Holcomb USD 363

Faculty Handbook



2026-2027

USD 363 Board of Education
Approved: 08/10/2026

INTRODUCTION

This handbook is designed to assist school administrators with communicating important employment information to certified staff, whether required by law, regulation, board policy or practice.

- **Provisions of the negotiated agreement are not in this handbook. The following items are a part of the negotiated agreement.**

- salary
- wages
- pay under supplemental contracts
- hours of work
- amounts of work
- vacation allowance
- holiday leave
- sick leave
- extended leave
- sabbatical leave
- "other" leave
- number of holidays
- retirement
- insurance benefits
- pay for overtime
- jury duty
- grievance procedure
- binding arbitration of grievances
- disciplinary procedure
- resignation
- termination of contract
- nonrenewal of contracts
- reemployment of professional employees
- terms of the individual contract
- form of the individual contract
- probationary period
- professional employee evaluation procedures
- reduction in force procedures
- access to teacher files
- association privileges

- **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.**

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

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

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

* **The asterisk throughout this handbook denotes more information is included in the negotiated agreement.**

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Equal Opportunity Employer

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin. See "Discrimination Complaints," p. 15.

The board shall hire employees on the basis of ability and the district's needs. See "Recruitment," p. 14.

Mission Statement

"The mission of Holcomb Unified School District #363 is to provide an opportunity for all students to acquire skills needed to become productive and successful citizens."

Committee Assignments

Duties and committee assignments are provided on supplemental assignments or a building list.

Site Council

School site councils exist for the elementary schools, the middle school and the high school as required by Kansas law. By-laws and membership lists are available from the building principals. Faculty members are encouraged to participate.

Teaching and Learning

Curriculum

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

Instructional Materials

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

- support the district's instructional goals and learning objectives; and
- meet all copyright and fair use guidelines.

Videos and other instructional materials may not be used in the classroom solely for recreational purposes. Materials may be reviewed by the Curriculum Committee with the Program Complaint Facilitator.

Lesson Plans

Each teacher shall develop, maintain and follow lesson plans which conform to the board-approved curriculum, the district's educational goals and the expected student learning outcomes. A copy of lesson plans shall be available to the principal and to substitute teachers. Teachers are expected to use the software program provided by the district to submit lesson plans as requested by the building principal.

Homework

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom. It will not be used as an introduction to new concepts.

Grades
Grade School

Kindergarten through Second
WES
A 90-100
B 89-80
C 79-70
D 69-60
F 59 and below

WES and HES Work Habits and Social Skills
O = Outstanding 90 - 100
S = Satisfactory 89-80
N = Needs Improvement 79-70
U = Unsatisfactory 69 or below

HES
Third through Fifth
A 90-100
B 89-80
C 79-70
D 69-60
F 59 and below

Middle School
Sixth through Eighth
A 90-100
B 89-80
C 79-70
D 69-60
F 59 and below

HIGH SCHOOL STANDARDS BASED GRADING

Grades are always accessible through PowerSchool. Each student has an obligation to stay informed at all times of his/her progress in each class. Teachers are happy to work with students on this request. Parents are encouraged to visit with teachers concerning their student's grades. Cheating in any form will result in a zero grade for the working assessment. Examples like plagiarism, using snapchat to get your answers, copying someone's google doc, and other examples as defined by the administration.

Holcomb HS Learning Scale

(how we communicate learning to students and parents in the grade book)

The student demonstrates a...

4 = **Full understanding** of the standard at its documented cognitive complexity.

3.5= Understanding of the standard at its documented cognitive complexity which includes **minor gaps**.

3 = **Understanding** of the standard at its documented cognitive complexity which includes **some gaps**.

2 = **Partial understanding** of the standard at its documented cognitive complexity, which includes **major gaps**.

1 = Minimal understanding of the standard at its documented cognitive complexity.

0 = No evidence of learning provided (reserved for when a student does not submit the required evidence of learning, i.e. project, test, presentation, etc.)

In order to determine a letter grade using the convert to percentages method, use the following steps:

- Add up all of the standard scores.
- Divide it by the total number of standard scores possible.
- Use the school's typical 90%, 80%, 70%, etc. percentage scale to determine the letter grade.

A= 90%-100%
B= 80%-89%
C= 70%-79%
D= 60%-69%
F= 59% and Below

The lowest grade for credit will be 60%. An incomplete at the end of a grading period is essentially failing. It will count as an F toward credits earned.

Peer Grading

Peer grading is strongly discouraged due to potential privacy and legal issues. If it is used, it shall be allowed only when the teacher believes peer grading will be a valuable learning experience for the class. If peer grading is allowed, students shall not be asked to publicly reveal either their own grade or the grade of another student.

