Oxford USD 358 Staff

U.S.D. 358 OXFORD SCHOOLS

BOE Approved July 13, 2026

STAFF

HANDBOOK

HANDBOOK ACKNOWLEDGEMENT

This handbook is our best effort to describe what we expect of you as an employee of U.S.D. 358 and what you can expect of Oxford Schools as an employer. We want you to read it carefully. This handbook applies to all personnel. All employees are required to sign this statement acknowledging the staff handbook and the other provisions stated below. The signed page will be kept on file in the clerk's office.

Further, I understand:

- 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 policies and procedures, 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.

- Classified employees are employees-at-will and employment may be terminated at any time, with or without cause. Classified employees employed pursuant to a written contract may still be employees-at-will in accordance with the written contract and employment may be terminated as provided in the written contract.

I do hereby acknowledge that I have been informed how to access the U.S.D. 358 staff handbook on the district's website (www.usd358.com). I have read and understand the contents that refer to my specific position. By signing below, I am agreeing to the above provisions, as well as those set forth elsewhere in this handbook.

Date:_____ Signature of Employee_____

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Oxford USD 358
Directory

District Office **620-455-2227**

515 N. Water
P.O. Box 937
Oxford, KS 67119
Fax: 620-455-3680
Ashley Bugbee, Superintendent

Oxford Junior/Senior High School **620-455-2410**

515 N. Water
P.O. Box 970
Oxford, KS 67119
Fax: 620-455-3680
Teresa Commerford, Principal
Neil Terry, Counselor

Oxford Elementary School **620-455-2422**

319 E. College
P.O. Box 1000
Oxford, KS 67119
Fax: 620-455-2410
Christina Dunham, Principal
Dana Madrigal, Counselor

Oxford Online Virtual School **620-455-2410**

515 N. Water
P.O. Box 970
Oxford, KS 67119
Fax: 620-455-3680
Ashley Bugbee, Principal
Neil Terry, Counselor

Food Service **620-455-2410**

515 N. Water
PO Box 970
Oxford, KS 67119
Paige Coffey, Director

Student Transportation **620-455-2410**

515 N. Water
P.O. Box 970
Oxford, KS 67119
Wade Metz, Director

District Website: www.usd358.com

Employment

Oxford USD 358 is an Equal Opportunity Employment employer. The district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to or treatment of employees in its programs or activities.

Confidentiality

Information learned at school shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violation of this rule, which violates the privacy rights of specific individuals, may result in disciplinary action, including termination being taken against the employee.

Administering Medications

With the exception of epinephrine, designated personnel shall administer medications to students. Pursuant to KSA 65-2872-b any person may administer epinephrine in an emergency.

Payroll Information

Payroll checks are distributed the first working day of the month. If payday falls on a Saturday staff will be paid on Friday, if payday falls on a Sunday, staff will be paid Monday unless it coincides with the end of the quarter or end of the year or fiscal year.

Staff members who are absent from work for any reason are expected to complete a leave request via AptaFund and notify their supervisor prior to being absent or immediately

(within 24 hours) upon returning to work.

All hourly staff are required to clock in and out daily via the AptaFund Timekeeping App. Staff who use the app via their cell phones are required to use the location feature for accountability reasons only. If an employee decided to turn off the location feature they will be required to use the AptaFund Timekeeping App via a district iPad located in either the JH/HS Office or Elementary Office. Paper timecards will not be accepted.

All employees must have the following on file with the district office: Application for Employment, a Form W-4 Federal Income Tax Withholding certificate, a Form K-4 Employee's Withholding Allowance Certificate for Kansas; Form I-9 Employment Eligibility Verification, two forms of identification, a signed Oath of Allegiance, health certificate, and KPERS Enrollment form (if employee is eligible).

Mileage Reimbursement

Mileage reimbursement is paid at the state approved rate, which is approved by the board. Mileage reimbursement is only allowed when a district vehicle is not available. Mileage reimbursement request must be made to the district by the 5th of the month and checks will be distributed the day after the regularly scheduled board meeting.

Requisition for Supplies and Equipment

All supplies and equipment must be purchased with a pre-approved requisition. On occasion, building administrators or supervisors may pre-approve expenditures. Those expenditures should immediately be followed up with a requisition. This will be communicated directly from principals to the superintendent. Pre-approved phone orders or verbal orders to sales representatives must be followed up with a requisition indicating that it was a phone or verbal order and that it is not to be duplicated. The school district does not reimburse for expenses that are not accompanied with receipts or sales tax paid.

Fraud Prevention Procedure

All employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the district shall act with integrity and due diligence in duties involving the district's fiscal resources.

The superintendent shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety or irregularity within his/her area of responsibility.

An employee who suspects fraud, impropriety or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent. The superintendent shall have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

Annually, by direction of the superintendent, the general contents and direction contained in the procedure shall be conveyed to all staff members.

Definition

As used in this procedure, "fraud" refers to intentionally misrepresenting, concealing, or misusing information in an attempt to commit fiscal wrongdoing. Fraudulent actions include, but are not limited to:

- Behaving in a dishonest or false manner in relations to district assets, including theft of funds, securities, supplies, or other district properties.
- Forging or altering financial documents or accounts illegally or without proper authorization.
- Improper handling or reporting of financial transactions.
- Personally, profiting as a result of insider knowledge.
- Disregarding confidentiality safeguards concerning financial information.
- Violating board conflict of interest policies.
- Mishandling district financial records or assets (destroying, removing, or misusing).

Staff Responsibilities

Employees who believe financial fraud, impropriety or irregularity has occurred shall promptly report those suspicions to their immediate supervisor and/or the superintendent who shall have the primary responsibility for initiating necessary investigations. Investigations shall be conducted in coordination with internal or external departments and agencies as appropriate.

Internal Controls and/or Investigations

The superintendent shall develop internal controls to aid in preventing and detecting fraud or financial impropriety or irregularity within the district. Reports of suspect fraudulent activities shall be investigated in a manner that protects the confidentiality of the parties and avoid unfounded accusations. Employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates occurrence of a fraudulent activity, the superintendent shall issue a report to appropriate personnel and to the board of education. Final disposition of the matter and any decision to file a criminal complaint, or refer the matter, shall rest with the board. Results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

Credit Cards

If an employee is issued a credit card to cover expenses related to district travel or school related purchases, the credit card may only be used for approved purchases. If employees are provided a credit card for the purchase of fuel for a district vehicle, the credit card may only be used for the purchase of fuel for a district vehicle. If an employee is issued a credit card when checking out a district vehicle and then decides to drive his/her own vehicle, the employee may not use the district

credit card for the purchase of fuel for a personal vehicle. The employee would need to request reimbursement for costs associated with travel in a personal vehicle. These costs would only be reimbursable if a district vehicle was not available *(See Transportation Request Information)*

Building Keys

Staff members are issued keys to district buildings on an as needed basis. The keys issued to each staff member are the responsibility of the staff member. If the keys are lost or stolen, the loss must be reported to the staff member's direct supervisor immediately.

Staff members are not to give keys issued to them for district buildings to anyone for any reason. Keys must not be given to students to access district buildings without the direct supervision of the staff member.

Workers Compensation

Injuries Occurring When an Employee is "Under the Influence"

The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employers may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

Recreational and Social Activities

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

Injuries Suffered While Traveling To and From Work

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was integral element of the employment. An employee who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

Horseplay

An employee who is injured during horseplay occurring in the course of the workday is not

entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

What to do if an injury occurs on the job.
Notify your employer immediately. Oxford USD 358 employees should advise their immediate supervisor of any job-related injury and request the appropriate paperwork. **Submit injury reports to the clerk of the board at the district office.** Your claim may be denied if you fail to tell your employer within 10 days of the injury. For just cause you may have 75 days to tell the employer of your injury. Thereafter you must file a written claim within 200 days of the accident or last date benefits are paid.

Medical Benefits.
An employer is required to furnish all necessary medical treatment and has the right to designate the treating physician. If the employee seeks treatment from a doctor not authorized by the employer, the employer or its insurance carrier is only liable up to $500.

Weekly Benefits.
Benefits are paid by the employer's insurance carrier or self-insured program. Injured workers are not entitled to compensation for the first week they are off work unless they lose three consecutive weeks. The first compensation payment is normally due at the end of the 14th day of lost time. An injured employee is entitled to a weekly amount of 66 2/3% of his average weekly wage up to a maximum of 75% of the state's average weekly wage. If the injury results in permanent disability, the Kansas compensation law provides for additional benefits

Contact the Ombudsman/Claims Advisory Section at the Kansas Division of Workers Compensation immediately if you do not receive compensation in a timely manner. The division of Workers Compensation has full-time personnel who specialize in aiding injured workers with claim problems. They can give information on what benefits an injured workers is entitled to receive. Such problems as benefits not being paid on time, unpaid medical bills, questions in regard to proper settlement amounts, etc., should be brought to their attention. Injured workers may use the toll free telephone number, 1-800-332-0353.

