

Unified School District #447  
Cherryvale, Kansas

Licensed Employee Handbook



2011-2012

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## **ACADEMIC DISHONESTY (PLAGARISM)**

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 staff member who engages in any form of academic dishonesty will be subject to disciplinary measures.

## **ACCIDENT REPORTS**

Accidents that occur on school grounds or while school duties are being performed need to be reported to the central office within 24 hours of their occurrence if at all possible. Please find the report on page 24 of this handbook.

## **ARRANGEMENT FOR SUBSTITUTES**

The district shall make suitable arrangements for securing necessary substitutes in the building.

Whenever a teacher is to be absent from teaching duties, that teacher shall notify the district/building designee as early as possible or shall arrange to have some other responsible person notify the principal as early as possible of the teacher's inability to report for work. The length of the teacher's absence shall be predetermined, if possible. Upon returning to duty, the teacher shall notify the principal in time to discontinue the service of the substitute.

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/district and/or appropriate approved software packages shall provide any instruction required.

## **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;
2. has completed a course of training in the use of automated external defibrillators and/or;
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.

## **BOARD OF EDUCATION MEETINGS**

USD 447 regular Board of Education meetings are held the second Monday of each month in the Central Office. Employees are invited to attend all regular and special board meetings.

The following is a list of regular board meetings scheduled for the 2010-2011 school year. All meetings will start at 7:00 PM with a work session preceding at 6:30 PM unless otherwise designated:

MONDAYS on – July 12<sup>th</sup>, 2010, August 9<sup>th</sup>, September 13<sup>th</sup>, October 11<sup>th</sup>, November 8<sup>th</sup>, December 13<sup>th</sup>, January 10<sup>th</sup>, February 14<sup>th</sup>, March 14<sup>th</sup>, April 11<sup>th</sup>, May 9<sup>th</sup>, June 13<sup>th</sup> and July 11<sup>th</sup>, 2011

## **CHURCHES**

In cooperation with the local ministerial alliance, it is the policy of the board not to hold school activities on Wednesday nights (after 6:30 pm) or Sundays.

### **COMPLIMENTARY PASSES TO EMPLOYEES**

All employees of USD 447 will receive a complimentary pass which will get them, their spouse, and children, (who are still in the home and under 21 years of age), all home Middle School and High School athletic events, plays and school concerts.

### **COMMUNICATION CHANNELS**

For a school district to maintain the proper school climate for students and employees, patrons must follow some simple rules involving lines of communication.

If a concern develops during the year and revolves around a particular teacher, parents will be encouraged to contact that individual instructor. USD 447 teachers will be willing to discuss any problems or concerns that parents have. If after visiting with the teacher, a concern still exists, then the parent will be encouraged to arrange for a conference with the building principal. He/she will try to answer any questions and any concerns. This conference with the principal may or may not include the teacher involved.

If, after visiting with the teacher and the building principal the parent/guardian still feels a problem exists, they will have the option to schedule a conference with the Superintendent of Schools. The conference with the Superintendent may or may not include the building principal and teacher.

If a patron follows these lines of communication and still feels unsatisfied with the results, he/she will be encouraged to contact the Superintendent of Schools and be placed on the agenda of the next regular USD 447 board meeting.

Board members have been instructed to relay any comments made by patrons concerning students, employees, district policy, and etc. back to the proper administrator.

This proper line of communication is a must for all school districts. Please follow the above procedure and the school year will go much smoother for students, employees, parents and other patrons.

### **COMPLAINTS**

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 or to a board member as an individual, it will be referred to the administration for study and possible solution.

### **CONFLICT OF INTEREST**

District employees are prohibited from engaging in any activity which may be construed as a conflict of interest and detract from the effective performance of their duties. No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other such items which would directly or indirectly benefit said school employee. No school employee will enter into contract for remuneration with the district other than a contract for employment unless the contract is awarded on a basis of competitive bidding.

### **CORPORAL PUNISHMENT**

Corporal punishment shall not be permitted in the school district.

### **DISMISSAL PRECAUTIONS**

School will not be dismissed because of storms that arise during the school day as long as it is feasible for students and teachers to remain at school in safety.

If adverse weather conditions exist before school begins, the building principals will consult with the Superintendent concerning dismissal of school.

If the superintendent decides the weather to be of such nature that the safety of students is threatened, he will notify these radio/TV stations and have a school closing announcement broadcast:

## STATION LOCATION

	<u>Call Letters</u>	<u>Dial Number</u>
Coffeyville	KGGF	690 AM/104.1 FM
Independence	KIND	101 FM/1010 AM
Pittsburg	KOAM-TV	Channel 7

Global Connect the USD 447 mass communications system will be activated to personally call parents and staff when appropriate.