Make-Up Work

It is the student's responsibility to request make-up assignments from teachers following any absence.

Teachers shall promptly provide make-up assignments and shall require them to be returned in an appropriate amount of time as per board policy.

Academic Assistance

We believe that every student can learn and be successful in school. However, some students learn at different rates or do not respond to traditional methods of instruction. Academic assistance can be designed to provide time for the student to receive the additional individual instruction, guidance, and supervision necessary for academic success.

Academic assistance is expected to be assigned by an instructor to any student who has missing assignments, fails tests, is behind in class due to absenteeism, or is in danger of failure in the course. This may be assigned before, during and/or after school.

Promotion/Retention

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

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

Grade School Promotion

Kindergarten promotion is dependent upon readiness skills for first grade. In cases where this may be a question, the decision will be made in a committee with the parent or guardian, the instructor, and the principal. Promotion to the next grade level in grades first through fifth will be dependent on satisfactory completion of the course work. The final determination on promotion and retention rest with the building principal (Board Policy JBC).

Grade School Retention

A student who has a year-end grade of 59% or less of the grade level curriculum checklist may be retained at the end of the school year. Students with a 60% or higher may be retained when considering other developmental factors.

In some situations a teacher may request a committee review. The committee may consist of the counselor, the teacher, the principal, the parent(s) or guardian(s) and another faculty member. The committee will recommend promotion or retention to the building principal and the parent or guardian.

The final decision in any case pertaining to grade placement of a regular education student shall rest with the appropriate building principal. The final decision for grade placement of a student with an IEP shall rest with the IEP team.

Middle School Retention

The final decision on retention will be made in May or when final grades are determined. In some situations, a student may not be making successful academic progress to assure an understanding of the basic fundamentals, and the classroom instructor may recommend retention. In this case, a conference will be held with parents or guardians, the instructor and middle school principal to discuss retention**.**

Special Education Services

Special education services are provided to the district through High Plains Educational Cooperative. Each cooperating school will establish an intervention team to provide the assistance necessary to allow students within the normal range of learning and/or behavior problems to remain in the regular classroom. After making thorough documentation that all possible solutions to help a student in the regular classroom has been tried and the alternatives have failed, a referral for a comprehensive evaluation may be made by the intervention team.

Library Services

The district employs a Librarian/Media Center Director that is responsible for the other library (paraprofessional) employees. The director is responsible for determining the schedule of media center staff and will provide as much service as possible. The director will work with the building principals to determine any changes that are needed at each building.

Counseling Services

The services of the guidance office are available to all students and instructors. The counselor's capacity is in guidance and counseling. Discipline situations are to be referred to the principal's office and not to the counselor.

Testing Program

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

Testing Integrity

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

1. Provide inappropriate test preparation.
2. Modify test administration procedures.

3. Provide inappropriate assistance to students during test administration.
4. Change or fill in answers on student responses (paper or electronic).
5. Provide inaccurate data on student information (paper or electronic).
6. Discourage or exclude students from taking the test unless approved by the state educational agency.
7. 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.

Reports

Progress Reports

At the end of the ninth week of each semester, progress reports will be sent home for each student at the elementary schools and for middle school students that are performing at 75% or lower. Grades shall be turned in to the office on or before the established deadline.

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

Teachers are required to update PowerSchool grades at least once a week with new grades posted by the second week of each new grading period.

Report Cards

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

Attendance (Student)

Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording attendance shall be assigned to the teacher. Middle and high school teachers shall take attendance immediately after the bell has rung each class period and file it electronically. Elementary teachers shall file absences at the beginning of each day. It is essential that all teachers follow this procedure so that the office can determine if a student is unexcused or has checked out with the office. Turning in daily attendance is mandatory. Teachers must keep accurate attendance records.

Accidents

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

If the person requires medical treatment, the employee shall:

- send for medical help;
- make the individual as comfortable as possible while waiting for

competent medical assistance to arrive; and
- notify the principal or designated representative.
- Complete an accident report.

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

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

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

Child Abuse

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

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

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

Emergency Safety Intervention

Every effort should be made to prevent the need for the use of restraint and for the use of seclusion. All staff members are prohibited from engaging in the following actions with all students:
- Using prone (face-down) physical restraint;
- Using supine (face-up) physical restraint;
- Using physical restraint to that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restrain, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
  - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
  - Any device used by law enforcement officers to carry out law enforcement duties; or
  - Seatbelts and other safety equipment used to secure students during transportation.