Source: Kansas Department of Human Resources

Transportation Request Information

Oxford USD 358 has vehicles available for travel that is school-related. Reservations to use a school vehicle may be made by completing a Transportation Request form if requesting a school bus and submitting it to the high school activity secretary. If the use of a passenger vehicle is being requested please send an email to the District Treasurer and Board Clerk. If possible, requests should be made at least two weeks in advance of the travel.

Keys for the school vehicles may be picked up during business office hours. Along with the keys, a credit card will be issued for each vehicle. Before leaving the parking lot, the odometer reading should be recorded on the vehicle log. Upon returning to Oxford, the school vehicle should be filled with gas using a district credit card.

If you notice a problem with the vehicle, please notify the district office and transportation director upon your return. If problems occur during your trip that you feel require immediate attention, you may call the district office, (620) 455-2227. If the problem occurs after business office hours or on a weekend, please call the director of transportation or the superintendent of schools (see directory page for phone numbers).

The ending mileage should be recorded when returning the vehicle to the district parking lot. When returning from a trip during the business office hours, please return the keys, credit cards and gas receipts to the business office. If returning after office hours, please return the aforementioned items the next business day. In the event a vehicle is not available for school-related travel, the district will reimburse the driver for use of a personal car at the state reimbursement rate. If driving a personal vehicle for reimbursement, arrangements must be approved in advance of travel.

If an employee is issued a credit card when checking out a district vehicle and then decides to drive his/her own vehicle, the employee may not use the district credit card for the purchase of fuel for a personal vehicle. The employee would need to request reimbursement for costs associated with travel in a personal vehicle. These costs would only be reimbursable if a district vehicle was not available.

When it is necessary to pay cash or use a personal credit card for school-related travel, submit a requisition for your reimbursement as soon as possible.

Policies and Regulations Add Policies to the Appendices

This section of the handbook contains information relating to district policies and regulations that specifically impact personnel. These policies are not all inclusive. All district policies may be found on the district website and downloaded. A hard copy of district policies is available in the district office. Please contact the board clerk for further information. The policies specific to personnel are included in Appendices at the end of this handbook.

USE OF DISTRICT TECHNOLOGY

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any email or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system, on district cloud storage, or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

AUTOMATED EXTERNAL DEFIBRILLATORS

The board has authorized the use of Automated External Defibrillators in school buildings. Qualified persons are allowed to use the devices when appropriate. A "qualified person" means an employee who has:

1. Completed a course in cardiopulmonary resuscitation or a basic first aid course of training that included cardiopulmonary resuscitation training; and
2. Has completed a course of training in the use of automated external defibrillators; and
3. Demonstrated proficiency in the use of an automated external defibrillator.

Employees who wish to be trained in use of an automated external defibrillator, or who may have questions about these devices are urged to contact their supervisor.

ACADEMIC DISHONESTY (PLAGIARISM)

Academic dishonesty is not acceptable. Cheating, defined as copying another's work and claiming it as your own, and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

Any staff member engaging in academic dishonesty will be subject to disciplinary action, including, but not limited to, a letter of reprimand, loss of professional development points, or other action which would be deemed appropriate. It is expected that staff members will be role models for academic honesty.

STUDENT PRIVACY RIGHTS

District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the information processed by district employees is confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) intervention, social security number information, and professional misconduct back-ground checks.

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

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

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district for personal gain, will be disciplined in accordance with board policies, collective bargaining agreements, and district

procedures. Disciplinary action may include severe penalties, up to, and including, termination of employment.

TELEVISION/VIDEO USAGE

The use of television should be carefully monitored. Viewing is essentially a passive activity and not usually the best strategy to meet learning needs. The use of television programs and videos should be minimal. The selection of programs should always be in support of academics. Videos and feature length movies generally do not fit in this category. If in doubt, please visit with the principal. Videos to reward appropriate behaviors of children are discouraged. There are many other ways to reward students for proper school behavior, the main one being increased academic success.

CHAIN OF COMMAND – RESOLVING PROBLEMS

Employees are to follow the proper "chain of command" by first contacting your immediate supervisor for resolution of problems (first seek resolution at the lowest level). Exceptions may be made if the supervisor is the source of the complaint, for example, in a situation involving sexual or racial harassment. See GAAC and JGEC for details. If neither of these policies applies, employees shall first discuss all concerns with their immediate supervisor before taking additional action.

In the absence of the principal, contact should be made with the appropriate district administrator for serious situations that cannot wait until the next day for a solution. If the problem is not resolved, the employee may request to be placed on the board agenda during the next regular board meeting. The employee may then address the problem with the board of education. (Contact the board clerk for board agenda form.)

LEGAL LEAVE

Legal leave shall mean time away from the job for prosecuting or defending a legal action or for testifying either in a court of law or before an administrative body. If a teacher is a plaintiff in an action against the district, this rule shall not apply. Time away from the job shall be taken as provided in policy and covered by other leave district provisions. Appropriate employees should reference the negotiated agreement.

RECESS PROCEDURES

Whenever possible, students will go out for recess. There will be times, however, when weather prevents that from occurring. Since PE provides sufficient physical activity for most students, they will not have recess in the half-day they have PE (afternoons) except for special occasions and circumstances.

It is understood that students may need to miss recess in order to complete classroom assignments when sufficient time was given but wasted by the student or as a consequence of behavior difficulties. However, if the practice is a daily occurrence, please seek other ways of

disciplining the student(s). Students need the change of pace from classroom activities and the practice of removal from recess is obviously not working if the problem persists.

Playground rules will be reviewed and revised by those who supervise the playground. A list of acceptable rules will be created and distributed to students, parents, and teachers at the beginning of the school year so that expectations are clear. In addition, a copy will be posted in each classroom and by the playground door for students and patrons to view if desired.

EXCLUSION FROM SCHOOL FOR NON-IMMUNIZED STUDENTS

Non-immunized students, including those with a religious, medical, or other statutory exemption, shall be excluded from attending school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case-by-case basis by a licensed employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school. Vaccine-preventable diseases may include but are not limited to the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella.

Any such child may be readmitted earlier to school upon the written authorization of the parent/guardian. The parent/guardian's signature on the prescribed release form signifies knowledge of the outbreak and risks to the child.

GRIEVANCES

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing; filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, employee may appeal to the superintendent. The superintendent's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

ATTENDANCE

Regular attendance is required of all employees subject to leave provisions in district policy or the negotiated agreement, as appropriate. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

SUBSTITUTE TEACHERS OR LICENSED SUPERVISORS

Substitute teachers shall have licenses registered with the Clerk of the Board.

Non-licensed personnel may be employed to supervise pupils in non-instructional activities. They may direct, control, or manage. They may be authorized to maintain control in the classroom or other appropriate setting. They may be used in virtually any capacity except that of teacher. (K.S.A. 72-1106) Only licensed personnel may teach.

If a teacher is absent, efforts will be made to place a licensed person in the classroom. If a licensed person is not available, a non-licensed person may be placed in the classroom to supervise the pupils but not to teach them. If a non-licensed person is placed in the classroom, licensed staff in the building or the district shall provide any instruction required.

TEACHER RIGHTS

A teacher shall have the right to refuse to submit to any evaluation or survey conducted by the district concerning personal values, attitudes and beliefs; sexual orientation; political affiliations or opinions; critical appraisals of other individuals with whom the teacher has a family relationship; or religious affiliations or beliefs.

No employee shall use or attempt to use his/her official authority or influence to intimidate, threaten, coerce or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity.

An employee who has disclosed improper governmental activity and believes that he/she has subsequently been subjected to acts or attempted acts or reprisal shall file a written complaint in accordance with the district's complaint procedures. (See KN)

FISCAL RESPONSIBILITY

Reports of financial misconduct will be received in confidence, and investigations will be conducted confidentially unless otherwise required by law. Law enforcement will be contacted if an investigation reveals criminal activity.

No person will be permitted to alter, destroy, mutilate, conceal, cover up or falsify any record or document with the intent to impede, obstruct, or influence any investigation pursuant to this policy.

No board member or district employee will take adverse employment action against any individual who, in good faith, reports suspected fraud or financial misconduct. No board member or district employee shall retaliate against any individual for providing truthful information to law enforcement regarding alleged financial misconduct. Retaliation includes refusal to hire, termination, discipline or reassignment unless such reassignment is necessary to meet the district's staffing needs or is requested by the employee. Nothing in this policy shall prevent the discipline or termination of employees in accordance with board policy and law.

