

**The Handbook  
of  
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**Certified Staff  
Handbook**



**Unified School District 261  
Haysville, Kansas**

**August 2010**

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## **Acknowledgment of Receipt of Handbook**

I, \_\_\_\_\_, do hereby acknowledge receipt of the certified staff handbook for the current school year. I have read, and I understand the contents.

**Further, I understand:**

- This handbook is not an employee contract. Further, this handbook is not to be considered as either an expressed or implied contract between the school district and the employee.
- Anytime the superintendent is mentioned in this manual, his/her designee is implied.
- As a condition of employment, I, \_\_\_\_\_, agree to the following rules and regulations, including handbooks, which have been adopted by the board. Receipt of this handbook also indicates the agreement of the acceptable computer use policy for both staff and students.
- 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 COMMITMENT TO PROFESSIONALISM**

(as per negotiated agreement – May 2009)

Haysville USD 261 is committed to holding the highest standards of excellence. A Major component of our achieving excellence is an emphasis on the recognition and development of professional behaviors that reflect a commitment to excellence in the profession.

**We believe that all certified staff will demonstrate the following professional behaviors:**

- Consistent attendance
- Active participation
- Promptness in completion of all work assignments
- Sensitivity to diversity and exceptionally
- Knowledge of education-related issues and research
- Knowledge of community, state, national and international events and their impact on the field of education
- Collegiality and contribution to group tasks
- Involvement in professional growth

Date: \_\_\_\_\_ Signature of Employee: \_\_\_\_\_



### ***Introduction***

This handbook is designed to provide information which will aid all elementary teachers in meeting their responsibilities and informing them of procedures and processes necessary to help coordinate the management of the elementary schools. The items herein discussed were suggested by elementary teachers and the administration. These items must be evaluated in terms of their contribution to the betterment of the educational process for boys and girls. In order to accomplish this, it is expected that this handbook will be reviewed yearly by teachers and administrators with a view toward revisions to keep it current in conjunction with our major code of ethics---Our primary purpose is to serve the needs of all children in our care.

### ***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," page 17. The board shall hire employees on the basis of ability and the district's needs.

### ***District Motto:***

Caring, effective learning for all.

### ***District Mission Statement:***

The mission of the Haysville Public Schools is to advance learning for all through the relentless pursuit of excellence.

### ***Vision Statement:***

To equip learners with 21<sup>st</sup> Century Skills to achieve excellence in a continually-changing world

### ***DISTRICT BELIEF STATEMENTS OF U.S.D. 261***

**We believe to accomplish the mission and vision:**

- our primary responsibility is teaching and learning
- students come first
- all members of our learning community add value
- relevance + relationships + rigor = engaged learning
- school, community and business partnerships enrich student learning
- learning is enhanced in a safe and caring environment
- in quality staff committed to excellence
- in exploration, innovation, collaboration and growth
- in integrity of word and deed
- students need a rigorous, relevant world class curriculum
- in data-driven, continuous improvement for all
- diversity is an asset
- modern technology is an essential tool for teaching and learning
- in fiscal responsibility

***Staff Names*** - Refer to Appendix H

***Committee Assignments*** - Refer to Appendix I

***Site Council Members*** - Refer to Appendix J

## **Teaching and Learning**

Exit Outcomes	<p>To achieve the district’s purpose the following expectations have been established across the entire curriculum. The student will:</p> <ol style="list-style-type: none"><li>1. demonstrate mastery of essential skills in the academic areas of language arts, science, mathematics, social science, physical education, general technology and the fine and applied arts based on grade level, course and unit outcomes.</li><li>2. demonstrate ability to apply technological concepts, principles, and systems in an ever-changing world.</li><li>3. demonstrate ability to use critical thinking, problem solving and decision making skills to analyze various forms of information.</li><li>4. demonstrate willingness and ability to work with others.</li><li>5. demonstrate that responsible citizens achieve change through the democratic process.</li><li>6. demonstrate behaviors that exhibit a positive self-concept</li><li>7. demonstrate pride in individual excellence.</li><li>8. demonstrate respect for ethnic diversity and multi-cultural heritage.</li><li>9. demonstrate practices of a physically and mentally healthy life-style.</li><li>10. demonstrate ability to communicate effectively.</li></ol>
School Improvement Plan	See School Improvement Plans. Refer to Appendix R.
Curriculum IC	Board-approved district goals and learning objectives shall be used by the staff as the basis for developing and implementing instructional programs. Curriculum Maps will be maintained and updated by all teachers
Instructional Materials IF IF-R	<p>All textbooks, videos, software, and other instructional materials used in the district must:</p> <ul style="list-style-type: none"><li>• support the district’s instructional goals and learning objectives; and</li><li>• meet all copyright and fair use guidelines.</li></ul> <p>Videos and other instructional materials may not be used in the classroom solely for recreational purposes.</p> <p>See “Copying and Duplicating,” page 25.</p>

Lesson Plans IKI	Each teacher shall develop, maintain 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.
Homework 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 IHA, JF	All teachers, except Pre-Kdgn and Kindergarten teachers, will be expected to maintain student grades and records on Power School and Power Grade. See "Progress Reports," page 4, and "Report Cards," page 4. Each parent(s) will receive a report of his/her child's/children's progress at the end of each 9 week grading period.
Make-Up Work IHEA, JBD	Teachers shall promptly provide make-up assignments and shall require them to be turned in within a reasonable number of days after the student returns to school unless special arrangements are made.
Promotion/Retention JFB	<p>Teachers may recommend students for promotion when they have demonstrated mastery of the board-approved learning objectives.</p> <p>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.</p>
Special Education	<p>A school psychologist will work with students and staff providing psychological services including testing and evaluation; serve as chairperson of the evaluation team consisting of the classroom teacher, principal, pupil service teacher, and others as appropriate; and act a consultant with students and staff.</p> <p>Speech Clinicians provide services to students who have communicative disorders. A communicative disorder may range in severity from mild to profound and may be developmental or acquired. A speech disorder is an impairment of voice, articulation of speech sounds, and/or fluency. The clinicians work with students individually and in small groups and provide consulting services to parents and teachers regarding speech language disorders.</p>

Library–Media Services	The library-media center is serviced by a librarian and a library clerk, as deemed necessary. All students, Pre-Kdgn. through 5 <sup>th</sup> grade attend weekly scheduled library classes. The library session is devoted to literature appreciation library skills, and the selection of books to check out. Open times are available for check-in and check-out of books and other special projects. The media center contains a wide range of materials for use by students and teachers. Materials are continually being updated according to curriculum needs. The following types of materials are included in the media-center collection: books, videos, cassette tapes, transparencies, flat pictures, and kits.
Counseling Services	The guidance and counseling program attempts to meet the social, emotional and personal needs of the elementary school population. The counselors provide both immediate and long term counseling to those students in need of such assistance and work closely with both parents and teachers in attempting to create an appropriate environment in which each child can learn.
Testing Program II	The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, DIBELS, Common Assessments, district group achievement tests (MAPS), and state required tests (Kansas State Assessments).