All staff members must be knowledgeable regarding the use of positive

	behavioral intervention strategies, de-escalation techniques, and prevention techniques. Parents/guardian will be notified any time that ESI is used with their child and the notification will be within two days of an incident. (Board Policies GAAF, GAO, JRB, JQ and KN)
Vandalism	Employees shall report any vandalism to their immediate supervisor as soon as possible.

Schedules

Facility Scheduling	Scheduling for use of facilities outside the school day is done through the Central Office. Please contact the Central Office to complete forms for use of facilities.
Special Events Scheduling	Contact your building principal to schedule special events- including assemblies, parties, field trips. Requests to use rooms in the building other than the teacher's assigned classroom (i.e., computer lab, auditorium, gym, etc.) are to be discussed with the building principal.
Detention	Detention may be assigned by teachers, administration, and support staff as a means of changing the behavior. Staff members issuing detentions must make parental contact for reasons other than cell phone possession/use, missing, work and other basic school rule infractions. Issues that may lead to parental frustration need to be communicated with the principal. Middle/high school detention hall supervision schedules will be distributed to teachers at the beginning of each school year.
Parent-Teacher Conferences*	Refer to the district calendar.
Teacher Work Days*	Refer to the district calendar.
In-service Days*	Refer to the district calendar.
Work Schedule*****	Teachers are expected to be in the building, fifteen minutes prior to the start of school and thirty minutes after school dismissal for students. If teachers need to leave during the school day they must notify the building principal and secure permission.
Duty Free Lunch*	Refer to the negotiated agreement or board policy.
Planning Periods*	Refer to the negotiated agreement or board policy.
Faculty Meetings*	Faculty meetings will be determined by the building principal. All faculty are required to attend unless prior administrative approval has been granted.
Final Examinations	Comprehensive final exams are to be given in each course in the high school at the end of the fall and spring semesters. Copies of final exams are

to be maintained on file for one academic year.

Grading Periods — Grading periods will be determined each year according to the school calendar. For specific dates refer to district calendar.

Benefits and Compensation

Leaves* — Refer to the negotiated agreement or board policy.

Jury Duty* — Refer to the negotiated agreement or board policy.

Holidays* — Refer to the negotiated agreement or board policy.

Pay Day* — Refer to the negotiated agreement or board policy.

Lump Sum Payments — Upon written authorization from any certified employee subject to the continuing contract law by April 1st of the school year, the board shall pay the balance of the person's contract compensation for the school year in one payment not later than June 30, if all contract obligations have been completed, and state aid money has been received.

This request for lump sum payment remains in effect until revoked in writing by the certified employee.

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

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

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, and other expenses for which receipts are ordinarily available. Receipts must be turned in within 30 days of purchase. Meals are provided a per diem. For the authorized use of a personal car, including approved travel between buildings, staff member shall be reimbursed at a mileage rate established by the board.

Salary Reduction Plan* — Refer to the negotiated agreement or board policy.

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

Requests for information or questions about procedures should be directed to the district office.

Workers Compensation

Notice of Accidents

If an employee is injured on the job, the supervisor should be contacted immediately, and the employee should meet with Mike Davis to complete a report with the Work Comp Insurance provider as soon as possible. An employee is only allowed to go straight to the Emergency room if the injury is of a nature requiring immediate attention.

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

Coverage

Benefits are for personal injury from an accident or occupational disease arising out of and in the course of employment with the district. Injuries which occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties are not covered under workers compensation.

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 employer 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 an 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.

Retirement ***** — Refer to the negotiated agreement or board policy.

Records

Personnel Records* — Refer to the negotiated agreement or board policy.

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

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

- employment application;
- K-4 withholding certificate
- Acceptable use policy agreement signed
- Signed copy of job description
- KPERS enrollment form (if employee is eligible) and documentation;
- W-4 withholding certificate;
- social security number;
- loyalty oath or affirmation;
- transcript;
- health form (if working directly with students);
- driver's license and driving record (if required for position);
- INS form (proof of identity);
- current teaching certificate or license;
- background check form.

Professional License — Certified staff must have a current license on file. A paycheck for teacher salary will not be issued to any certified staff member whose professional license is not current.

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

Student Privacy Rights — Student and parent privacy rights as provided under the Protection of Pupil Rights Amendment and Student Data Privacy Act. All personal student data must be stored on district owned devices. Storage of information on personal laptops, tablets, phone, flash drives, virtual servers or any other devices not owned by the district is prohibited. (Board Policy IDAE)

District employees may have ongoing opportunities to access information or records that are required to be kept confidential. Much of the student

information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records and grades, criminal history background check information, information obtained pursuant to the Department of Children and Families (DCF) interventions, and social security number information.

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

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

Student Records

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including, termination.