Students who, in good faith, report suspected fraud or financial misconduct would not be disciplined or penalized for making a report.

Employees who violate any portion of this policy are subject to discipline up to and including termination and referral for prosecution when appropriate.

STAFF CONDUCT

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the district shall engage in:

- Physical or verbal abuse of, or threat of harm to anyone.
- Causing damage, or threat of damage, to district property.
- Forceful or unauthorized entry to or occupation of district facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- Use of profane or abusive language, symbols, or conduct.
- Failure to comply with lawful direction of district officials, security officers, or any other law enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- A violation of district policies and regulations.
- Any conduct violating federal, state or applicable municipal law or regulation.
- Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions of the district, or any other activity sponsored by the board.

In addition to the foregoing, all staff members are expected to:

- Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained with the policies of the board.
- Conduct themselves in a manner consistent with effective and orderly education and to protect students and district property.
- Maintain order in a manner consistent with district policies and regulations.
- Comply promptly with all reasonable requests of the superintendent and the administrator who is their immediate supervisor.
- Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.

District employees who violate these rules are subject to disciplinary action.

STAFF IDENTIFICATION BADGES

An identification badge shall be issued to each employee at the time of initial employment if available. If not available, badges will be issued after fall picture day so staff members will be required to attend picture day or the makeup picture day to get their badge. Badges shall be worn when the employee is on duty, and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge may be obtained from the district office, building administrator or immediate supervisor. A temporary badge must be returned at the end of that day.

The loss of a permanent badge shall be immediately reported to the district office, which will issue a replacement badge at a cost to the employee of $5.00. Badges remain the property of USD 358 and shall be returned to the district office at the time of resignation, retirement, or termination.

Failure to wear the badge as required may subject the employee to disciplinary procedures as specified in employee handbooks or the negotiated agreement, as applicable.

TESTING INTEGRITY

In the administration of standardized tests, licensed staff (teachers, administrators, and others) shall not:

- Provide inappropriate test preparation.
- Modify test administration procedures.
- Provide inappropriate assistance to students during test administration.
- Change or fill in answers on student answer sheets.
- Discourage or exclude certain students from taking the test.
- Engage in any other practice to artificially raise student scores without actually improving underlying student achievement.

Failure by staff to follow district guidelines and/or state testing directions is grounds for termination.

DRUG FREE WORKPLACE

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the district. As a condition of employment in the district, employees shall abide by the terms of this policy.

DRUG FREE SCHOOLS

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act. P.L. 102-226, 103 St. 1928. As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to any of the following sanctions.

1. Short term suspension with pay.
2. Short term suspension without pay.
3. Long term suspension without pay
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program.
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of Kansas Law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement. If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee.

Use of Trained Dogs to Search

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or employees.

Employees must be aware that the use of trained dogs to search student property could also result in the detection of illegal substances on employees and/or property belonging to employees.

TOBACCO PRODUCTS IN SCHOOL BUILDINGS

The use of tobacco products in any form is prohibited in any school building, owned, leased or rented by the district used for pupil attendance purposes.

Due to changes in state law (Kansas Smoke-Free Indoor Clean Air Act), which states that smoking within 10 feet of any doorway, open window, or air intake is prohibited, smoking on school property during school hours by employees is prohibited.

COMPLAINTS OF DISCRIMINATION

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

SEXUAL HARASSMENT

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Violation of this policy by any employee shall result in disciplinary action, up to and including termination. This policy in its entirety, or any policy, is in the district's policy book located in the district office or on the district's website at www.usd358.com

MEMORIALS FOR DECEASED STUDENTS OR STAFF

Schools are designed to support learning. They should not be the main venue for permanent memorials for staff or students. Scholarships or awards are the only permanent memorial allowed for the deceased. Memorials shall be limited in use and subject to prior board approval.

SOCIAL NETWORKING

All school district employees, faculty and staff, who participate in personal social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited. Discussing identifiable students via social networking by school staff is illegal. Discussing unidentifiable students via social networking is inappropriate. Although the First Amendment protects district employees' free speech, dealing with school related social or administrative problems via social networking sites i.e. Facebook and Twitter is highly inappropriate and detrimental to the educational process.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable. Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes. Access of social networking websites for individual use during school hours is prohibited.

Employee Communication with Students Through Social Media

To maintain appropriate professional boundaries and protect both students and staff, employees may not use personal social media accounts to communicate privately or directly with students. Employees also may not require students to use social media platforms to complete assignments or participate in extracurricular activities.
The district may approve specific communication platforms for official school purposes. Approved platforms may be used to share school-related information, announcements, activities, and events when they meet district requirements for security, record retention, administrative oversight, and parent/guardian access.
For the purposes of this policy, social media platforms include websites and applications such as Snapchat, Instagram, Facebook, X (formerly Twitter), TikTok, and similar services designed for creating, sharing, or interacting with publicly viewable content.
This policy does not prohibit the use of:

- District-approved educational platforms and learning management systems.
- District email.
- Approved communication tools that are monitored, archived, and accessible in accordance with district policy.
- Educational websites or services whose primary purpose is delivering instructional materials or resources rather than social networking.

Employees are expected to use only district-approved methods when communicating with students electronically and to follow all applicable district policies regarding professional conduct and electronic communications.

Classified Employee Section



Classified Employees

Oxford USD 358 classified personnel shall include all secretarial, maintenance, custodial, transportation, food service, aides and the technology integration specialist and the school nurse.

All classified employees are employed on an "at will" basis regardless of their length of service and may be dismissed or terminated at any time. Classified employees may be dismissed for any reason including, but not limited to, incompetence, willful neglect of duty, reduction in force, willful violation of board policy or administrative regulations, or violation of the law.

Personnel Evaluations

New classified employees will be evaluated a minimum of twice during the first year of employment. Thereafter, evaluations will be conducted annually on or before May 1. Additional evaluations may be scheduled as deemed necessary by the district supervisor and/or administrative staff in accordance with board policy. The employee will receive a copy of the original evaluation and the original will be kept on file in the district office. At the beginning of each academic year, the evaluation instrument and process will be reviewed with classified staff members.

Classified employees are evaluated on an ongoing basis by their supervisor. Problems or questions by either party shall be discussed when the need arises. A copy of the evaluation instrument is included in this handbook.

Causes for Termination

Causes for termination of a contract may include but are not limited to the following:

a. Failure to continuously meet the requirements as outlined in the section "Driver Qualifications" in this handbook.
b. Unexcused and/or extended absence from the job;
c. Failure to improve work performance after notification;
d. Excessive tardiness;
e. Conviction or admission of improper conduct while on duty;
f. Conviction or admission of dishonesty in connection with duty;
g. Deliberate damage or destruction of district property;
h. Carelessness or recklessness while on duty;
i. Disregard for the comfort or safety resulting in injury to a fellow worker;
j. Interfering with other employees in the discharge of their duties;
k. Insubordination; or
l. Not maintaining confidentiality.

Definition of Employment

Full-Time Twelve Month
A full-time twelve-month classified employee works eight (8) hours a day, forty (40) hours a week, two thousand eighty (2080) hours per year.

Full-Time Nine Month
A full-time nine-month classified employee works a minimum of twenty (20) hours per week and works at least the minimum number of days on the approved school calendar.

Temporary/Part-Time
Student, summer employees, and part time employees (half time or less) hired for the summer or short duration receive no benefits or sick days. A temporary or part-time employee will be paid for holidays stipulated if it falls during the employee's scheduled days of employment.

Holidays

Twelve-Month Employees
Twelve month, full-time employees will have the following paid holidays: Fourth of July, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day, and Juneteenth.

Ten-Month Employees- (building secretaries)
Ten month, full-time employees will have the following paid holidays: Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Good Friday, and Memorial Day.

Nine-Month Employees
Nine-month, full-time employees will have the following paid holidays: Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, and Good Friday.

Vacation

Vacation days are earned annually on July 1 and do not roll over to the next year. Vacation days not used by June 30th, may be sold back at the employee's hourly rate of pay. No more than five vacation days per year can be sold back.

Twelve-Month Employees
Twelve-month, full-time employees with less than two full years of consecutive service will receive five (5) days of paid vacation leave.

Twelve-month employees with more than two years of consecutive service and less than seven years of consecutive service will receive ten (10) days of paid vacation leave.

After seven years of consecutive service, twelve-month employees will have eighteen (18) days of paid vacation leave.

Nine-Month and Ten-Month Employees
Nine-month and ten-month employees with less than 2 years of consecutive service will receive four (4) days of paid vacation leave.