### ***Reports***

Progress Reports 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 JF	All teachers, except Pre-Kdgn and Kindergarten teachers, will be expected to maintain student grades and records on Power School and Power Grade. Report cards shall be issued to each student at the end of each 9 week grading period. Reasons for deficiencies and/or failures shall be given.

Attendance (Student)  
JB

Daily attendance records shall be maintained on Power School for each student in the schools. The primary responsibility for recording attendance shall be assigned to the teacher using Power School which is prescribed by the district superintendent. See "Attendance Policy," p. 24.

Student absentees should be reported on Power School or sent to the office by 9:00 a.m. each morning. If using a paper absentee form, please list the names of absent students in alphabetical order, last name first. Contact the principal if a student has accumulated either three consecutive days or five days total unexcused absences.

Contact the principal when a student is absent from school for a significant part of three consecutive school days or five school days in a semester without a valid excuse.

K.S.A. 72-1113 (Compulsory School Attendance Law.)

Accidents  
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, the health aide or the district nurse. See "First Aid," page 21.

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, who will in turn supply the injured employee with the appropriate forms to complete.

The employee must keep copies of all doctor's orders and provide a file copy to the district central office. The employee must inform the doctor or hospital that he/she is covered by the district worker's compensation plan. See "Worker's Compensation," page 8. Refer to the District's Emergency Procedure's Guide or Crisis Plan. Refer to Appendix B for the Accident Report Form.

Child Abuse  
GAAD

Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

It is recommended the building administrator also be notified after the report is made.

District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

Vandalism  
EBCA

Employees shall report any vandalism to their immediate supervisor.

### ***Schedules***

Class Schedule

Refer to Appendix K

Facility Scheduling

Obtain a facilities usage form from the office.

Special Events Scheduling

Special events should be scheduled with the building principal.

- Assemblies;
- Plays;
- Activities;
- Sports; (Field days)
- Parties and Other Social Events; and
- Field Trips - Refer to Appendix D

Also see "Field Trips," page 18

Supervision Schedules

Refer to Appendix L

Calendar

Refer to Appendix M

Parent-Teacher  
Conferences

#### Contact Parents and Make Up Schedule

Teachers will make themselves available for parent conferences at mutually convenient times. Teachers will need to contact the parents or guardians and set up the schedule according to the

principal's recommendations.

Teachers should make telephone contacts if possible, to accelerate your conference scheduling. A conference schedule shall be filed with the building principal.

Allow no more than twenty (20) minutes actual conference and ten (10) minutes to summarize and get ready for the next conference, because someone will probably be scheduled immediately after.

Teacher Work Days	<i>Refer to the negotiated agreement and current school calendar.</i>
Inservice Days	<i>Refer to the negotiated agreement and current school calendar.</i>
Sign In/Sign Out	<i>Refer to negotiated agreement.</i>
Duty Free Lunch	<i>Refer to the negotiated agreement.</i>
Planning Periods	<i>Refer to the negotiated agreement.</i>
Faculty Meetings	<i>Refer to the negotiated agreement. <b>Faculty meetings will be scheduled as needed by the building principal.</b></i>

Grading Periods                      See "Report Cards" page 4.

### ***Benefits and Compensation***

Leaves	<i>Refer to the negotiated agreement See "Request for Leave" Appendix A</i>
Jury Duty	<i>Refer to the negotiated agreement</i>
Holidays	<i>Refer to the negotiated agreement. See "District Calendar" Appendix M</i>
Pay Day	<i>Refer to the negotiated agreement.</i>
Lump Sum Payments	<i>Includes Longevity Pay, Early Retirement, and Termination Pay Refer to the negotiated agreement.</i>
Loyalty Oath	<i>Copy available in the District Personnel Office. Authorized by K.S.A. 75-4308 through 75-4314. See also K.S.A. 54-101 through 54-103 for conscientious objections against taking an oath.</i>

Reimbursement for Out-of-District Travel Expenses GAN and GANR	Claims for Out-of-district travel must have prior approval from the superintendent or designee. Reimbursement may be made up to, but not to exceed the following amounts: daily in-state allowance of up to \$30 and out-of-state allowance of up to \$40. Receipts for reimbursements must be filed on the district approved form. See “Claim for Reimbursement” Appendix T.
Salary Reduction Plan	The BOE established a fringe benefit program to comply with Section 125 of the Internal Revenue Code. Contact the Payroll office for more information. <i>Refer to the negotiated agreement</i>
Annuity Plan IM	<i>Refer to the negotiated agreement</i>
KPERS	The district participates in the Kansas Public Employees Retirement System which exists to deliver retirement, disability, and survivor benefits to members. For more information go to the website at <a href="http://www.kpers.org">www.kpers.org</a>
Workers Compensation EBAA	<u>Notice of Accidents</u> - Employees must notify their employer immediately and a report made 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 “Accidents,” page 5. Also, refer to Appendix B for the Accident Report Form or contact the building secretary for a district accident form.
Retirement	<i>Refer to the negotiated agreement or board policy.</i>

### **Records**

Personnel Records CN, GAK	<i>Refer to the negotiated agreement and board policy.</i> See “Confidentiality,” page 11
Certificate	Certified staff must have a current certificate on file. A paycheck will not be issued to any certified staff member whose certification is not current.  Application for certificate renewal is the responsibility of the certified employee.
Address Changes	All address changes should be made with the payroll office and the personnel office before the end of the pay period in which the changes took place.

Student Records  
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 (principal) 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 certified employee or the board of education. Legitimate educational interest means the school official must participate in discussions involving an identifiable student involving the student's educational interests, progress, grades, disciplinary action, discussions of eligibility for athletics or other activities, or honors or awards involving a student.

"See Confidentiality," page 11

### **Conduct**

Prohibited Substances  
GAOA, GAOB

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

The unlawful possession, use, or distribution 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, and Subpart F. It is not intended to supplant or otherwise diminish personnel disciplinary actions which may be taken under existing board policies or the negotiated agreement.

Use of Tobacco products  
GAOC

The use of tobacco products is prohibited at all times in or on all district owned or leased personal or real property.

Relations with Students  
GAF / GAEA

Complaints of Discrimination

Discrimination against any individual on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment or employment in the district's program and activities is prohibited. The Superintendent of Schools at 1745 W. Grand, Haysville, Kansas 67060, Telephone (316) 554-2200 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities act of 1990.

Complaints of discrimination should be addressed to an employee's supervisor or to the compliance coordinator. Complaints against the Superintendent should be addressed to the board of education. Complaints of discrimination will be resolved using the district's discrimination complaints procedure.

Revised and approved: June 5, 1995

Supervision of Students  
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. See "Student Records," page 9.

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," page 8.