The general public shall not be allowed to inspect a student's personal record files. The custodian of student records shall disclose the student's educational records only as provided for by law and in policy.

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

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

Conduct

Prohibited Substances

Drug Free Schools and Communities Act/
Drug Free Workplace

The manufacture, distribution, sale, dispensing, possession, or use of controlled substance by school employees in the district, on school premises, in a district vehicle, or as a part of any school activity is prohibited.

As a condition of employment in the district, employees shall abide by the

terms of the board policy on drug free schools/workplace.

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

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

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

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

Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages at school, on or while utilizing school property, or at school sponsored activities or events. 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 may be subject to any or all 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 at the employees expenditure;
5. Termination or nonrenewal of employment relationship.

Prior to apply sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contract. (Board Policy GAOA, JDDA, JGFGBA, LDD). Board Policy GAOD provides information regarding Drug and Alcohol Testing for employees.

Use of Tobacco and Nicotine Delivery Devices

The use of tobacco products in any form and/or any nicotine delivery device by any person, in any form and including electronic cigarettes, is prohibited on any school grounds, owned, leased or rented by the district, or in any

school vehicle. Tobacco use is defined as being in possession of or use of products containing tobacco.

Relations with Students

Employees shall maintain professional relationships with students which are conducive to an effective educational environment. Employees shall not have any interaction of a romantic and/or sexual nature with any student at any time regardless of the student's age, status or consent.

Text Messaging and Social Networking

It is an expectation that electronic communication (including email, texting and social networking) remain professional and school-oriented. Staff members are encouraged to maintain a positive perspective on the mission of the school and the district at large when posting things to social network sites.

Two-way communication with students through any personal or public social media platform (e.g., Instagram, Facebook, TikTok, X, Snapchat, personal DMs) is prohibited.

District-Approved Communication Channels

All online, direct interactions between staff and students must occur through district-approved platforms:

Supervision of Students

- School-Issued Email
- ParentSquare
- Google Classroom
- Hudl

Communication via personal phone calls or text messages is strictly discouraged. Teachers may be held liable for their words, pictures and actions on social media sites, especially when they are in violation of law, board policy, or affect the employee's work performance or effectiveness (Board Policy IIBGC).

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

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

Bullying by Staff

Bullying is prohibited in any form by any staff member towards a student or staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bully prohibition shall be reported to law enforcement. See USD 363 Bully Plan in the appendix. (Board Policy GAAE)

Confidentiality

<u>Student Information</u>

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of

the particular student and the appropriate school personnel. Violations of this rule which violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination. See "Student Privacy Rights" and "Student Records."

Personnel Information

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

Sexual Harassment

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

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

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

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

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

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

Racial & Disability Harassment	Racial and disability harassment will not be tolerated in the school district.. All forms of racial harassment are prohibited at school, on school property, in district vehicles, and at all school-sponsored activities, programs or events. Employees who believe they have been subjected to racial harassment should discuss the problem with their immediate supervisor, building principal or superintendent. (Board Policy GAACA)
Gifts	Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a class or school-related activity.
Solicitations	<u>Solicitation of Employees</u> Unless permission is granted by the appropriate supervisor, solicitation of employees by any vendor, student, other school district employee or patron during normal duty hours is prohibited. <u>Solicitations By Employees</u> No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which may directly or indirectly benefit the school employee. No employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal.
Absences/Substitutes	Whenever a teacher knows in advance that they will be absent then a request must be made in the Skyward system. The principal needs to approve the leave before leave can be taken. Once the leave is approved the principal will contact the building secretary to secure a substitute. If a teacher is unexpectedly ill notify the substitute call line: 620 290 2314 as early as possible or arrange to have some other person notify the substitute call line usually the night before or between 6:00 a.m. and 6:30 a.m. Your lesson plans, class roster(s), and any supplemental materials needed should be left in the office, your mailbox, or your desk. Do not be absent from class and leave a substitute without thorough lesson plans. A poor preparation for a substitute invites discipline problems and does not reflect well on your professional integrity or the school.
Dress Code	The board encourages appropriate dress for all district employees. Past practice has been to expect instructional staff to wear professional dress. Professional dress had also been worn on professional development days with a guest speaker. Casual dress has been worn on in-district professional development and work days.
Outside Employment	The board reserves the right of exclusive access to the professional services of certified employees in accordance with the terms of the contract.

	Certified employees shall not engage in outside employment which impairs the effectiveness of their instructional service.
Criminal Convictions	Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.
Termination	Willful or consistent violation of board policy may result in disciplinary action up to and including termination. See "Board Policy," below.