Nine-month and ten-month employees with more than two years of consecutive service and less than seven years of consecutive service will receive eight (8) days of paid vacation leave.

After seven years of consecutive service, nine- and ten-month employees will have twelve (12) days of paid vacation leave.

Classified employees who for any reason work less than the full school year (July to June), or new hires that start work after the school year begins, will receive holidays and vacations proportionate to the remainder of the school year. The employee's supervisor must approve all vacation days in advance.

Other Paid Leave

All full-time classified employees will earn Personal Time Off (PTO) as follows:
Full-time 12-month staff earn 12 days of PTO starting July 1 of each year. 10-month staff will earn 10 days, and 9-month employees will have 9 days. Days awarded will be prorated if employment starts during the school year. (The days are based on an 8 hour per day work schedule. Part time employees time will be based on their average daily hours worked. For example, a parttime 9-month employee who works 4 hours a day would have 36 hours of leave (9 days times 4 hours)

PTO leave must be used prior to the use of banked accumulated sick leave. Banked accumulated sick leave can be used for sick, personal, or bereavement (see below) absences and can be accumulated up to 65 days. Unused PTO leave will be rolled over to the new school year, and can only be used as sick leave. Any unused leave will be lost if separation from employment occurs.

After accumulating sixty-five (65) days (This is based on an 8 hour work day. Staff employed as part time will have the time pro-rated) of sick leave, a classified staff member may sell back additional days to the board at $100 per day (8 hours) The buy back of sick leave days will be granted only to those persons who complete the current school term and will be limited to a maximum of ten (10) days per year. Any accumulated banked sick leave will be lost if separation from employment occurs.

Banked Accumulated Sick Leave
Sick leave may be used for illness of the employee or illness of the employee's immediate family. Immediate family is restricted to mother, father, sister, brother, son, daughter, spouse of the employee, in-laws, grandchildren, and grandparents. Banked sick leave can only be used once all current year earned leave (PTO) has been depleted.

Employees may use up to three days of banked accumulated sick leave for current year PTO only if all current year vacation and PTO days have been used.

Bereavement Leave

In the case of the death of immediate family (mother, father, sister, brother, son, daughter, spouse of the employee, in-laws, grandchildren, and grandparents) classified staff shall be eligible for three (3) days of bereavement leave. A classified staff member shall be eligible for an additional two (2) days of leave with the approval of the immediate supervisor and superintendent of schools.

Assignment and Transfer

The district reserves the right to assign, reassign or transfer all classified employees. Determining the assignment of each employee is the responsibility of the superintendent and within the sole discretion of the board.

Physical Examinations

Classified employees are required to have a physical examination by a physician at the time of their employment. The district will reimburse the employee for the examination up to $25.00. Food service employees are required to receive annual TB tests. Employees who have not provided the District Office with a TB test and Certification of Health Form or Physical from their physician, after 30 days of employment, will be put on unpaid leave until the appropriate paperwork is received.

Dress Code

Employees are expected to wear clothing that reflects positively upon themselves and the school district. The immediate supervisor, building principal, and superintendent will monitor appropriate dress apparel. All employees are required to dress in a professional manner for the position in which they serve, and must adhere to the same requirements as the student dress code.

Starting Wages

The starting wage for classroom aides, secretaries, food service workers will $13 an hour. Starting wages for maintenance/custodians is $14 an hour. The district reserves the right to adjust starting wages due to experience and educational qualifications, and the needs of the district.

The starting wage for bus drivers is $14 an hour for Non CDL bus drivers and van drivers, CDL licenses bus drivers will start at $16. The district reserves the right to adjust starting wages due to experience and educational qualifications, and the needs of the district.

The starting wage for directors, clerk, treasurer, and school nurse will be determined when they are hired based on their qualifications.

All hourly district employees will receive a $.50 longevity increase beginning with their consecutive fifth, tenth, fifteenth, twentieth, and twenty-fifth year of employment. This will be in addition to any annual raise given.

Substitute/Student Work Wages

Substitute food service workers/ custodians/secretaries/aides and student workers will receive the minimum wage rate per hour. A student worker is defined as a worker that is currently enrolled as a student or is working for the district the summer immediately following his/her graduation from high school. Certified Staff members who are hired for summer mowing, maintenance, and custodial help will receive $13 per hour.

Overtime

Generally, the superintendent must approve overtime in advance. Principals, the food service and maintenance/custodial director may allow up to two (2) hours of overtime to an employee for an immediate need. This shall be reported to the superintendent.

Compensatory Time

If an employee works more than 40 hours during a specific workweek, that person may receive compensatory time rather than overtime pay. The rate of compensatory time shall be one and one-half hours for each hour of overtime worked. Compensatory time as a compensation method shall be mutually agreed on between the employee and the supervisor before the work is performed. Classified staff must use their compensatory time by June 16, the date of the last time sheet for the fiscal year.

Pay Period

Pay periods run from the 16th to the 15th. Classified employees are paid on the first working day of the month. If payday falls on a Saturday staff will be paid on Friday, if payday falls on a Sunday, staff will be paid Monday unless it coincides with the end of the quarter or end of the year or fiscal year. Example: Hours worked from August 16th through September 15th are paid October 1.

Health Insurance

A classified employee may elect to have health insurance withheld from his/her salary. The board will pay a monthly stipend for each full-time employee to apply toward the group health insurance plan. Information about health insurance can be obtained from the district office.

Plan 125 and Fringe Benefits

Plan 125 is offered to all regular district employees as an option to purchase specific benefits with pre-tax dollars. Up to $5,000 may be deducted annually to purchase fringe benefits. Additional information is available from the district office.

Salary Deductions

All salary deductions are arranged with the clerk of the board. Employees must have a signed deduction sheet on file in the district office.

Kansas Public Employees Retirement System (KPERS)

Classified employees that work for the district 630 hours or more per year will be required to be a member of the KPERS system. Complete information about the program is available at the district office. Six (6) percent of the employee's earnings are withheld from each pay period for KPERS.

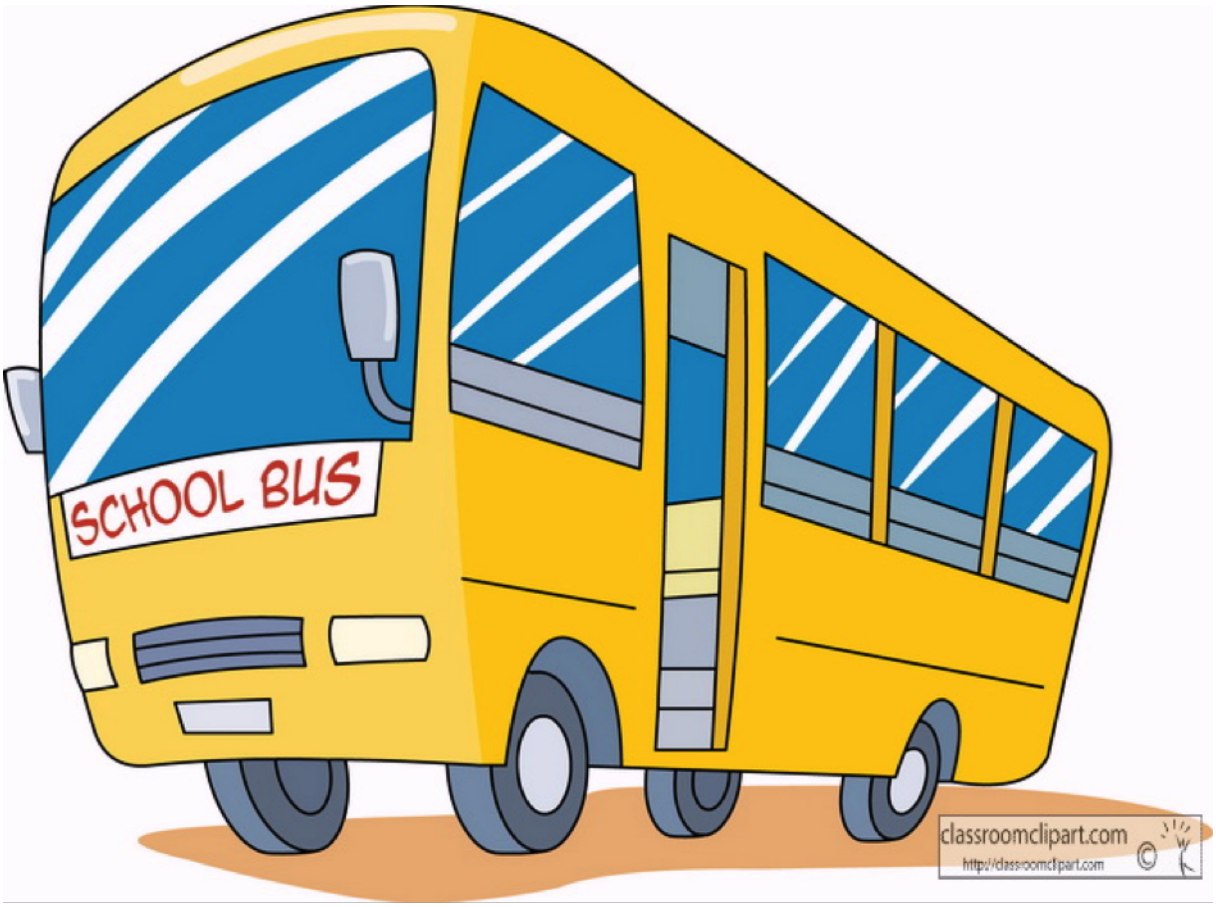
Procedure for Absences

When an employee must be absent from work, it is their responsibility to notify their immediate supervisor in advance of their absence and the reason for it. Failure to notify your supervisor in advance of an absence will result in a written warning. A second offense may result in more serious consequences, including termination.