## **DISTRICT ADVISORY COUNCIL**

The District Advisory Council may meet 5-6 times during the school year, or more often if necessary. Items to be discussed can include a concern of the employees, administrators or Board of Education. The committee make-up may include, but is not limited to the Superintendent of Schools, at least one teacher from each building, secretary, transportation representative, maintenance supervisor, and food service director.

## **DISTRICT GRADING SYSTEMS**

The following is the district grading scale:

- A – 100-90
- B – 89-80
- C – 79-70
- D – 69-60
- F – Below 60

## **DRUG DOGS**

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 district employees.

## **DRUG FREE SCHOOLS**

The unlawful possession, use or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This school is required by the 1989 amendments to the Drug Free Schools and Communities Act. P.L. 102-226, 103 St. 1928 (Cf.LDD)

### Employee Conduct:

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of the policy shall be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy shall be subject to the disciplinary actions listed previously and possible sanctions:

Prior to the application of sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provision 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.

If it is agreed that an employee shall enter into and complete an education or rehabilitation program, the cost of such program shall be the responsibility of the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with the names and addresses of contact persons for the program is on file with the board clerk.

Employees are responsible for contacting the directors of the program to determine the cost and length of the program, and for enrolling in the programs.

A copy of this policy shall be made available to all employees.

## **DRUG USE AND ABUSE**

### *Philosophy*

All students have a right to attend school in an environment conducive to learning. The use of alcohol, tobacco and illegal drugs or the improper use of legal drugs is recognized to be extremely harmful to the individual who uses them, as well as to those around that individual. A student cannot learn to his/her full potential while under the influence of these substances. It is further recognized that all students have a right to be educated in a drug-free environment.

The education system of USD 447 understands the negative impact to home, school, and community resulting from drug and alcohol use. Therefore, the school staff shall work with the home and community to address these issues, however, recognizing, that the primary obligation to seek assistance and to resolve the substance use/abuse problem rests with the student and his/her parents/guardians.

### *Procedure for Dealing with Medical Emergencies Relating to Drugs and Alcohol*

A family information form will be completed each year for each student. This form will be used to record information needed when dealing with emergency situations. The form should record the parents name, home phone number, work phone number, two (2) other emergency numbers, and name and phone number of the family doctor. Also to be included would be a listing of any special health problems students might have. This card will be maintained and updated as necessary.

A student under the influence of drugs or intoxicants, to each an extent that he/she is unable to control his/her behavior, will be dealt with as if that student required emergency medical treatment. If it is deemed necessary for the student to be sent home, a parent/guardian or their designee must pick up the student at the student's attendance center.

### *Guidelines for School Personnel Dealing with Students Who Seek Help for Drug Abuse Problems*

Any student who voluntarily seeks assistance, advice, or counseling from school personnel regarding drugs or drug abuse will not be disciplined by school authorities. Immunity from disciplinary proceedings may be granted so long as he/she continues to work with school officials or their prescribed agencies in resolving the problem.

### *Guidelines for School Personnel Dealing with Students Suspected of Being Under the Influence of Drugs on School Premises or at School Related Activities*

The procedures for dealing with the medical emergency will be followed if necessary. Teachers should not make any direct accusation to the student.

The parent/guardian shall be informed that the school has observed student behaviors that are unacceptable, which may indicate the existence of a problem.

## **ELECTRONIC/PAPER TIME KEEPING SYSTEM**

All staff members will properly and appropriately keep track of their on duty time using the prescribed system and process established by the district. Training and instructions on how best to accomplish this task will be made available through your immediate supervisors. Any use or sharing of confidential login and/or other information for the purposes of fraudulent reporting of time will subject the responsible employees to disciplinary action up to and including possible termination.

## **EMPLOYEE PERSONNEL FILES KEPT BY THE DISTRICT**

Personnel files kept by the district concerning district employees shall be under the custodianship of the appropriate building supervisor and/or the Superintendent. Any employee has the right to inspect his/her file upon proper notice.

Request for release for any personnel record by the third party shall be made in writing and submitted to the appropriate supervisor or record custodian for disposition as required by law.

All records and files, including personnel records and files, maintained by the district should be screened annually by the custodian of said records to discard obsolete materials. A district personnel file will be maintained at the District Office under the supervision of the Superintendent.

### **EMPLOYEE EVALUATIONS**

Non-tenure teachers will be evaluated at least twice a year by the 60<sup>th</sup> day of each semester. Tenured staff will be evaluated based upon negotiated agreement guidelines.