Sexual Harassment  
GAAC- GAAC-R  
JGEC - JGEC-R

No district employee shall be sexually harassed by an employee or non-employee or permit sexual harassment of an employee or a student by an employee or non-employee. Violation of this policy shall result in disciplinary action, including termination, against any employee. Violation of this policy also includes any supervisor's failure to follow the policy or to investigate complaints.

If an employee's immediate supervisor is the object of the harassment complaint, the employee may bypass the supervisor and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Definition

It shall be a violation of district policy to harass another employee sexually, or to permit the sexual harassment of an employee by an employee or non - employee. Sexual harassment may include, but not limited to:

Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse;

Subtle pressure or requests for sexual activity;

Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;

Creating a hostile work environment, including the use of innuendoes or overt or implied threats;

Unnecessary touching of an individual, e.g. , patting, pinching hugging, repeated brushing against another person’s body;

Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual’s employment;

Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual’s employment; or sexual assault or battery as defined by current law.

***USD #261 POLICY GAAC-R***

Any person who believes he or she has been subjected to sexual harassment should discuss the problem with his/her immediate supervisor. Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect his or her employment, compensation or work assignment. The initiation of a complaint shall not adversely affect the job security or status of an employee. If a finding of fact determines that the employee acted improperly, appropriate action shall be taken. Strict confidentiality shall be maintained throughout the complaint procedure.

***USD #261 POLICY JGEC***

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

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, for a student to sexually harass an employee, or for any employee to

discourage anyone from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student, to an employee when: (1) submission to such conduct is made explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's, academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may include, but is not limited to verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

#### ***USD #261 POLICY JGEC-R***

Any student or employee who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member or supervisor. If the matter is not resolved to the satisfaction of the complainant in this meeting, he or she may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

Racial Harassment  
GAAD - GAAD-R

District employees shall not racially harass, or permit racial harassment of a student by another employee, student, non employee, or non student. Neither shall a student racially harass another student or students. Violations of this policy shall result in disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be

in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

**Racial Harassment shall include, but not be limited to:**

1. Treatment of a student differently on the basis of race, color, or national origin in the context of an educational program activity without a legitimate, nondiscriminatory reason so as to interfere with or limit the ability of the student to participate in or benefit from the services, activities or privileges provided by the recipient.
2. Harassing conduct (e.g. physical, verbal, graphic or written) that is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the recipient.
3. Treatment which effectively causes, encourages, accepts, tolerates or fails to correct a racially hostile environment.

Any student who believes he or she has been subjected to racial harassment should discuss the problem with his/her principal, building Title VI coordinator, counselor, or another certified staff member. Initiation of a racial harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a fact-finding determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

**Procedures for dealing with racial harassment:**

**FIRST OFFENSE:**

Step One: Student-to-student interaction to resolve the incident to the offended student's satisfaction. This also serves as the offending student's first warning that there is no tolerance for such behavior.

Step Two: Parents of all students involved will be contacted regarding the incident and resolutions.

Step Three: All information of the incident and those involved will be given to the building's Title VI coordinator and duly logged.

**SECOND OFFENSE:**

Step One: Student-to-student interaction to resolve the incident to the offended student's satisfaction. This serves as the offender's second warning, and as a reinforcement that there is no tolerance for this behavior.

Step Two: Teacher intervention—The offending student (s) will be given a written discipline, to be signed by their parent (s) and the loss of recess or free time.

Step Three: Parents of all students will be contacted regarding the incident and resolutions.

Step Four; All information of the incident and those involved will be given to the building's Title VI coordinator and duly logged.

**THIRD OFFENSE:**

Step One: Student-to-student interaction to resolve the incident to the offended student's satisfaction. This serves as the offender's third warning, again affirming this behavior is not tolerated.

Step Two: Teacher intervention - The offending student (s) will be given a written discipline, to be signed by their parent (s).

Step Three: Principal intervention - In school suspension for one full day.

Step Four: Parents of all students involved will be contacted regarding the incident and resolutions.

Step Five: All information of the incident and those involved will be given to the building's Title VI coordinator and duly logged.

It should be noted that the step process can be jumped at any time based upon the seriousness of the offense and the need for immediate action to prevent further incidents of harassment.

Gifts  
GAJ

Because of the potential for abuse, the giving of gifts between faculty or staff and students is discouraged. 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.

Solicitations  
KDC  
GAG

Solicitation of Employees

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, 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 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," page 16.

Absences/Substitutes  
GBRJ

Whenever a teacher is to be absent from teaching duties, the teacher shall enter the absence into AESOP (USD 261 automated substitute placement service) as early as possible or shall arrange to have some other person notify the building secretary or principal.

Teachers shall have a workable set of lesson plans for the substitute.

See "Leaves," page 8, and "Lesson Plans," page 3.

Conflict of Interest  
GAG

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

See "Solicitations By Employees," page 16.

Termination

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

## District Procedures

Evaluations  
GBI

*(Refer to the negotiated agreement.)*

The board-approved policy and instrument governing evaluation of certified employees shall be maintained in the employee's personnel file at the central office.

Staff Development  
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 superintendent.

### Professional Development Council (PDC)

*(Refer to current PDC handbook and My Learning Plan)*

Discrimination Complaints  
GAEA, KN

*The following serves as annual notification to employees regarding the board's policy on non-discrimination.*

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 at 1745 West Grand, Haysville, Kansas 67060 Telephone #(316) 554-2200 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.

School Lunch

Haysville USD 261 participates in the National School Lunch Program, which means the local, state and federal governments have established guidelines that must be followed to provide at least 1/3 of the student's dietary requirement.

It is important for teachers to complete the lunch count sheet and send it to the kitchen by 9:00 each morning. Staff members needing a school lunch should also notify the kitchen by 9:00 each morning.

Field Trips  
IFCB

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

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. It is the classroom teacher's responsibility to see that each child's parent completes a "Consent to Participate" form before a trip is taken.

Educational field trips are encouraged and may be taken upon the approval of the principal. Refer to Appendix D for the Field Trip Request Form. Please take note that buses must be ordered at least ten (10) days in advance of the planned trip. Please keep in mind that all buses need to return by 2:30 p.m.

The Consent to Participate document fulfills Board of Education Policy. We are obligated to communicate to parents any procedure that deviates substantially from the normal classroom setting.

The teacher shall notify parents/guardians of a forthcoming field trip using forms designated by the principal. **See Appendix E for Consent to Participate in Field Trip or Other Activity and Consent for Treatment. If a staff member will be transporting students in a private vehicle, insurance coverage must be verified and insurance verification form completed prior to transporting students. See Appendix E-1 for Insurance Coverage Required on Private Vehicles to Transport Students.**

Release of Students from School During the Day 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.
Search of Student Property JCB – R JCABB JCABB – R	Building principals have the authority and duty to conduct investigations and to search students pertaining to infractions of school rules. All searches by the principal shall be carried out in the presence of another adult witness. Principals are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. The student may be requested to empty items such as, but not limited to, pockets, purses, book bags and shoulder bags. Prohibited items found in the search shall remain in the custody of either the building principal or law enforcement officers.
Distribution of Materials KI	<p>Materials from sources outside of the district may not be distributed on school grounds without prior permission from the Superintendent. Examples of outside materials include, but are not limited to, political materials, special interest materials and advertisements.</p> <p>The principal shall determine the time, place and manner for materials distribution.</p>
Nepotism GAGA	Refer to Board of Education Policy.
Orientation	All new certified 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.