Inclement Weather Days

On days when school is canceled due to inclement weather, classified employees will be paid for their regularly scheduled day for the canceled school day. If the employee is required to be present (based on supervisor direction i.e. snow removal, payroll, etc.) on an inclement weather day with school not in session, the employee will be paid 1 ½ times their regular hourly rate.

Transportation



Transportation Handbook

General Policies

School bus transportation is an essential part of the overall school program and requires constant supervision, review and change. Perhaps no other phase of the school program is more closely observed by the public or has a greater tendency to mold public opinion toward the schools. At the same time, bus drivers have the opportunity and responsibility to, by their very attitudes and personality, to set the tone for the entire day for the children they transport.

This handbook should serve as a ready reference for all school personnel involved in pupil transportation.

Administration and Board of Education

The superintendent is the executive officer of the board of education. Requests and directions from the superintendent have the weight and force of directives from the board of education. The superintendent may delegate certain responsibilities to the transportation director and building principals. The transportation director is the proper medium of approach concerning job or school related concerns.

Transportation Personnel

The Director of Transportation is in charge of the day-to-day operations of student and staff transportation including approving bus routes, assigning bus drivers, and overall supervision of bus drivers. Bus discipline is delegated to the building principals. Discipline issues should be reported immediately to the building principal for the school the student attends. The Director of Transportation and high school secretary make activity trip assignments.

In addition to the duties assigned above, the transportation director will be responsible for the maintenance and repairs to buses and other district vehicles.

Bus Drivers

Driver Qualifications:

a. Kansas Commercial Driver's License (CDL)
b. Current Red Cross First Aid and CPR certificate

c. Physical examination as prescribed by the district (once every two years) unless required by health conditions
d. Current defensive driving card
e. No person shall be employed or remain employed as a bus driver who has been convicted of a felony or any offense against public morals or within three years after conviction of any of the following offenses while driving a motor vehicle: reckless driving, DUI, revocation of his/her license, or unsatisfied judgment as a result of an accident.
f. A driver shall keep himself neat and clean, abstain from use of tobacco while in the bus, and abstain from anything that could impair the driver's ability.



Physical Examinations

Bus drivers are required to have a CDL physical examination by a physician at the time of their employment. The CDL physical must be renewed every two (2) years. The district will reimburse the employee for the examination up to $100 once every two (2) years.

CDL-Drug and Alcohol Testing

Employees performing safety sensitive jobs for the district that require a commercial driver's license (CDL) shall be tested for alcohol and drug use according to the districts approved testing plan. A copy of the plan can be obtained from the district office.

Payroll Information

The starting wage for bus drivers is $14 an hour for Non CDL bus drivers and van drivers, CDL licenses bus drivers will start at $16. The district reserves the right to adjust starting wages due to experience and educational qualifications, and the needs of the district.

All hourly employees will receive a $.50 increase beginning with their fifth year in the district and a $.50 increase beginning with their tenth, fifteenth, twentieth, and twenty-fifth year of employment in the district. This will be in addition to any annual raise given.

Bus drivers are expected to clock the actual time for a bus route or activity trip on the the AptaFund timekeeping app. The hourly rate will be rounded to the nearest quarter hour. Bus drivers are expected to work two hours for each route (morning or afternoon) that they drive. Should the route actually take less time to run than two hours, drivers should use the time remaining to complete necessary paperwork, clean and wash the bus, and participate in any training that may be required.

Bus drivers are expected to participate in training as required by the district. Bus drivers may be requested to assist in transporting buses for maintenance. When other

transportation is required, they will be given access to district transportation or mileage will be paid.

Bus drivers will be reimbursed the difference between a CDL and regular license.

Bus drivers must have a copy of their CDL, S endorsement, a signed statement of no felony convictions, and up-to-date first aid, CPR, and defensive driving certificates and proof of CDL physical examination.

Overtime

Bus drivers will be paid overtime when their actual drive time exceeds forty-hours (40) per week.

Generally, the superintendent must approve overtime in advance. The transportation director may allow up to two (2) hours of overtime to a bus driver for an immediate need. This shall be reported to the superintendent.

Procedure for Absence

When a bus driver must be absent from work, it is their responsibility to notify the transportation director in advance of their absence and the reason for the absence. Failure to notify the transportation director in advance of an absence will result in a written warning. A second offense may result in more serious consequences, including termination.

Driving Regulations

Bus Inspections

All buses must be inspected at least once a year by the State Safety Patrol and receive an **OK** sticker.

Drivers shall inspect the bus they intend to drive before leaving on any regular route or special trip. Such inspections are to be documented on the forms provided by the district and filed monthly with the high school secretary.

Pre-trip inspection reports are filed monthly by the driver with the high school secretary and are kept on file in district office for a period of two (2) years.

Cellular Phones

If using a cell phone, pull over and stop the bus. Do not use cell phones while the bus is in motion.

Credit Cards and K-Tags

The district has fuel credit cards and K-tags for the turnpike. The cards and K-tags are kept in the district office and the driver can check them in and out from that office.

Driver Safety Meetings

Bus driver safety meetings shall be held monthly at a time and place designated by the transportation director. Attendance at these meetings is mandatory for all regular drivers. Substitute drivers are encouraged to attend.

Evacuation Drills

Two drills are required per year. Each drill must be documented and the appropriate forms must be filed in the district office and kept on file for two (2) years.

Flares and Flags

When stalled on the highway, county road, or shoulder of a highway or road, place flares or flags 100 feet to the front and rear and on the roadway side of the bus as required by law.

Inservice Training

The Director of Transportation will have charge of planning and scheduling in-service meetings and monthly safety meetings.

Loading and Unloading Buses

a. Turn on the amber flashers (8-light system) a minimum of 100 to 300 feet before stopping the bus to load or unload passengers.
b. When all is safe and the bus is stopped, display the stop arm.
c. Load and unload passengers after checking to ensure all traffic has stopped and is observing your stop arm.
d. When all passengers are safe, withdraw the stop arm and proceed on route.
e. If bus is completely off the highway or road to load or unload, don't use the 8-light system or the stop arm.

Flashers and stop arm are to be used only when loading and unloading passengers.

Non-Student Riders

All bus riders (route and activity trips) other than currently enrolled eligible students and school personnel **shall have prior approval** from the Director of Transportation or superintendent of schools each time they wish to ride a bus unless informed otherwise by the Director of Transportation.

Out-of-District Students

Drivers shall be cognizant of all school district boundaries and pick-up out-of-school district students only after receiving approval by the transportation director.

Safety

Safety is the very heart of school transportation. Good equipment is essential, but the driver is the single most important factor in student transportation safety. The following state and district regulation shall be followed by drivers at all times when driving a bus:

a. Never exceed the speed limits as defined in KSA 72-133: in an urban area, 30 miles per hour; on separated multilane highway, as posted or 70 miles per hour; on any paved county or township highway, 55 miles per hour; on any non-paved county or township highway, 45 miles per hour; and on all other highways, 65 miles per hour. These speed limits are to be followed except where otherwise posted and except when a special hazard exists that requires a lower speed for safety or hazardous road conditions.
b. Each driver shall be held responsible for immediately discontinuing use of any bus for transporting students whenever or wherever any accident or any defect renders the continuation of use of such bus to be unsafe.
c. Interior lighting in the bus shall be in operation anytime the bus is in use after dark.
d. Animals and reptiles shall not be transported on a school bus.
e. No weapons of any sort shall be permitted on a school bus.
f. No person shall be allowed to occupy any position in a school bus other than seated in the provided seats.
g. All buses shall be inspected by the driver before use (route or trip), using the ***Pre-Trip Inspection Sheet***. The driver shall check each item listed on the sheet and indicate that the inspection was made and the equipment was working and safe.
h. Drivers shall not make unnecessary conversation with passengers while the bus is in motion.
i. Drivers shall load and unload passengers only at designated regular stops.
j. No driver shall drive a bus more than 10 consecutive hours or 10 hours in any 16-hour period.
k. Drivers shall always turn off the engine and set the brakes before getting off the bus.
l. Before filling the gas tank, the engine shall be turned off and all passengers shall be removed from the bus.
m. Arrive at school or destination late rather than not drive safely.
n. Drivers should drive as smoothly as possible. Avoid sudden jerks, swerves, bumps and stops.