### **EMPLOYEE DISCIPLINARY ACTION**

Employee disciplinary action may include but is not limited to:

Short term suspension with pay;  
Short term suspension without pay;  
Long term suspension without pay;  
Required participation in a specific education program, treatment counseling, or rehabilitation program; and/or  
Termination or dismissal from employment

### **EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION**

The district shall maintain a working environment free from discriminatory insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or handicapped status.

Any incident of discriminatory insult, intimidation, or harassment in any form should promptly be reported to the immediate supervisor or other level of management for investigation and corrective action.

Any employee who engages in discriminatory insults, intimidation, or harassment shall be reprimanded and counseled to refrain from such conduct. Any employee who continues to engage in such conduct shall receive progressively severe discipline.

### **EXTRACURRICULAR ACTIVITIES**

Realizing that an employee's interest in student activities is motivational in establishing a better rapport between employee and student, it is suggested that employees attend as many school functions as possible.

### **FACEBOOK AND/OR OTHER SOCIAL NETWORKING SITES**

School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- improper fraternization with students using Facebook and similar internet sites or social networks
- inappropriateness of posting items with sexual content
- inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- examples of inappropriate behavior from other districts, as behavior to avoid
- monitoring and penalties for improper use of district computers and technology
- avoid the use of the school's name and logo on a teacher's personal website
- the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The administration may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principal and Superintendent will bring it to the attention of the appropriate employees.

The School Board discourages school district staff from socializing with students outside of school in person or on social networking websites, including but not limited to MySpace and Facebook.

All school district employees, faculty and staff who participate in 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. 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.

## **FAMILY AND MEDICAL LEAVE PLAN**

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition.

Leave is available because of (1) the birth of a son or daughter of the employee and to care for the son or daughter; (2) the placement of a son or daughter with the employee for adoption or foster care; (3) the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or (4) a serious health condition of the employee that prevents the employee from performing the job functions. (Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1250 hours during the preceding year.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

- a. the reasons that leave will count as family and medical leave,
- b. any requirements for medical certification,
- c. employer requirement of substituting paid leave,
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- e. right to be restored to same or equivalent job,
- f. any employer required fitness-for-duty certifications.

Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

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

If the leave is for a reason other than the employee's serious health conditions, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.



## **FISCAL RESPONSIBILITY**

### **Prohibited Activity**

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 and record or document with the intent to impede, obstruct or influence an 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 will 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.

## **FRAUD PREVENTION PROCEDURE**

All employees shall act with integrity and due diligence in matters involving district resources. 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/investigations**

The superintendent shall develop internal controls to aid in preventing and detecting fraud or financial impropriety or irregularity within the district. Reports of suspected 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.

### **GIFTS TO STAFF MEMBERS**

Staff members are prohibited from receiving gifts in excess of \$25 from vendors, salesmen or other such representatives unless approval is given by the superintendent or board.

### **GRIEVANCES**

The board shall provide a procedure whereby each employee shall have the opportunity to have employee complaints and grievances timely and fairly considered. For complete details and applicable form, refer to a current copy of the negotiated agreement.

### **INJURIES TO STAFF MEMBERS**

#### **OCCURRING WHEN AN EMPLOYEE IS "UNDER THE INFLUENCE" (2006)**

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.

#### **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.

### **HIIPA AND FERPA SUMMARY**

by Maria Saez

The Departments of Education and Health and Human Services have issued joint guidance on how the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) apply to student health records. The guidance also addresses certain disclosures that are allowed without consent or authorization under both laws, especially those related to health and safety emergency situations.

FERPA is a federal law that generally prohibits an institution from disclosing the education records or personally identifiable information from education records, without a parent or eligible student's written consent. An eligible student is one who is over 18 years of age or who attends a post-secondary institution at any age. FERPA applies to institutions that receive funds pursuant to any program administered by the U.S. Department of Education, including medical and other professional schools. Please note that if an institution receives funds in this manner, FERPA applies to the recipient as a whole, including all its components, such as a department within a university.

"Education records" are broadly defined to include records that are directly related to a student and that are maintained by an educational institution or by a party acting for the institution. At the elementary and secondary levels, this can include student health records. In post-secondary institutions, medical and psychological treatment records of eligible students are excluded from

the definition of “education records” if they are made, maintained, and used only in connection with treatment of the student and disclosed only to individuals providing the treatment. If the disclosure is for purposes other than treatment, the records are then subject to FERPA’s requirements and can only be disclosed with the student’s written consent or under one of several enumerated exceptions to written consent.