Telephone / Computer Use  
IIBG  
also GAA and JCDA

District telephones and computers shall be used primarily for school business. 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. Refer to Appendix S for the Staff and Student Acceptable Computer Use Policy.

Maintenance Requests

All maintenance needs should be requested using School Dude on the district website or on the appropriate form which should then be turned in to the building principal.

### ***Health***

Health Clerk

When sending students to the health room please fill out the Referral Slip with first and last name, teacher, grade, date, and reason for referral. This information is very important, especially when the child is young and cannot accurately relate these facts. Refer to Appendix P for the Health Room Referral Form.

If, in the opinion of the health clerk or nurse, the child should be sent home, notification will be made to the office and teacher(s) as follows: Notify by written note to the office and teacher(s).

When a student is referred to the doctor for diagnosis of a suspicious condition, the principal and teacher are to be notified that day by a written note from the health room.

See "Administration of Medications," page 21, and "Accidents," page 5. Also refer to District Emergency Procedures Guide.

Bloodborne Pathogens  
GARA

The exposure control plan for bloodborne pathogens is available for review on the District Website, in the school office and Health Room and also available from the District Nurse. In addition, all staff shall receive the training and equipment necessary to implement the plan. The district nurse will organize yearly training sessions and updates for all district staff.

Communicable Diseases  
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 and district nurse so a proper reporting may be made as required by KSA 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.

See "Health Examinations" below.

#### Health Examinations

As a condition to entering or continuing employment, certified employees must present a district-approved form to the clerk, completed by a health care professional, which states "that there is no evidence of any 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)

#### First Aid JGFG

See "Accidents," page 5. Refer to the District Crisis Plan or the Emergency Procedures Guide.

#### Medications, Administering 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.

#### 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 which lists the specific contents.

Unlabeled containers whose contents are undetermined, which may contain hazardous substances, shall not be put in trash containers.

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

Asbestos

An asbestos management plan has been developed for the district. A copy of the management plan is available at the District office or the Building office.

Animals and Plants  
ING  
ING-R

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. Refer to “Animals in the Classroom” – Kansas Department of Health and Environment - Appendix Q.

### ***Safety and Security***

Accidents, Reporting of  
JGFG

See “Accidents,” page 5  
Also refer to Appendix B.

Drills and Evacuation  
EBBE

Teachers shall be familiar with the building Crisis Plan and must 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. Refer to Appendix N. Teachers should be prepared to exit at an alternative exit if the primary exit is blocked.

Emergency Closings  
EBBD

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/TV station to broadcast a school closing announcement. Refer to Building Calling Tree Appendix O.

Safety Practices	All employees shall engage in safe lifting, climbing and carrying practices. Employees shall ask for assistance when needed. Step ladders or step stools should be utilized.
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. See “Personal Property,” page 19
Building Opening and Closing time	<i>Refer to current negotiated agreement.</i> The building principal is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission.
Keys	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.
Emergency Procedures Guide	All staff shall read, be trained with and follow the procedures set forth in the Emergency Procedures Guide and the Building Crisis Plan.

### ***Student Conduct***

Parent and Student Handbook	All certified staff shall read, be familiar with, and enforce the rules and regulations established in the Elementary Parent and Student Handbook.
Discipline Procedures	Each teacher shall develop and submit for approval classroom discipline procedures.  All staff shall be familiar with the district and building Positive Behavior Intervention and Support (PBIS) plan and the district Bullying Policy. Building plans include specific procedures and routines for student behavior. In addition, 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. Refer to Appendix F for the Office Discipline Referral (ODR) form.

Bullying  
JDDC  
GAAB, JCE, JGEC,  
JGECA, JDD, EBC

Bullying is behavior that is intentional and involves an imbalance of power leading to intimidation, fear, or harm. It can be written, verbal, physical, property damage or cyber related.

Bullying is prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8205 or subsection (e) of K.S.A. 72-8205 and amendments thereto.

Any act or encouragement of bullying is prohibited and therefore subject to disciplinary action.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Attendance Policy

Refer to Parent and Pupil Guide. Student absentees should be reported on Power School or sent to the office by 9:00 a.m. each morning. If using a paper absentee form, please list the names of absent students in alphabetical order, last name first.

Contact the Principal when a student is absent from school for all or significant part of three consecutive school days or five school days in a semester without a valid excuse.

Tardies

Students arriving late shall report to the Office.

Corporal Punishment  
JDA

Refer to Board Policy.

Suspension/Expulsion  
JDD

A student may be suspended or expelled, for reasons set forth in Kansas law and board policy, by the following certified personnel: superintendent, principal, assistant 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 using the Elementary Office Discipline Referral (ODR) form. Refer to Appendix F.

In-School Suspension

In school suspension shall be coordinated with the principal. It is the teacher's responsibility to provide assignments to students assigned to in-school suspension.

Permission Slips

See "Field Trips," page 18. Also, refer to Appendix E for the Consent to Participate in Field Trip or Activity and Consent for Treatment form.

**Equipment and Supplies**

Equipment Availability  
and Check Out  
KGB / KGB-R

Permission must be gained from the building principal before any district equipment maybe removed from school grounds.

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  
IIBG  
also GAA and JCDA

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. Also, refer to Appendix S – Acceptable Computer Use by Staff and Students.

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. See “Copying and Duplicating,” page 25.

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

Secure Files

All employees must secure files containing confidential student information. See “Confidentiality,” page 11.

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. See “Copying and Duplicating,” below.

Copying and Duplicating

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

Ordering Procedures

All requests for supplies, materials, and equipment must be approved by the building principal.

Vehicle Request

Requests must be made and approved by the building principal and by director of transportation.

# *Staff Handbook Appendices*



**USD 261  
Request for Leave**

This form must be completed and turned in to the principal no later than 3 days prior to the anticipated absence, unless extenuating circumstances dictate otherwise. Planned sick / personal leave of more than 2 days, shall be submitted at least one week in advance (as per negotiated agreement).