District Procedures

Board Policy	Employees shall be familiar with and follow all policies and regulations established by the board of education.
Recruitment	The superintendent or a designee will recruit personnel to fill existing or proposed vacancies and recommend the board hire the most qualified candidate.
Contract Procedure	The offer of an employment contract or renewal of an employment contract shall be presented in duplicate. The certified employee shall sign and return both copies within the time period designated by the superintendent. Upon receipt of the signed copies, the contract will be presented to the board for approval.
Assignment and Transfer	The board retains the right to assign, reassign and transfer certified personnel. As per board policy, this responsibility is designated to the superintendent.
Reduction in Force*****	Refer to the negotiated agreement or board policy.
Resignation	The board shall consider any certified employee's resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district.
Evaluations*	Board Policy CGI governs administrative evaluations. Board Policy GBI governs licensed personnel. Evaluation Procedures are defined in the Licensed Personnel Evaluation Handbook.
Staff Development*	All plans for staff development involving expenditure of district funds, or

which require time away from the employee's assigned responsibilities shall be approved in advance by the superintendent.

Complaints/Grievances*

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

If the complaint is covered by the grievance procedure, refer to the negotiated agreement or board policy.
If the complaint is not covered by the grievance procedures, a general complaint shall be in writing, filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.

Discrimination Complaints

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The procedures for complains of discrimination will be in accordance of Board Policy (Policy KN). Superintendent of Schools, PO Box 8, Holcomb, KS 67851, Phone – 620-277-2629, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

Communications

Teachers are expected to monitor and respond to district communication (both voice mail and email) in a timely manner.

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

The district subscribes to an electronic communication system (Power Announcer) that can provide mass or select group distribution. All messages for distribution must be approved by a director or building principal.

Lunch

Elementary and middle school teachers are responsible for taking lunch count for students eating hot meals. Elementary teachers are also responsible for taking snack milk counts each day. High school teacher are responsible for turning in a salad lunch count each day.

Field Trips

Field trips may be approved by the principal when appropriate educational

objectives can be established.

Advance requests for field trips, including transportation and other resource needs, shall be submitted by the teacher to the principal at least 2 weeks prior to the activity.

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

- Submit completed form to principal 3 weeks prior to activity.
- Send permission form to parent/guardian 2 weeks prior to activity.
- Submit list of students and sponsors to principal two days prior to activity.

An employee will only be paid extra for driving when they are transporting students. In order to be paid extra for transporting students they must complete the vehicle driver inspection form and on the vehicle occupants line indicate they are transporting students. They must also only write down the actual driving time to and from the event, sign the form and turn it into Sam Mesa. If the form is not turned in or any of this information is missing they will not be paid extra for driving students.

Fund Raising

All student sales projects or student fund raising shall require the principal's prior approval. Any fundraising, with the exception of donations, is subject to sales tax.

All money collected from students for sales projects, or for other reasons, must be turned in to the office.

Interrogation and Investigation of Students

Building administrators and other designees may conduct investigations and question students about infractions of school rules or the student conduct code. (Board Policy JCAC)

Searches of Students and Property

If a certified staff member believes there is a need to search a student or property, he/she shall contact the principal.

Searches of students or property shall be conducted in accordance with the rules approved by the Board. Teachers shall not search students or property. No law enforcement officer shall search students or property without a search warrant.

Building principals are authorized to search students or property if there is reason to believe that district policies, rules or directives have been violated. All searches by the principal shall be carried out in the presence of another adult witness.

Release of Students from School During the Day

Teachers shall not release a student from school during the school day. A student seeking release from school shall be sent to the office to seek permission and follow the designated sign-out procedures.

Teachers shall not allow students to run errands requiring the student to leave

	school grounds during the school day. For information regarding releasing students from school-sponsored activities see the Student Handbook.
Hall Passes	Students are to be supervised at all times. Building guidelines (as stated in the student handbook) will be used for supervising students whenever they are permitted to leave the classroom during non-regular passing periods.
Requests for Records	All requests for records should be forwarded to the official custodian of records.
Distribution of Materials	Materials from sources outside of the district may not be distributed on school grounds without prior permission from the principal. Examples of outside materials include, but are not limited to, political materials, special interest materials and advertisements. The principal shall determine the time, place and manner for materials distribution.
Posters	Posters approved by the principal may be displayed in designated areas.
Orientation	All certified employees shall receive a yearly orientation including the contents of this handbook.
Personal Property	The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. If an employee's personal property is broken, damaged or stolen while the employee is on the job, repair or replacement is the employee's responsibility.
Use of Personal Vehicle	Private cars may not be used for transportation of students for school purposes.
Weapons	Employees are prohibited from carrying weapons on school property or at school-sponsored events, unless approved in advance and in writing by the superintendent.
Telephone Use	Personal cell phones should only be used in an emergency while the employee is responsible to students (including teaching and supervising). The use of district provided classroom phones should not be used while the employee is responsible for student instruction and supervision unless it is an emergency. Non-employees will have access to the classroom telephone extensions and may call teachers directly. (Board Policies GALA, GAT)
Maintenance Requests	All maintenance needs should be requested using the maintenance google form.