HIPAA requires covered entities (health plans, health care clearinghouses and schools) to implement appropriate safeguards to protect the privacy of student’s personal identifiable health information and to set limits and conditions on the uses and disclosures that may be made of such information without parent/student authorization. HIPAA also gives parents rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections.

Whether FERPA or HIPAA apply to a particular set of records first depends on the record holder’s status as a FERPA or HIPAA covered entity. In some situations, an entity may be both. For example, when a school provides health care to students in the normal course of business, such as through its health clinic, it is both a “health provider” under HIPAA and subject to FERPA’s requirement. The analysis then hinges on whether the records meet FERPA’s “education” or “treatment” records definitions. If the records are education or treatment records under FERPA, HIPAA does not apply because HIPAA specifically excludes these records from coverage. For example, if a school is a HIPAA covered entity, and the only health records maintained by the school are education or treatment records under FERPA, the school does not have to comply with the HIPAA Privacy or Security Rules because these records are specifically excluded from coverage.

Other examples of arrangements where either HIPAA or FERPA apply:

- If a person such as a school nurse acts on behalf of a school subject to FERPA, and maintains student health records, these records are education records under FERPA, just as if the school maintained them directly, even if the health care is provided to students off-site. HIPAA would not apply to these records.
- FERPA applies to most post-secondary institutions. Student records at post-secondary campus health clinics are either education records or treatment records under FERPA, even if the school is a HIPAA covered entity. If the student health clinic is open to the public or school staff or both, the protected health information of the clinic’s non-student patients is still subject to HIPAA Privacy and Security Rules.
- Patient records maintained by a hospital affiliated with a university that is subject to FERPA are not typically education records or treatment records under FERPA because university hospitals generally do not provide health care services to students on behalf of the educational institution. If the hospital runs the student health clinic, clinic records of students would be subject to FERPA as education records or treatment records and not HIPAA.

There is a never-ending array of possible situations that may arise when considering the interplay between FERPA and HIPAA. Consult legal counsel, the school nurse and/or administration when presented with a request for disclosure of student health information to avoid inappropriate disclosures or denials for information.

#### **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.

#### **HONOR ROLL**

Grades 7-12

Superintendent's Honor Roll – All A's in every class.

Principal's Honor Roll – 3.25 GPA. One "C" will be allowed to be eligible for the honor roll.

## **HOMEWORK**

The use of homework as a means to discipline students is prohibited. Homework shall be assigned on an as needed basis and shall never exceed a student's capacity to complete within a reasonable time.

## **HUMAN SEXUALITY AND AIDS EDUCATION**

A K-12 Human Sexuality and AIDS Education curriculum is available to students.

Opt-Out Procedure and Form A. Parents or guardians (or students eighteen years of age or older) may use the district opt-out provision to remove their child from some portion or all of human sexuality and AIDS classes that are included in the district's curriculum.

Following appropriate review of the curriculum goals on file at the Greenbush Resource Center, internet or school, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved. (Form A is located in the Appendix of this manual)

## **INSURANCE FOR EMPLOYEES AND STUDENTS**

All USD 447 employees are covered by \$500,000 of liability insurance. The district does not provide insurance for students.

## **INVENTORIES**

For the purpose of accountability of school-owned property, an inventory record system/form shall be developed by the superintendent. A hard paper and/or digital copy of a complete inventory list is to be on file with the building administration and also at the Central Office so that equipment and supplies can be accounted for and maintained. A video recording of the classroom/building equipment may also be used to supplement this inventory listing if desired.

## **JURY DUTY**

The employee will keep the mileage/expenses payment as determined by the courts. All employees shall continue to receive regular pay while fulfilling their civic duty on a jury. (Special circumstances may require the board to waive this compensation)

## **LESSON PLANS**

Good planning is one of the most important steps to insure good teaching. Up to date lesson plans are required for all teachers. Plans should include sufficient details to enable a substitute to use them. Staff will need to have ready access to these lessons so that they can be inspected periodically by administration. Administration may require completion of Lesson Plans on a regular basis with sufficient time for this duty.

## **MAIL BOXES**

All teachers will have mail boxes assigned to them. Check it each morning and afternoon when checking in or out and periodically during the day for messages. Please keep all mail boxes clean.

## **MEMORIALS FOR DECEASED STUDENTS OR STAFF**

The board may contribute up to \$50 in district funds to a school library designated by the board to honor the passing of an employee or an employee's relative. Books purchased with these funds shall be labeled to indicate the person whose memory they honor. If the person being honored is not a former USD 447 staff member, memorials may be made for the following: father, mother, brother, sister, spouse, son, daughter, son-in-law, or daughter-in-law of any

current USD 447 employee.