Seat Belt

Bus drivers shall use the seat belt at all times while the bus is in motion.

Substitute Bus Drivers

Qualification for substitute drivers shall be the same as for a regularly employed driver.

Cell Phone/Walkie-Talkies

All busses are equipped with cell phone/walkie-talkies. Cell phones are to be used for transportation communications only.

Ways to Maintain Discipline

Every bus driver should have discipline expectations for the riders on his/her bus. There are some strategies that help in maintaining discipline. Consider these effective measures to assist you in maintaining order on the bus.

1. Never give an order you do not mean to enforce.
2. Give the passenger time to react to your request.
3. Be positive.
4. Have a reason for making a request and, when possible, give the reason with the request.
5. Be honest in what you say or do.
6. Be a good role model.
7. Be fair and treat all students equal.
8. Be friendly; show a genuine interest in the students.
9. Commend good behavior.
10. Maintain a sense of humor.
11. Be consistent in your expectations.
12. Keep personal feelings and prejudices off the bus.
13. Look for the cause of the misbehavior.
14. Greet each student when loading and unloading.
15. Be a good listener.
16. Don't use ridicule.

District and Administrative Policies

Transportation Policies

a. Bus routes should be set up with designated stops at designated times and such schedules should be strictly adhered to. When a stop is reached ahead of schedule, the driver should not leave that stop prior to the normal departure time from that

stop, except in inclement weather. The driver should make an attempt to contact the parent if there is a need to leave the designated stop prior to the normal time.

b. Buses are to load and unload only at designated points.
c. Buses should not drive in yards to unload and load unless it is necessary to make a "turn around"; it is over "1/4 mile to the house", and for the sake of the pupil's safety.
d. Arrival time in the morning is a maximum of 30 minutes before school starts (arrival time – 7:30 a.m. and school starts at 8:00 a.m.) and should be dropped off in front of the JH/HS building and be dismissed into the commons area. On late start days, buses should arrive at school within 30 minutes of the 9:00 a.m. start time and should be dropped off in front of the JH/HS building and be dismissed into the commons area.
e. Eligible bus riders: resident students living outside the corporate limits of the city of Oxford, students living in Geuda Springs, and out-of-district students with prior approval of the superintendent of schools.
f. Use of school buses: transportation of students only unless approved by the superintendent of schools.
g. Maximum of distance a pupil may be required to walk to or from the bus is ¼ mile (exception – good sense during hazardous or inclement weather).
h. Bus routes shall be planned so that no student is required to ride on the bus more than one (1) hour each trip.
i. Safety shall be a major factor in planning bus routes.
j. No pupil shall be required to leave the bus before such pupil has reached his/her destination unless that student presents a real and present danger to the other students on the bus.

Bus Driver Responsibilities

All bus drivers are responsible for completing their responsibilities in a timely and accurate manner.

Accidents: See accident report form at back of the handbook. A report is to be filed for all accidents involving the school bus and/or students. (A student falling out of a seat is an accident if caused by the action of the bus.)

Bus Security: Keep buses locked if not in use; remove keys from bus when not in use; park in a lighted area when on night trips, if possible.

Clean Bus: The driver has responsibility for keeping the bus clean. Bus drivers are expected to keep buses clean and free of debris. The interior of the bus should be cleaned daily.

Eligible Bus Students

a. Students on regular bus routes enrolled in schools in USD 358.
b. Students assigned to activity buses.
c. Other students must have permission from the driver to ride the bus.

d. Parents of students in grades K-6 should notify the grade school office by note or phone that their child is not to ride the bus home.
e. Regular route students must notify the driver in writing of any change in the location of drop-off for the student.

Food and Drink on Buses: Food and drinks, other than bottled water, will not be allowed on the school buses while on the regular routes. Bus drivers will have the discretion to disallow water should it become a problem on the bus. This is in compliance with state regulations. Food and drink is allowed on the buses on activity trips.

Repairs: Notify the transportation director when the bus needs repairs

Reports: These reports are to be completed by every bus driver as required.

- Accident Report
- Activity Trip Reports
- Pre-trip Inspection
- Student Misbehavior Report

Emergency Situations

School buses should not leave on a trip or route while a tornado warning, or similar extreme weather is warned. In the absence of the superintendent or transportation director, the building principals, or their representatives, shall have authority over transportation personnel in determining whether or not buses shall leave the schools during severe weather alerts.

When buses are in route and encounter severe weather such as a tornado, the driver should:

- (if acceptable shelter is near) drive to shelter and immediately evacuate pupils to same;
- (if a tornado is sighted and shelter cannot be reached) head the bus at 90 degrees to the path of the tornado and drive out of the area;
- if escape is impossible, students should be evacuated from the bus to a ditch, ravine, or culvert. Pupils should lie face down until the storm is over;
- driver shall notify the school immediately as to the welfare of the students.

For a blizzard:

- The driver must stay with the bus and keep all the children on the bus.
- Wait for help.
- Run the bus motor intermittently to provide heat.
- Open a window slightly on the side of the bus opposite the storm.
- Students should do light exercise to keep warm – not enough to perspire.
- The dome light should be kept on after dark.

Activity Bus Trips

All activity bus trips shall be approved by the superintendent of schools and arranged through the high school office. The following guidelines should be followed for each activity trip:

- At no time shall an activity bus be driven without an authorized sponsor on the bus.

- The activity trip bus will not make any unscheduled stops unless such stops have been arranged, listed on the transportation request form, and approved by the building principal and the sponsor on the bus. Emergency stops may have to be made and such stops are left to the judgment of the sponsor(s) on the bus.

- Students will not be allowed to get off the bus between the site of the activity and the school without prior arrangement being made with the principal or his/her designee.

- Students riding the bus to an activity are expected to ride the return bus unless the parents or guardian provide a written note to the sponsor and the student rides home with his/her parents or guardians.

Student Behavior (Board Policy FAB)

Students of USD 358 riding activity buses on school-sponsored trips are expected to observe bus safety, behavior, and the directions of the school sponsor and the bus drivers. Those students unable to follow the rules, regulations, and directions of proper conduct will be governed by the following school district policy:

1. The first referral will be turned into the principal's office by the sponsor or bus driver. This will be done by using a bus referral form for student misbehavior. Prior to turning in the referral form, the sponsor or driver will inform the student of the intent and reason for the referral.
    a. Consequences: The parents will be notified of the problem in writing and informed that their child (student) will not be permitted to ride an activity bus for the next trip the student would ordinarily take. (Students must ride the bus to an event to be eligible to participate in that event or activity.)

2. The second referral will cause an automatic removal from the bus activity trips for the remainder of the school year. Parents will be notified in writing of the problem and informed that their child (student) will not be permitted to ride an activity bus for the remainder of the school year.
    a. Students will not be permitted to represent the school at out of town activities – but may be permitted to do so at home activities or events.
    b. Note: the principal has the authority to set aside this policy and deny bus privileges to a student when, in his/her opinion, the student behavior merits special action. This means that the principal may deny bus privileges with the first referral if the incident is severe enough.

    Definition of acceptable behavior: Behavior, language, and/or other actions that would be acceptable according to the student handbook.

Transportation Policy
(Non-School Groups)

USD 358 may provide bus transportation for those groups specifically approved by Kansas Statute (KSA 72-8302). Each request for transportation shall be made to the superintendent of schools at least one (1) week in advance of date of the trip. The request shall be made in written form and include: date of trip, destination, estimated mileage, and departure and return times (a form provided by the district). All groups shall be subject to the following:

a. no overnight trips;
b. there shall be no less than two (2) adult sponsors (excluding the bus driver) on each bus (more sponsors may be required);
c. limited to three (3) trips per year.

Conduct of riders (school age groups and adults) shall conform to conduct expected of students on any school trip. Sponsors shall be given a copy of bus conduct rules.

Any group not adhering to this policy may be denied use of the buses.

Bus drivers shall be provided by and employed by the school district.

Groups and/or organizations shall take steps to insure the bus returns in the same condition in which it departed.