Health

Bloodborne Pathogens

The exposure control plan for bloodborne pathogens is available for review from the district office.

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

Communicable Diseases

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

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

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

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

Health Examinations

As a condition to entering or continuing employment, certified employees must present a district-approved form to the clerk, completed by a health care professional, which states "that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established. If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. (K.S.A. 72-5213)

The board reserves the right to have any employee examined at any time by a physician of the board's choice to determine if the employee is able to fulfill and perform the obligations of employment and to abide by and implement the policies and rules of the board. The costs of any examination required will be borne by the board.

Medications, Administering

The supervision of any medications shall be in strict compliance with the rules and regulations of the board. District employees must dispense or administer any medications, including prescription and non-prescription drugs, to students as per board policy.

Hazardous Waste

When hazardous waste material is produced in a class, or is otherwise located in the district, its disposal shall be in accordance with state and federal laws,

rules and regulations.

No employee shall bring hazardous material to school without the prior approval of the principal. Such material shall be in an appropriate container and properly labeled.

If an employee discovers waste material which is, or may be, hazardous, he/she should notify his/her supervisor immediately.

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

Hazardous waste must be placed in an appropriate container affixed with a hazardous waste label which lists the specific contents.

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

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

Asbestos

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

Pest Control

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the district office.

Animals and Plants

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

Service animals are exempt but the building principal must be informed.

Safety and Security

Safety Rules

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

Safety Units

Teachers who instruct in hazardous curriculum areas such as vocational or science laboratories shall teach a unit of work each year or semester dedicated to safety rules inherent in the particular subject matter. Each student enrolled in a class in a hazardous curriculum area shall be required to pass a test on the appropriate safety rules of the particular class. The test results shall be kept on file with the teacher and made available to the principal upon request. No student shall be permitted to participate in the class or operate any equipment

until the safety test has been passed and the student has demonstrated satisfactory knowledge of the safety rules to the teacher.

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

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

Drills and Evacuation

See the crisis procedures manual. Fire drills must be held monthly as prescribed by state law. Tornado drills will be held twice annually.

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

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

FIRE DRILL PROCEDURES FOR OCCUPANTS WITH DISABILITIES

Each principal together with his/her staff will develop and determine any necessary rules and regulations relative to Fire Drill and Evacuation procedures for occupants with disabilities. This policy along with relevant rules and regulations will be included in faculty and student handbooks and will be available in all school offices.

Students:

It shall be the responsibility of each building principal to instruct faculty and staff to explain Fire Drill and Evacuation procedures to all students with disabilities at the beginning of each school year and periodically thereafter.

Each teacher or paraprofessional in charge of any student(s) with disabilities at the time of any drill or evacuation is responsible to see the student(s) is evacuated safely and in a timely manner. Students requiring special assistance may be assigned to a designated area following evacuation. Students not needing special assistance are to be evacuated to areas assigned to all other students. If a student(s) is assigned to a designated area, the person responsible for evacuating will report to the building principal or his/her designated representative immediately when the evacuation is complete and all individuals assigned to that area are accounted for.

Public

The following announcement or similar announcement will be printed in all programs provided at public events that are held inside. This announcement

will be made over the public address system any time attendance exceeds 300.

In accordance with the Kansas State Fire Marshall Regulations, we request that you take a moment to identify the emergency exits closest to you. We have checked these exits and other emergency equipment in this building and verify that they are operable in case of emergency.

In case an evacuation is necessary during a public event, the person in charge, i.e., building principal, activities director, faculty sponsor, etc., will be responsible to see that all occupants requiring special assistance are evacuated from the building in a safe and timely manner. Those individuals that are responsible for assisting in the administration of the event, i.e., ticket sellers and or takers, faculty sponsors, personnel assigned crowd control, custodians, etc., will immediately notify the person in charge of the event, when any individual(s) requiring assistance for evacuation has entered the building and where they are located. The person in charge will be designate one or more individuals assisting in the administration of the event to be responsible for seeing that this individual(s) is evacuated in a safe and timely manner.