Date of Application \_\_\_\_\_

When submitting this application form, please complete the items below as completely as possible. In accordance with the policies of the Board of Education, I hereby request:

Leave for full day \_\_\_\_\_ Half day \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

on ( day and date) \_\_\_\_\_

I will need to request a substitute: Yes \_\_\_\_\_ No \_\_\_\_\_

Other \_\_\_\_\_

Reason \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above application was received on \_\_\_\_\_

The requested leave: Approved \_\_\_\_\_ With Pay \_\_\_\_\_

Disapproved \_\_\_\_\_ Without Pay \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Once the employer has acquired knowledge that the leave is being taken for a Family Medical Leave Act required reason, the employer must promptly (within two business days absent extenuating circumstances) notify the employee that the paid leave is designated and will be counted as Family and Medical Leave.**

**USD 261  
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?

\_\_\_\_\_  
Address of hospital/clinic:

\_\_\_\_\_  
Name of treating physician:

\_\_\_\_\_  
Additional comments:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature:

**USD 261**  
**Exit Interview Format**

**Directions:** Please complete this form and return it to your supervisor before you get ready for final check out. You will be asked to discuss and expand upon your responses during your exit interview. Your candor and thoroughness in answering these questions and during the interview will be appreciated.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ School: \_\_\_\_\_ Years in District \_\_\_\_\_

1. What was the most enjoyable aspect of your employment in the district?
  
  
  
  
  
  
  
  
  
  
2. What was the least enjoyable aspect of your employment in the district?
  
  
  
  
  
  
  
  
  
  
3. What suggestions do you have for improving communications within the district?
  
  
  
  
  
  
  
  
  
  
4. What suggestions do you have for improving the educational program in the building where you served?
  
  
  
  
  
  
  
  
  
  
5. What suggestions do you have for improving the educational program in the district?

Exit Interview  
Page Two

6. Do you have specific suggestions that the school may wish to consider to improve their operations and their ability to serve the needs of the district's children?

7. Do you understand your rights to continue eligibility for health coverage?

8. Are you familiar with your options under KPERS?

\*If you need additional information on #7 or #8, please contact the Business Manager at the Administration Building.

9. Briefly explain your reason for leaving the district.

I hereby acknowledge that I have completed my assigned duties to the best of my knowledge and have returned all school and/or district property and keys.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Signature of Administrator/Supervisor  
conducting the exit interview

Date of interview: \_\_\_\_\_

**Request for Field Trip**

**Instructions:**

- Submit completed form to principal three weeks prior to activity.
- Send permission form to parent/guardian one week prior to activity.
- Submit list of students and sponsors to principal two days prior to activity.

<b>School:</b>	<b>Teacher Making Request:</b>
<b>Date of Activity:</b>	<b>Location of Activity:</b>
<b>Departure Time:</b>	<b>Return Time:</b>
<b>Number of Students:</b>	<b>Method of Travel:</b>
<b>Number of Sponsors Needed:</b>	<b>Estimated Cost to School:</b>
	<b>Estimated Cost to Students:</b>

**How does this activity relate to the course objectives?**

---

---

---

---

**Expected Outcomes:**

---

1.

---

2.

---

3.

---

**Teachers must make arrangements for adequate supervision of students. (Include names of parents or staff members assisting with supervision of students.)**

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

\_\_\_\_ Approved  
\_\_\_\_ Not Approved

**Signature of Principal**

**Date**

---

---

**USD 261  
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 \_\_\_\_\_School – USD 261 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 \_\_\_\_\_School 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.

\_\_\_\_\_  
Parent or Legal Guardian Date

**Appendix E-1**

**Insurance Coverage for Transporting Students in Private Vehicle**



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**Appendix H**

**USD 261**

**Building Staff List**

**USD 261**

**Building Committee Assignments**

**District Committee Assignments**

**USD 261**  
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**Building Class Schedules**

**USD 261**  
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## 2010-2011 School Calendar

August 2010					September 2010					October 2010				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6			1	2	3					1
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22
30	31				27	28	29	30		25	26	27	28	29
November 2010					December 2010					January 2011				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5			1	2	3	3	4	5	6	7
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
29	30				27	28	29	30	31	31				
February 2011					March 2011					April 2011				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4		1	2	3	4					1
7	8	9	10	11	7	8	9	10	11	4	5	6	7	8
14	15	16	17	18	14	15	16	17	18	11	12	13	14	15
21	22	23	24	25	21	22	23	24	25	18	19	20	21	22
28					28	29	30	31		25	26	27	28	29
May 2011					June 2011					July 2011				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6			1	2	3					1
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22
30	31				27	28	29	30		25	26	27	28	29

Aug 9-10	New Teacher Orientation	Jan 3	Building Inservice <b>*No School</b>
Aug 11-12	Building Inservice	Jan 14	District Inservice <b>*No School</b>
Aug 13	District Inservice	Jan 17	Non-Contract Day <b>No School</b>
Aug 16	Teachers' Workday	Feb 14-17	Parent Teacher Conferences
Aug 17	1st Day of School K-6, 9	Feb 17	Parent/Teacher Conferences <b>*No School</b>
Aug 18	1st Day of School 7-8, 10-12	Feb 18	Conference Release Day <b>No School</b>
Sept 6	Labor Day Holiday	Feb 21	President's Day Holiday
Sept 24	Building Inservice <b>*No School</b>	March 11	End of 3rd Nine Weeks
Oct 15	End of 1st Nine Weeks	March 11	1/2 Work-1/2 Collaboration <b>*No School</b>
Oct 15	1/2 Work Day-1/2 Collaboration <b>*No School</b>	March 21-25	Spring Break <b>No School</b>
Oct 18-21	Parent/Teacher Conferences	April 22	Non-Contract Day <b>No School</b>
Oct 21	Parent/Teacher Conferences <b>*No School</b>	April 25	Building Inservice <b>*No School</b>
Oct 22	Conference Release Day <b>No School</b>	May 24	Last Day of School
Nov 24-26	Thanksgiving Holiday	May 25	Teachers' Workday
Dec 21	End of 1st Semester	May 30	Memorial Day Holiday
Dec 22	1/2 Work Day-1/2 Collaboration <b>*No School</b>	July 4	Fourth of July Holiday
Dec 22-Jan 3	Winter Break for Students		
Dec 23-31	Winter Break for Staff		

**\*No School for Students**

9 Weeks Report Period	No. of Days	9 Weeks Report Period	No. of Days
Aug 17-Oct 15	43.00	Jan 3-March 11	47.00
Oct 18-Dec 22	44.00	March 21-May 24	46.00

Legend	Parent-Teacher Conf	Building Inservice	All Offices Closed
	1/2 Work Day-1/2 Collaboration	Teachers' Workday	District Inservice
Contract Days=	187.00	Student Days=	180.00
		Board Meetings	

**USD 261**

**Building Evacuation Plans**

**USD 261**

**Building Calling Tree**

USD 261

Health Room Referral Form

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Time \_\_\_\_\_

Reason for Request:  
(Check one or more)

Findings / Comments:

\_\_\_\_\_ Stomachache / Nausea

\_\_\_\_\_ Headache

\_\_\_\_\_ Sore Throat

\_\_\_\_\_ Possible Temperature

\_\_\_\_\_ Other \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Health Aide \_\_\_\_\_

## Appendix Q

### Animals in Kansas Schools:

#### Guidelines for Visiting and Resident Pets

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Acknowledgement: This document was adapted from guidelines developed by the Alabama Department of Health

## Introduction

The purpose of these guidelines is to provide information to promote safety for instructors and students when animals are brought into the classroom. Animals are part of our daily lives; they can be used effectively as part of our daily lives; they can be used effectively as teaching aids, and the positive benefits of the human-animal bond are well established. However, the special situation of classrooms necessitates certain safeguards.