A fee equaling actual expenses (computed by adding the bus driver's salary to the cost of fuel used on the trip) shall be assessed. Any damages to the bus shall be the responsibility of the group and/or organization using the bus.

All deviations from the contents of this policy are subject to board approval.

Transportation Request Form

The information provided below is representative of the online or paper form to request transportation for a student or staff activity.

The actual copy that you receive as a driver will be different.

Date of Trip:

School:

Destination:

Departure Time from School:

Return Time to School:

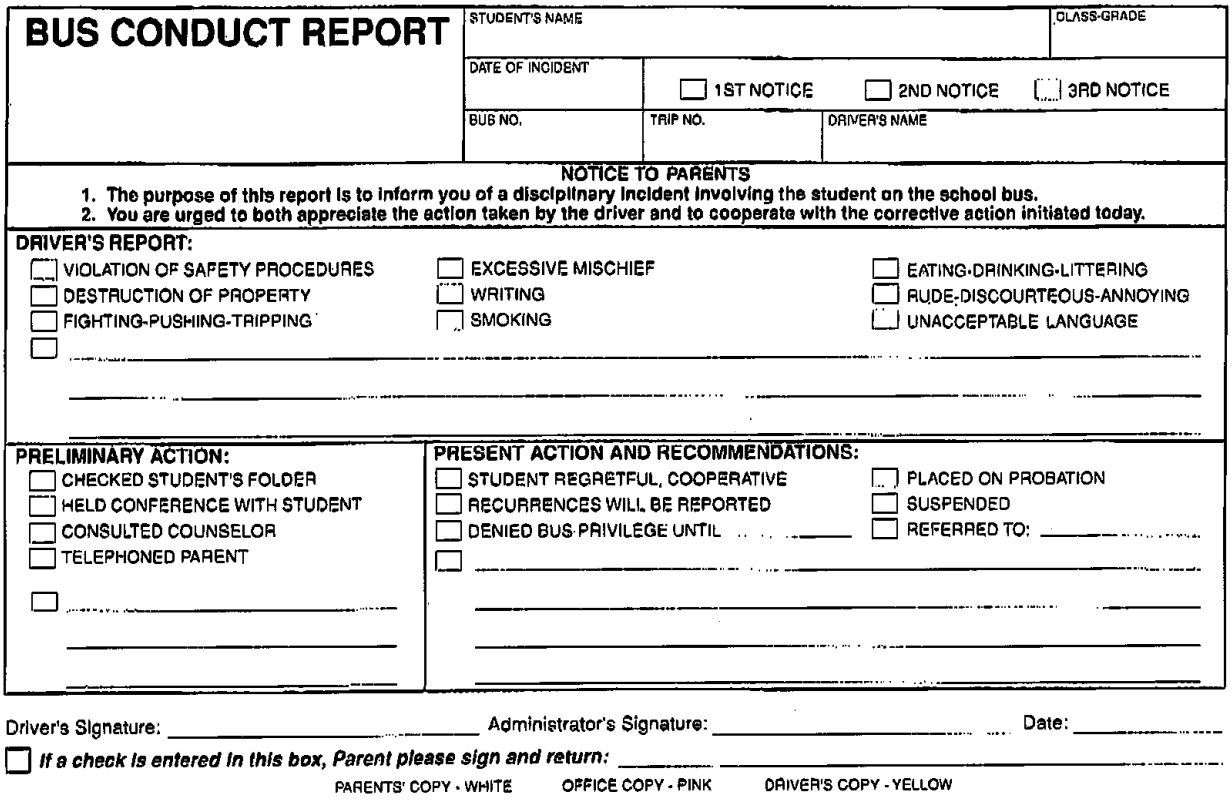
Group:

Number of Riders:

Teacher in Charge:

Comments:

Bus Conduct Form



BUS CONDUCT REPORT

STUDENT'S NAME | CLASS-GRADE

DATE OF INCIDENT | ☐ 1ST NOTICE ☐ 2ND NOTICE ☐ 3RD NOTICE

BUS NO. | TRIP NO. | DRIVER'S NAME

NOTICE TO PARENTS

1. **The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.**
2. **You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.**

DRIVER'S REPORT:

- ☐ VIOLATION OF SAFETY PROCEDURES
- ☐ DESTRUCTION OF PROPERTY
- ☐ FIGHTING-PUSHING-TRIPPING
- ☐ EXCESSIVE MISCHIEF
- ☐ WRITING
- ☐ SMOKING
- ☐ EATING-DRINKING-LITTERING
- ☐ RUDE-DISCOURTEOUS-ANNOYING
- ☐ UNACCEPTABLE LANGUAGE
- ☐ _____

PRELIMINARY ACTION:

- ☐ CHECKED STUDENT'S FOLDER
- ☐ HELD CONFERENCE WITH STUDENT
- ☐ CONSULTED COUNSELOR
- ☐ TELEPHONED PARENT
- ☐ _____

PRESENT ACTION AND RECOMMENDATIONS:

- ☐ STUDENT REGRETFUL, COOPERATIVE
- ☐ RECURRENCES WILL BE REPORTED
- ☐ DENIED BUS PRIVILEGE UNTIL _____
- ☐ PLACED ON PROBATION
- ☐ SUSPENDED
- ☐ REFERRED TO: _____
- ☐ _____

Driver's Signature: _____ Administrator's Signature: _____ Date: _____

☐ ***If a check is entered in this box, Parent please sign and return:*** _____

PARENTS' COPY - WHITE OFFICE COPY - PINK DRIVER'S COPY - YELLOW

School Bus Accident
Procedure And Report Form

Accident Procedures

1. Call for assistance (Sheriff, District Office, Director of transportation)
2. Place emergency equipment on the road.
3. Check on the condition of passengers and render first aid.
4. Arrange transportation of uninjured students.
5. Check headcount of students and note students that are hurt.
6. Direct older students to assist less injured students.

7. Move uninjured students off the road away from EMS and traffic.
8. Report names of injured students to District Office by phone.
9. Let EMS take control of the scene.
10. Director of transportation will arrange for bus to be moved from accident scene.
11. Secure student property.
12. Driver and Director of transportation report to the District Office to make report.

Accident Report Form

Any bus involved in an accident while transporting students shall not be moved until: a) all students who are injured or may be injured have received first aid; b) all authorities have been notified and/or caused to be notified. – including Superintendent of Schools, the highway patrol or sheriff office; c) the bus driver has obtained the name, address, telephone, and insurance company (and agent) from all drivers involved in the accident; d) an accident report has been completed by law enforcement; e) If no other vehicles are involved, the same procedure shall be followed if there is no injury to any student (or the possibility of injury) or disabling damage to the bus.

If no other vehicle in involved in the accident and the accident involves no apparent injury to students or disabling effect on the bus, the driver shall report the incident to school authorities immediately and proceed to their destination.

1. SKETCH THE ACCIDENT (include items such as roads, directions, vehicles, landmarks, etc on the back of this page.

2. Bus No._____ 3. Destination_____

4. Description of the accident: (Use another piece of paper if necessary.)

5. List of passengers:

6. List of injured passengers (possibly injured)

7. Note ALL injuries sustained by the driver:

Notice of Protection Under the Kansas Tort Claims Act

As a teacher employed by Unified School District No. 358, Oxford, Kansas, you are entitled to protections under the Kansas Tort Claims Act, K.S.A. 75-6101 *et seq.*

1. **What is the Kansas Tort Claims Act?**
   It is the state statutory scheme, which allows governmental entities, including public school districts, in the state to be sued for damages caused by the negligent or wrongful acts or omissions of employees, officers, or board members. In cases arising under the Kansas Tort Claims Act, liability is limited to $500,000 for any number of claims arising out of a single occurrence or accident or to the extent of

the district's insurance, whichever is greater. U.S.D 358's insurance with regard to tort claims provides liability coverage for such claims up to **$2,000,000.00**. (See K.S.A. 75-6101 et seq.)

2. **Are there any situations in which a school district may be exempt from liability for negligent acts?**
   Yes, the law contains several exemptions. A school district and its employees are not liable, under the Tort Claims Act, for damages resulting from:
   - Legislative functions, such as adopting or failing to adopt a policy;
   - Judicial functions, such as a student or teacher due process hearing;
   - Enforcement or failure to enforce a statute, regulation, or board resolution;
   - Adoption or failure to adopt written personnel policies which protect persons' health or safety;
   - Any claim based on the performance of or failure to perform a discretionary function or duty, regardless of whether discretion is abused;
   - The assessment or collection of taxes;
   - Any claim by an employee which is covered by workers compensation;
   - Snow or ice or other temporary or natural conditions on school property;
   - The plan or design for the construction or improvement to public property;
   - Any claim for injuries resulting from the use of any public property intended or permitted to be used as a park, playground, or open area for recreational purposes, except in cases of gross or wanton negligence; or
   - The natural condition of any unimproved public school property.