Emergency Closings

When the superintendent believes the safety of students and staff is threatened by severe weather or other circumstances, notification of school closings or cancellations will be made over the following radio/TV stations: KJIL (99.1 FM), KDCK (95.5 FM), Q97 (97.3 FM), KSKZ (99.9 FM), KOOL (94.5 FM), KANZ (91.1 FM), KBGU (96.3 FM), KBUF (1030 AM), KIUL (1240 AM), KSNG, KBSD, KUPK

Employees will be notified of emergencies and school closings through the use of a distributed messaging service. It is the employee's responsibility to provide the central office with a current telephone number.

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day.

Safety Practices

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

Security

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

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

It is recommended the building administrator also be notified.

Maintaining Proper Control

Each employee is responsible for maintaining proper control in the school.

An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance which threatens physical injury to others.

Securing Work Area

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

Keys & Fobs

The superintendent or designate is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued building fobs and/or keys. No keys shall be duplicated without permission.

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

Crisis Plan

See USD 363 Crisis Plan.

Student Conduct

Student Handbook

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

Behavior Code (Student)

Certified staff shall consistently enforce the behavior code.

The behavior code for students is printed in the student handbook. See "Discipline Procedures," below.

Discipline Procedures

Each teacher shall develop classroom discipline procedures. These may be submitted to the building administrator when requested.

All procedures for classroom discipline should be explained by the teacher to the students at the beginning of the school year and at other times as appropriate.

Attendance Policy

See Student Handbook(s).

Dress Code

Certified staff shall consistently enforce the student dress code as stated in the student handbook.

Detentions

Student detentions are an acceptable form of consequence for unacceptable student behaviors. The detention format will be determined by each building. See Student Handbook(s) for specific procedural details.

Corporal Punishment

Corporal punishment shall not be permitted in the district.

Suspension/Expulsion

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

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

Equipment and Supplies

Equipment Availability and Check Out

All equipment to be used outside of school for non-employment purposes is to be checked out through the Central Office. Please contact the Central Office to complete appropriate forms.

Appropriate Use of Equipment and Supplies

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal use is prohibited without prior permission of the employee's supervisor. Employees are not to use district computers for personal recreation (including games) or other personal reasons while responsible for students (including teaching and supervising).

Copy machines are to be used for school purposes only and not for personal use. Teachers are to use discretion regarding the purpose of student copy materials and are encouraged to provide copies of higher order thinking activities.

To assist the district with controlling color printer costs, teachers are encouraged to limit the number student color print materials.directory of schools.

Computers

Each employee must read and agree to the district's current Acceptable Use policy (AUP). Use of, or access to, district computer, electronic devices (including, but not limited to Smartboard, iPad, iTouch, iPhone, eReader and eBooks) and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal projects is prohibited without prior permission of the employee's supervisor.

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

Employees shall not use electronic communications, including e-mail and the

internet, to harass staff, students, or other individuals.

No Right to Privacy
Employees shall have no expectation of privacy or restricted access to any information generated during the course of their official duties or entered in any district computer or other electronic device. Employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized employees at any time.

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

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

Secure Files
All employees must secure files containing confidential student information.

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

(Board Policy IIBGC)

Copying and Duplicating

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

Ordering Procedures and Requisitions

1. The Employee requesting the expenditure will log into Skyward to complete a purchase order.
    a. They will choose the purchasing group.
    b. They will choose the Vendor from the Vendor list.
        i. If the vendor is not listed they will have to contact the district office to get any new vendors set up in the system.

c. In the Description box they write in the information needed to know what is being purchased.
d. They will save and add detail
e. For each item they will complete the description box including the item number if applicable
f. Enter the quantity, Unit cost.
g. If the actual amount is not known they will make a close estimate.
h. Any freight charges are to be included.
i. The account code number to expense will be chosen.
j. Central office will place the order, unless approved to do otherwise.
k. They will submit the purchase order when finished.

2. The administrator will verify that the form is complete.
    a. If they agree with the expenditure they will approve the requisition.
    b. If they disagree with the request they will not approve.
3. The superintendent will review the request.
    a. If the superintendent agrees with the request it will be approved.
    b. If the superintendent disagrees with the request if will not be approved.
    c. All purchases made with district money must be approved by the Superintendent before anything is ordered. Any purchase not approved cannot be paid by the district and the payment is the responsibility of the person who actually made the purchase.
4. District Administrative Assistant will receive the approved purchase orders.
        i. The central office will make the order electronically (fax, online, etc.) or by mailing the PO unless approved otherwise.
        ii. When the order is received the District Administrative Assistant should be notified and any packing slips should be signed by recipient and sent to the Central Office.

Vehicle Request

The Employee requesting the vehicle will contact the building representative two weeks before the vehicle is needed.