Inadequate understanding of animal disease and behavior can lead to unnecessary risks for children and animals alike. These guidelines are designed to promote a better understanding of:

1. Which animals may represent a health hazard and are not safe to bring in classrooms at all;
2. Health considerations when handling animals which have the potential to transmit disease;
3. Safety precautions for introducing animals into classrooms;
4. How to properly handle animal wastes to limit the spread of disease from animals to humans.

Regulations concerning animals in licensed day care facilities are found in K.A.R. 28-4-131.

## Animals that are Unacceptable for School Visits

### 1. Wild animals

Defining a “wild” animal is difficult and subjective. For the purposes of these guidelines, a wild animal is any *mammal* that is **NOT** one of the following:

- a. Domestic dog
- b. Domestic cat
- c. Domestic ferret
- d. Domestic ungulate (e.g., cow, sheep, goat, pig, horse)
- e. Pet rabbit
- f. Pet rodent (e.g., mice, rats, hamsters, gerbils, guinea pigs, chinchillas)

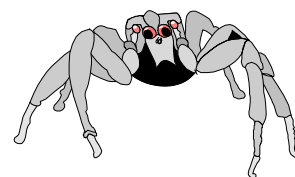
Wild animals pose a risk for transmitting rabies as well as other *zoonotic diseases* (i.e., diseases which can be transferred from animals to humans) and should never be brought into schools or handled by children. In Kansas it is unlawful to possess skunks, foxes, raccoons, and coyotes as pets (K.A.R. 28-1-14).

Wild animals' behavior also tends to be unpredictable. A wild animal that has been raised in captivity is still a wild animal. Domestication takes thousands of years, not just a generation or two.

Exceptions to this recommendation include those instances when the wild animals are presented at schools by a professional who has experience handling wildlife, and are displayed in enclosed cages which prevent contact between the animal and children. *Because of the high incidence of rabies in bats, raccoons, skunks, and wild carnivores, these animals (including recently dead animals) should not be permitted on school grounds under any circumstances.*

### 2. Poisonous animals

Spiders, venomous insects, poisonous reptiles (including snakes), and poisonous amphibians should be prohibited from being brought onto school grounds. Exceptions to this recommendation include those instances when these animals are presented at schools by a professional who has experience handling them, and are displayed in cases which provide a physical barrier between the animal and the children (e.g., animal is enclosed behind a sturdy glass or plastic).



### 3. Wolf-dog hybrids

These animals are crosses between a wolf and a domestic dog and have shown a propensity for aggression, especially toward young children. Therefore, they should not be allowed on school grounds.

#### 4. Stray animals

Stray animals should never be brought onto school grounds because the health and vaccination status of these animals is unknown.

#### 5. Baby chicks and ducks

Because of the high risk of salmonellosis and campylobacteriosis from these animals, they are inappropriate in schools. Transmission of these diseases from chicks and ducklings to children is well documented in the medical literature.

#### 6. Aggressive animals

Animals which are bred or trained to demonstrate aggression towards humans or other animals, or animals which have demonstrated such aggressive behavior in the past, should not be permitted on school campuses. Aggressive, unprovoked, or threatening behavior should mandate the animal's immediate removal.

Exceptions may be sentry or canine corps dogs for demonstration that are under the control of trained military or law enforcement officials.

### Special Conditions for Specific Animals

Specific recommendations should be observed for the following animals because of their zoonotic diseases that they may carry or because of certain tendencies:

#### 1. Reptiles (including non-poisonous snakes, lizards, and iguanas) and amphibians

Because of the risk of contracting salmonellosis from these animals even when they are reared in captivity, special precautions are necessary when handling them. These animals may intermittently shed salmonella, and negative cultures will not guarantee that the animals are not infected. Treatment of infected animals with antibiotics has not proven useful and may promote the development and spread of resistant bacteria.

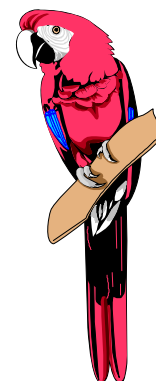
It is recommended that when reptiles and amphibians are present at schools they should be under the direct responsibility of professionals

(including teachers) who have training and experience handling them. The animals should be kept and displayed in cases which provide a physical barrier between the animal and the children (e.g., sturdy glass or plastic).

Because Salmonellosis can be more severe in young children and because their hygiene practices are more questionable, handling of reptiles and amphibians is not recommended for children younger than 12 years. **Any time children are allowed to handle these animals, they should receive very clear instructions on how to wash their hands thoroughly after they finish.** Handwashing instructions are in the appendix.

#### 2. Psittacine birds

Because psittacine birds can carry zoonotic diseases such as psittacosis (Chlamydia psittaci, parrot fever), such birds (parrots, parakeets, budgies, and cockatiels) should not be handled by children. Birds showing any signs of illness should not be brought into school. Psittacine birds may be brought to school as long as their cages are clean and the bird's wastes can be contained, such as within a cage. Psittacine birds permanently housed on school property in cages should be treated prophylactically with appropriate tetracyclines for psittacosis for 45 days prior to entering the premises.



#### 3. Ferrets

Ferrets can be allowed to visit school classrooms, but they must be handled by the person responsible for them. Because of their propensity to bite when startled, it is not recommended that school children hold ferrets visiting the classroom.

#### 4. Fish

Disposable gloves should be worn when cleaning aquariums. Used tank water should be disposed of in sinks that are not used for food preparation, or for obtaining water for human consumption.

## 5. Guide, hearing, and other service animals and law enforcement animals



These animals should not be prohibited from being on school grounds or in classrooms.

## Suggested Animals for Use in Schools

The following is a list of animals that are appropriate pets to be housed in schools:

1. Small pet rodents (e.g., mice, rats, hamsters, gerbils, guinea pigs, chinchillas)
2. Pet rabbits
3. Aquarium fish (salt or fresh water)
4. Non-psittacine cage and aviary birds (e.g., canaries, finches, mynahs, diamond doves)

All animals housed in schools should be provided an appropriate environment (e.g., secure housing, suitable temperature, adequate exercise) and a proper diet. In addition, there should be a plan for the continued care of these animals during the days that school is not in session. Consultation with a veterinarian is advised to help with environmental and nutritional needs and provide care in the event of illness or injury to the animal.

## General Guidelines for Animals that are Permitted to Visit Schools

It is important that animals that are brought onto school campuses be clean and healthy so that the risk of transmitting diseases is minimal. Children tend to be more susceptible to zoonotic diseases and parasitic infections than adults also because of their lack of handwashing and greater propensity for putting hands in their mouths. Therefore, animals which are brought to school should be clean and free of disease and external parasites such as fleas, ticks and mites, to decrease the likelihood of the animal transmitting these agents or vectors to the students. Visiting animals should be restricted to an area designated by the principal or administrator. Kittens and puppies are appropriate only for short classroom visits.