3. **Is the school district liable for all negligent acts of its employees?**
   No. The district is only liable for acts or omissions of employees which occur in the scope of the employee's employment and which are done without actual fraud or actual malice.

4. **Will the district provide me a legal defense for claims under this act?**
   Generally yes. Upon request of an employee, the district shall:
   - Provide for the defense of any civil action or proceeding against you, in your official or individual capacity or both, on account of an act or omission in the scope of your employment with the district; and
   - Provide legal counsel to you when you are summoned to appear before any grand jury or inquisition on account of an act or omission in the scope of your employment with the district.
   - The district has no right to recover expenses from you for this defense or representation, except as provided in K.S.A. 75-6109, and amendments thereto.

5. **Can the district refuse to provide me a defense under the act?**
   Yes, the district may refuse to provide for the defense of an action against you or to provide you with representation if the district determines:
   - The act or omission was not within the scope of your employment;
   - You acted or failed to act because of actual fraud or actual malice;

- The defense of the action or proceeding would create a conflict of interest between you and the district; or
- The request was not made in accordance with law.

6. **How do I request the district to come to my defense or to provide me with representation?**
   You must make a request for such in writing within 15 days of receiving service of process or a subpoena of the action. This request is to be filed with the board clerk.

   The district may reimburse you such reasonable attorney fees, costs, and expenses as are necessarily incurred in defending a claim against you for punitive or exemplary damages if: (1) The action or proceeding arose out of an act or omission in the scope of your employment; and (2) you reasonable cooperated in good faith in the defense of the claim.



USD 358 FMLA and/or Extended Leave Request Form

This form should be used to request FMLA or Extended Leave as defined in employment policy handbooks, and according to Board Policy GARI (Family Medical Leave Plan). In general, absences over five consecutive days can be considered "extended leave." All employee handbooks are posted online and are available in the District Office Office.

Employee Requesting Leave:	
Date Range of Expected Absence:*	
If requesting intermittent (sporadic) leave, please list expected frequency and duration of absences:	
Reason for Leave:	

**If actual leave varies by more than a few days of original leave request, please notify District Office in writing of change (email is sufficient) so original information can be adjusted.*

Important to know...

1. **FMLA Leave** - Upon notice of leave request, HR will provide employee with notification of FMLA eligibility. If eligible and additional information is needed to designate these leave days as "FMLA," then the Notice of Eligibility Form (WH-381) will state what needs to be returned to HR with a deadline. Failure to return the requested documentation in a timely manner may result in FMLA denial.
2. **Non-FMLA Leave and/or Extended Leave** - Depending on length of extended absence being requested, some leave situations may require Board of Education approval. Contact HR if you have questions.
3. **Recording Time Off Requests (ReadySub)** - Employees taking FMLA or Extended Leave should continue to record all absences in the time off request system even if they run out of accumulated, paid leave. Please briefly identify the absence reason within the notes section of the time off request so this form can be matched to specific days taken off.
4. **Disability Paperwork** - Employees needing to file short-term disability paperwork should contact the District Office (620-455-2410) to obtain appropriate forms and instructions.

Employee Signature, Date

Superintendent Signature, Date

BOE approval signature/date (if applicable)

Board Clerk Signature, Date

Complaint Procedures

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made, directly to the board as a whole, to a board member as an individual, it will be referred to the administration for study and possible resolution. 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. Harassment of an individual on any of these grounds is also prohibited. The superintendent, PO Box 937 Oxford KS, 67119, 620-455-2227 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IV of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the right s provided under, are available from the compliance coordinator.

Grievance Procedure relative Title IX

The superintendent of schools is the employee designated to coordinate all efforts to comply with Title IX. The superintendent will determine if the complaint meets the definition of harassment and if the alleged acts occurred in the school's education program or activity. If so then the complaint will assign an investigator to complete an investigation of any complaints for noncompliance. The investigator will notify the parties involved and begin investigation procedures including any informal resolution process. The investigator will provide both parties with documentation on the process. Once the investigation is completed a report will be developed with all evidence. Each party will be sent a draft to inspect and review and have 10 days to submit a written response, which will be considered by the investigator prior to the completion of the investigative report. Will be given to a school appointed decision maker. A formal complaint may be filed in person, by mail, email, or any other means that results in the Superintendent receiving the report. The report must be filed as soon as possible after the conduct occurs but no later than 180 calendar days after the complainant becomes aware of the alleged violation.

The investigation report must be provided to the Decision Maker at least 10 days prior to a time of determination. The Decision Maker will afford each party the opportunity to submit written, relevant questions that the parties want to ask of any party or witness, provide each party with the answers, and follow additional, limited follow-up questions. If determined that harassment occurred, disciplinary procedures are triggered. The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed, or on the date the opportunity for an appeal expires or a dismissal of a formal complaint.

Requests for appeal shall be made in writing within 20 days after the date of the written determination regarding responsibility. The appeal Decision Maker has 30 days to issue a written decision after the appeal is filed.

The Board of Education will be notified within 5 days of a filed formal complaint.

Racial Harassment

Racial harassment will not be tolerated in the USD 358 school district. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Racial harassment is racially motivated conduct which:

- Affords an individual different treatment, solely on the basis of race, color, or national origin, in a manner which interferes with or limits the ability of the individual to participate in or benefit from the services, activities or programs of the school and/or district; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic or work environment; or
- Is sufficiently severe, pervasive or persistent to have the purpose or effect of interfering with a student's academic performance or an employee's productivity or the ability of either to participate in or benefit from the services, activities or programs of the school or district.

Racial harassment shall include, but not be limited to (1) inappropriate racial slurs, (2) racial insults, (3) racial intimidations, (4) employment decisions based on racial issues, and (5) creation of hostile or intimidating working or learning environments based on racial overtones.

No district employee shall racially harass, be racially harassed, or fail to investigate or refer a complaint of racial harassment for investigation. Complaints of racial harassment by employees will be promptly investigated and resolved. Initiation of a complaint of racial harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination, against any employee. Complaints initiated by students shall not affect their school status or academic standing. Students who violate this policy will be subject to appropriate disciplinary action up to and including expulsion from the school district. Employees who believe that they have been subjected to racial harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or superintendent.

Students who believe that they have been subject to racial harassment should discuss the situation with their building administrator. If the administrator is the alleged harasser, the student should discuss the matter with the superintendent of schools. If the superintendent is the alleged harasser in any situation, the matter should be discussed with the BOE president. If the BOE as a whole or individual members acting in capacity as a Board Member is the alleged harasser, the matter should be addressed in writing to the Clerk of the Board and the School District attorney for resolution.

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

Sexual Harassment
Sexual Harassment will not be tolerated in the USD 358 school district. Sexual harassment of employees or students of the district by board members, administrators, certified 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, inappropriate sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when: (1) submission to conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or learning performance or creating an intimidating, hostile or offensive working or learning environment.

No district employee shall harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination, against any employee. Complaints initiated by students shall not affect their school status or academic standing. Students who violate the policy will be subject to disciplinary action which may include expulsion from the district.
Employees who believe that they have been subject to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the superintendent.
Students who believe that they have been subject to sexual harassment should discuss this situation with their building administrator. If the administrator is the alleged harasser, the student should discuss the situation with the superintendent of schools. If the superintendent is the alleged harasser in any situation, the matter should be discussed with the Board of Education President.

If the Board of Education as a whole or as individuals are the alleged harassers in the course of their official duties, the matter should be addressed in written form to the Clerk of the Board and School District's attorney for a resolution. Employees and students who do not believe that the matter is appropriately resolved through the meeting process may file a written complaint under the district's complaint procedure. Confidentiality shall be maintained throughout the process.

Notice of Nondiscrimination
USD #358 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, treatment or employment in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Any person having inquiries concerning USD #358's compliance with the regulations implementing Title II, Title VI, Title IX, Section 504, or the Age Discrimination Act is directed to contact the Superintendent of Schools, 515 N Water, Oxford, KS 67119. Telephone No. (620) 455-2227.

Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act (Section 504), and Americans with Disabilities Act Amendments Act (ADAA)
Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act (ADAA) of 2008 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. USD 358 acknowledges its responsibility under Section 504/ADA/ADAA to avoid discrimination in policies and practices regarding its students and personnel.
No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school. Any person having inquiries and/or specific complaints regarding USD 358's compliance with ADA, ADAA, or Section 504 regulations needs to contact the Superintendent of Schools for USD 358 at 515 N Water, Oxford, KS 67119. Telephone (620) 455-2227