APPENDIX

Job Description—Teacher USD 363

Title: Teacher

Reports to: Building Principal

Supervises: Students, teacher aides, and volunteers as assigned

Purposes and Objectives of the Position: To help students master subject area specified by the district's curriculum guides; demonstrate that mastery on local, state and national assessments that are the foundational elements of the school accreditation process; and develop into mature, able and responsible citizens. As many of their duties will be supervising groups of children without the benefit of additional help or administrative supervision, the job requires significant self-discipline, internal motivation, and sound judgment.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials occasionally
3. Requires stooping, bending, kneeling and reaching
4. Must occasionally work in noisy and crowded environments with numerous interruptions

Essential Job Functions:

I. Classroom environment.

- Creates a safe and orderly environment that facilitates positive behavior and learning for all students.
- Takes appropriate action when students exhibit emotionally/physically distressed behaviors.
- Demonstrates genuine caring and respect for individual students.
- Maintains a well-managed classroom in which procedures and transitions are seamless, and students assume responsibility for the classrooms operations.
- Sets high expectations for learning for all students based on their individual needs.
- Supervises students as assigned.

II. Instruction. The teacher ensures student achievement for all student groups.

- Uses a variety of instructional materials, activities and approaches appropriate to the needs of individual learners.
- Develops and monitors plans of improvement for students who are not meeting academic goals.
- Assists students thinking skills by asking high quality questions and allowing adequate time for students to respond.
- Assists students to develop appropriate communications skills.
- Uses written and spoken language well.
- Monitors the progress of individual students and student groups through the use of appropriate testing techniques with the assistance of technology when appropriate.
- Displays solid content knowledge.

- Develops flexibility and responsiveness in instructional activity.

- Displays connections between other subject areas and life experiences.

III. Professional responsibilities. The teacher builds positive school/community relations.

- Supports the mission of the school and district.
- Facilitates cooperation between all persons in the school community.
- Participates in professional activities to enhance knowledge and skills.
- Maintains parental contact.

Teacher Job Description, Page 2

- Handles student work and records in a timely, confidential and effective manner.
- Maintain classroom hours sufficient to meet job expectations.
- Follows all district policies, handbooks, and regulations.

IV. The teacher practices responsible fiscal, facility, and resource management.

- Procures classroom supplies and equipment following building budget guidelines.
- Establishes behavior guidelines that ensure the care and maintenance of district facilities and equipment.

Other Duties

- Performs other duties as assigned by the supervisor and in accordance with the provisions of the USD 363 Board of Education.

Knowledge, Skills, and Abilities Required:

- A valid building-level/subject area license issued by the Kansas State Board of Education.
- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and meet the established district outcomes.
- Ability to use district-identified computer hardware and software, and other district-provided technology as needed.
- Ability to physically adapt to the compressed time schedule of a school day and year.
- Ability to withstand prolonged standing/sitting/talking, stooping, bending, lifting (20 pounds), reaching, and getting up and down off the floor.
- Ability to tolerate noisy environments.
- Ability to maintain regular attendance.
- Ability to be punctual.
- Compliant with all state health regulations.

Terms of Employment: See current Negotiated Agreement.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the USD 363 Board of Education's policy on Evaluation of Professional Personnel and/or the district's Negotiated Agreement.

I have received and fully understand the job description for USD 363 Teacher. I further understand that I am responsible for the satisfactory execution of the performance responsibilities described therein, under any and all conditions as described.

Employee Name: _____

Date: _____

Employee Signature: _____

Approved: 8/8/2016

USD 363 Bullying Plan

(Also see Policies GAAE and JDDC)

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property:
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 363 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums as needed.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

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

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See Policies EBC, GAAC, GAACA, JGEC, JGECA and KN)

Notice of Protections Under the Kansas Tort Claims Act

As a teacher employed by Unified School District No. 363, Holcomb, 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. 363's insurance with regard to tort claims provides liability coverage for such claims up to $1,000,000. (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 with 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 inn writing within 15 days of receiving service of process or a subpoena of the action. This request is to be filed with the board of education.

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

I acknowledge that I have been provided with notice protections provided to me in accordance with the Kansas Tort Claims Act.

_____ _____

Signature Date

GAOA <u>Drug and Alcohol Free Workplace</u> (See LDD) **GAOA**

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. Unless otherwise specified in this policy, the unlawful manufacture, distribution, sale, dispensation, possession, or use of a controlled substance is prohibited at school, on or in school district property; and at school sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

<u>Alternative I</u>

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

Employees shall not unlawfully manufacture, distribute, dispense, possess, and/or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

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

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

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