The following are specific recommendations for some common visiting animals:

### 1. Verified rabies vaccination

Current rabies vaccination by a licensed veterinarian should be documented for all dogs, cats, and ferrets brought onto the school campus for instructional purposes. Dogs and cats under three months of age or not vaccinated against rabies should not be handled by children.

### 2. Health certificates for dogs

A health certificate signed by a licensed veterinarian showing proof of current vaccination against canine distemper, canine hepatitis, leptospirosis, parainfluenza, bordatella, and rabies should be available. Animals must have had a negative fecal exam or proof of successful treatment for internal parasites in the past year. The animal should be free of external parasites such as fleas, ticks, and mites and free of obvious skin lesions. Dogs over four months of age should be housebroken.

### 3. Health certificate for cats

A health certificate which is signed by a licensed veterinarian showing proof of current vaccination against feline panleukopenia (feline distemper), rhinotracheitis, calcivirus, chlamydia, feline leukemia, and rabies should be available. Animals must have had a negative fecal exam or proof of successful treatment for internal parasites in the past year. The animal should be free of external parasites such as fleas, ticks, and mites and free of obvious skin lesions.

### 4. Health certificates for ferrets

A health certificate which is signed by a licensed veterinarian showing proof of current vaccination against canine distemper and rabies should be available. Animals must have had a negative fecal exam or proof of successful treatment for internal parasites in the past year. The animal should be free of external parasites such as fleas, ticks, and mites and be free of obvious skin lesions.

## Proper Restraint of Animals

Because animals may react strangely to classroom situations, it is important to have an effective way to control them. Fear may cause an animal to attempt to escape or even act aggressively in situations which are unusual to them (the “flight or fight” phenomenon). Appropriate restraint devices will allow the holder to react quickly and prevent harm to students or escape of the animal.

### 1. Collars and leashes

Dogs, cats, and ferrets should be wearing a proper collar, harness, and/or leash when on the school campus or in the classroom so they can be easily controlled. Household rope or string is not an appropriate restraint tool. The owner or responsible person should stay with the animal during its visit to the school. No animal should be allowed to roam unrestrained on the school campus or in the classroom.

### 2. Pet birds

Pet birds should never be allowed to fly free in a classroom.

### 3. Designated areas

All animals should be restricted to the area designated by the principal or administrator. In school facilities in which the common dining area is also used as an auditorium, gymnasium, or multi-purpose room animals may be allowed in the area **at times other than meals if:**

- a. effective partitioning or self-closing doors separate the area from food storage and food preparation areas;
- b. condiments, equipment, and utensils are stored in enclosed cabinets or removed from the area when animals are present; and
- c. dining areas, including tables, countertops, and similar surfaces are effectively cleaned before the next meal service. Cleaning should be done with a 10% bleach solution or commercial disinfectant.

Animals should **not** be in dining areas during mealtimes.

## 4. Estrus

Female dogs and cats should be determined not to be in estrus (heat) at the time of the visit.

## Student Contact with Animals

Increased activity and sudden movements can make animals feel threatened, so all student contact with animals should always be supervised and conform to a few basic rules. Even very tame animals may act aggressively in strange situations.

1. Animal bites can usually be avoided if students are kept in small groups.
2. Rough play or teasing should absolutely not be allowed.
3. Children should not be allowed to feed pets directly from their hands.
4. Small animals such as rabbits, hamsters, gerbils, and mice should be handled very gently.

Rabbits rarely like to be held and will struggle to free themselves.

Rodents may bite when they feel threatened, but rabies post-exposure prophylaxis is almost never warranted with small rodent bites.



5. Children should be discouraged from “kissing” animals or having them in close contact with their faces.
6. Education with animals should be used to re-emphasize proper hygiene and handwashing recommendations. All children who handle animals should be instructed to wash their hands immediately after handling them.
7. Animals should not be allowed in the vicinity of sinks where children wash their hands, or in any areas where food is prepared, stored, or served. Animals should not be kept in areas used for cleaning or storage of food utensils or dishes. Animals should also be restricted from nursing stations or sterile and clean supply rooms.

8. Do not allow cats or dogs in sandboxes where children play.
9. Immunocompromised students (e.g., children with organ transplants, children currently receiving cancer chemotherapy or radiation therapy) may be especially susceptible to zoonotic diseases; therefore, special precautions may be needed to minimize the risk of disease transmission to these students. Consultation with the child's parents about precautionary measures is strongly advised.
10. In the event of an animal bite, contact the local health department for guidance.

Recommendations for specific precautionary measures may also be solicited from the Kansas Department of Health and Environment, Office of Epidemiologic Services (785-296-2951).

## Handling and Disposal of Animal Wastes While on School Campuses

- 1. Clean up of animal wastes.** Children should not handle or clean up any form of animal waste (feces, urine, blood, etc.). Animal wastes should be disposed of where children cannot come into contact with them, such as in a plastic bag or container with a well-fitted lid or via the sewage waste system for feces. Food handlers should not be involved in the clean-up of animal wastes.
- 2. Prohibited areas.** Animal wastes should not be disposed of and visiting animals should not be allowed to defecate in or near areas where children routinely play or congregate (e.g., sandboxes, school playgrounds).
- 3. Litter boxes.** Litter boxes for visiting animals should not be allowed in classrooms.

## Humane Treatment

To avoid the intentional or unintentional abuse, mistreatment, or neglect of animals, the humane care and husbandry recommendations of the National Association of Biology Teachers and the National Science Teachers Association should be adopted (See Appendix).

## Conclusion

Animals can serve as excellent teaching tools, and students love to have them visit the classroom. When using animals as an instructional aid, the objective should always be well planned in advance. By following the above recommendations, the use of animals in the classroom can be made safe and enjoyable for both the animals and the children.



## Further Information

For further information, please contact the Kansas Department of Health and Environment, Office of Epidemiologic Services, 1000 SW Jackson, Suite 210, Topeka, KS 66612-1274; phone (785) 296-2951; fax (785) 291-3775.

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## National Science Teachers Association Guidelines for Responsible Use of Animals in the Classroom

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These guidelines are recommended by the National Science Teachers Association for use by science educators and students. It applies, in particular, to the use of non-human animals in instructional activities planned and/or supervised by teachers who teach science at the pre-college level.

Observation and experimentation with living organisms give students unique perspectives of life processes that are not provided by other modes of instruction. Studying animals in the classroom enables students to develop skills of observation and comparison, a sense of stewardship, and an appreciation for the unity, inter-relationships, and complexity of life. This study, however, requires appropriate humane care of the organism. Teachers are expected to be knowledgeable about the proper care of organisms under study and the safety of their students.

