further give my legal consent and authorize any representative of Holton USD #336 to authorize emergency medical treatment, including any necessary surgery or hospitalization for my above-named child, for any injury or illness of an emergency nature he/she incurred while participating in the field trip or other activity noted above by any physician or dentist licensed in accordance with the provisions of the Kansas Healing Arts Act, K.S.A. 65-2801, and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency services incurred on behalf of my child.

I acknowledge and agree that Holton USD #336 is not responsible for any medical, hospital expenses and/or other charges that are incurred in the medical treatment or hospitalization of my child. A photocopy of this document shall have the same force and effect as the original. If my child requires emergency medical treatment, I understand that school personnel will make a reasonable attempt to contact me to seek my permission to authorize that treatment. To facilitate contacting me, I agree to continue to provide current work and home phone numbers to the school.

APPENDIX C Holton USD #336 Confidentiality Agreement

USD 336 employees must be responsible and accountable for maintaining strict confidence with information they use or receive due to their position of employment.

I understand and acknowledge that:

1. I shall respect and maintain the confidentiality of all discussions, deliberations, and any other information generated in connection with individual students or staff.
2. It is my legal and ethical responsibility to protect the privacy, confidentiality and security of all records.
3. I shall only access or disseminate student or staff information in the performance of my assigned duties and where required by or permitted by law, and in a manner, which is consistent with officially adopted policies of Holton USD #336.
4. I agree to discuss confidential information only in the context of support for individuals at the site of the crisis and to not discuss such information outside of the crisis site or within hearing of other people who do not have a need to know about the information.
5. S. I hereby acknowledge that I have read and understand the foregoing information and that my signature below signifies my agreement to comply with the above terms. In the event of a breach or threatened breach of the Confidentiality Agreement, acknowledge that USD 336 Holton may, as applicable and as it deems appropriate, pursue disciplinary action.

Employee Signature

Date

Witness Signature

Date

Copy/Personnel File