These are the guidelines recommended by NSTA concerning the responsible use of animals in a school classroom/laboratory:

- # Acquisition and care of animals must be appropriate to the species.
- # Student classwork and science projects involving animals must be under the supervision of a science teacher or other trained professional.
- # Teachers sponsoring or supervising the use of animals in instructional activities including acquisition, care, and disposition, will adhere to local, state, and national laws, policies and regulations regarding species of organisms.

- # Teachers must instruct students on safety precautions for handling live animals or animal specimens.
- # Plans for the future care or disposition of animals at the conclusion of a study must be developed and implemented.
- # Laboratory and dissection activities must be conducted with consideration/appreciation for the organism. Laboratory and dissection activities must be conducted in a clean and organized work space with care and laboratory precision.
- # Laboratory and dissection activities must be based on carefully planned objectives. Laboratory and dissection objectives must be appropriate to the maturity level of the student.
- # Student views or beliefs sensitive to dissection must be considered; the teacher will respond appropriately.

National Science Teachers Association  
July 1991

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## **National Association of Biology Teachers Position Statement: The Use of Animals in Biology Education**

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The National Association of Biology Teachers (NABT) believes that the study of whole organisms, including nonhuman animals, is essential to the understanding of life on Earth. NABT recommends the prudent and responsible use of animals in the life science classroom. Furthermore, NABT believes that biology teachers should foster a respect for life; and should teach about the interrelationship and interdependency of all things, and that humans must care for the fragile web of life that exists on this planet.

Classroom experiences that involve nonhuman animals range from observation to dissection. NABT supports these experiences so long as they are conducted within the long-established guidelines of proper care and use of animals, as developed by the scientific community. As with any instructional activity, the use of nonhuman animals in the biology classroom must have sound educational objectives. Any use of animals, whether for observation or dissection, must convey substantive knowledge of biology; and NABT believes that biology teachers are in the best position to make this determination for their students.

NABT acknowledges that no alternative can substitute for the actual experience of dissection and urges teachers to be aware of the limitations of alternatives. When the teacher determines that the most effective means to meet the objectives of the class do not require dissection, NABT supports the use of alternatives to dissection, such as models and videodiscs. The association encourages teachers to be sensitive to substantive student objections to dissection and to consider providing appropriate alternatives for those students.

NABT provides guidelines for the care and use of live animals in classrooms and science fairs. These guidelines are consistent with the tenets of proper care and use of animals and reflect the consensus of the teaching and biomedical research communities.

National Association of Biology Teachers  
November 1993

## Handwashing Instructions

Washing hands thoroughly and frequently avoids most contagious diseases.

Thoroughly means:

- ! Wet hands with running water
- ! Pump soap into palms
- ! Rub together to make a lather
- ! Scrub hands vigorously for 15 seconds
- ! Rinse soap off of hands
- ! Dry hands

Frequently means:

- ! After going to the toilet
- ! After petting or handling animals
- ! Before eating
- ! Before preparing foods



**USD 261  
School Improvement Plan**

## **USD 261**

### **Staff Computer Use**

See BOE Policy IIBG (also GAA and JCDA)

Computer systems and networks are for educational and professional use only. Violation of this policy would include, but not limited to: sending or displaying offensive messages or pictures; using obscene language; damaging computers, computer systems or networks, including creating, uploading or downloading computer viruses; violating copyright laws, or loading personal software on district computers; harassing, insulting, or attacking others via computer networks; using others' usernames and passwords; trespassing in others' folders, work, files or networks; intentionally wasting limited resources; employing district computers and networks for commercial purposes; and giving out personal information over the Internet, such as full name and address. The district retains the right to discipline any employee, up to and including termination, for violations of this policy.

Employees shall have no expectation of privacy when using district e-mail, instant messaging, Internet access, or other official communication systems. The school district retains the right to duplicate any information on district computer systems or on any hard drive. Any e-mail, instant messaging, Internet access, computer application, or information in district computers or computer systems is subject to monitoring by the administration.

Email, instant messaging, and Internet access shall be used primarily to conduct approved district business, educational research, and educational purposes. Employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guideline published by the administration.

No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Freeware and shareware may be downloaded only onto workstation floppy disks or CD-ROM, not hard drives. Program files must have the network administrator's approval to be installed on any district server.

## **USD 261**

### **Student Computer Use**

See BOE Policy IIBG (also GAA and JCDA)

Computer systems and networks are for educational and professional use only. Violation of this policy would include, but not limited to: sending or displaying offensive messages or pictures; using obscene language; damaging computers, computer systems or networks, including creating, uploading or downloading computer viruses; violating copyright laws, or loading personal software on district computers; harassing, insulting, or attacking others via computer networks; using others' usernames and passwords; trespassing in others' folders, work, files or networks; intentionally wasting limited resources; employing district computers and networks for commercial purposes; and giving out personal information over the Internet, such as full name and address. The district retains the right to discipline any student, up to and including expulsion, for violations of this policy.

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Email, instant messaging, and Internet access shall be used primarily to conduct approved district business, educational research, and educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Students shall not install software on district computers or computer systems.

**USD 261**  
**Staff Travel and Out-of-District Expenses Reimbursement**  
See BOE Policy GAN and GANR

**GAN Travel Expenses GAN**

The board shall provide reimbursement for expenses incurred in travel related to the duties of the district's employees when approved in advance by the superintendent. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together. A first class airfare will be reimbursed only when coach space is not available. Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. These claims must be submitted on a district approved travel expense claim for reimbursement. Claims for reimbursement may be made up to, but should not exceed, the following amounts: The daily in-state allowance is \$30.00 (\$7.00 for breakfast, \$8.50 for lunch and \$14.50 for dinner). The daily out-of-state allowance for meals during out-of-state conferences shall be \$40.00 (\$8.00 for breakfast, \$12.00 for lunch, and \$20.00 for dinner). In addition, tips up to 15 percent of the meal cost are allowable for satisfactory service. The district will not reimburse any claims for alcoholic beverages.

Transportation will be by district vehicle when available. Individuals who decline available district transportation will provide their own transportation. If district transportation is not available, the employee will be reimbursed at the mileage rate established by the State of Kansas. Required in-district travel between buildings or in the district in conjunction with official assignments will be reimbursed at the mileage rate established by the State of Kansas. Reimbursement requests must be submitted by June 30th for the year in which travel occurred on a district approved mileage requisition form.

BOE Approved: July 7, 2003; Revised and Approved May 16, 2005 Unless otherwise noted all of the following policies were re-adopted July 20, 2009.

**GAN-R Travel expenses GAN-R**

Due to the tax implications of IRS regulations and the record keeping burden required, the district will not reimburse employees for meals at workshops or meetings that do not require an overnight stay unless the meals are included in the registration fees. In addition, meals for meetings not requiring an overnight stay may not be charged on a district purchasing card. There may be exceptions for legitimate, documented meetings where business is conducted during the meal. These meetings should have the prior approval of district administration if you wish to submit meals for reimbursement or wish to charge them on a district purchasing card. This policy does not affect meetings/activities where staff is required to supervise students during a meal, in which case the meal is reimbursable.

BOE Approved: May 16, 2005