Death can impact the school community. 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 encouraged for the deceased. They shall be limited in their use and subject to prior board approval. It may be more appropriate to contact the USD 447 Alumni Association for the possible establishment of endowments in honor of the deceased.

### **METHOD OF PAYMENT**

All employees shall be paid on the 15<sup>th</sup> of each month. Should the 15<sup>th</sup> fall on a Saturday or Sunday, the employee shall receive their check on the previous Friday/work day.

When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their paycheck on the last previous work day.

### **PROMOTION AND RETENTION**

The purpose of this retention policy is to provide a consistent and orderly procedure to identify and process candidates for retention. Retention shall be considered an education alternative when it is perceived that academic and/or social benefits to the students will be enhanced by repeating a grade level. All other educational program alternatives shall be considered as part of the decision making process involving a potential retention. The final decision in any case pertaining to promotion or retention shall rest with the appropriate building principal with the approval of the superintendent.

Classroom teachers will identify students to be considered for potential retention by the 15<sup>th</sup> of March. Parents will be immediately notified that their child has been identified as a potential candidate for retention and the reason(s) for the identification. The staff (consisting of at least all the child's teachers, building administrator, school psychologist, and all other appropriate staff) will review current data and complete assessments in any areas where there is insufficient data to support a decision. By mid May the staff will review all data collected, student's current performance, etc. and will make a recommendation as to the next year's placement. Placement recommendation may be any of the following:

- Promotion in the regular classroom with no supplemental services.
- Promotion with supplemental services.
- Retention with supplemental services.
- Retention with no supplemental services or
- Placement which may include supplemental services.

Parents will receive a complete explanation and justification for the staff recommendations. Parent response, if different than staff recommendation, will be recorded and entered into the student's file.

### **RECREATIONAL AND SOCIAL ACTIVITIES SPONSORED BY THE DISTRICT**

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.

### **RE-EMPLOYMENT CALENDAR**

Contracted employees are considered for re-employment on the following schedule.

April/May	Teachers
May/June	Classified Personnel/School Nurse

### **REQUISITION – PURCHASE ORDERS**

Supplies and equipment should be ordered through the Central Office on a district purchase order. Requisition forms are available in each building and must be submitted to the building principal for approval or disapproval who will in turn forward it to the superintendent.

No supplies or equipment are to be ordered by employees unless given prior approval by the principal and Superintendent.

## **RESIGNATION**

**Teacher Resignation:** The Board reserves the right to accept or reject any resignation or request to be released from contract tendered by a teacher, subject to state law and the following provisions:

The Board shall release teachers from their contract from May 15 to June 1, without penalty. Requests for release from contract approved after June 1 and before August 1 shall be granted provided a \$1,000 penalty is paid to the District. Requests for release from contract approved on or after August 1 shall be granted provided a \$1,200 penalty is paid to the District. The Board may waive any penalty. In the event a teacher is granted a release from contract before completion of a school year, the salary shall be adjusted based upon the number of days worked of the total contracted days. Employees who receive supplemental salaries shall be fully compensated for work completed. An adjustment will be made for employees who have not completed their supplemental assignments. (2001)

## **SCHOOL ACTIVITY FUNDS**

All funds raised by any school organization through any school activities of the group are school money and not the property of the individuals of that group. All funds so raised must be spent in accordance with school regulations and the approval of the group sponsors and the administration. Such approval and regulations shall be subject to policy adopted by the Board of Education of Unified School District 447 and any question of policy may be referred to the superintendent of schools. The following general regulations shall apply to all Activity Funds:

A. All funds raised by any school organization shall be deposited in the Activity Fund and shall be paid out on approval of group sponsors and officers, in accordance with approved school policy subject to approval of the school administration. In all cases, the books of the treasurer of the organization should show all receipts and expenditures.

B. Funds raised by school organizations by group activity may not be spent for personal entertainment of the members of that group except where these funds were raised for specified purposes such as Junior-Senior Prom/Banquet, etc., where approval is given by the school administration for the fund raising activity and the expenditure. (This is not to be interpreted as including assessments made on members for entertainment purposes.)

C. Gifts to any individual or organization outside the school may not be made by any school organization from funds raised by any such school activity. Gifts to sponsors, play coaches, etc., within the school should be limited to nominal sums (it is suggested that gifts should be kept under \$25.) Classes, such as the Senior Class, may indicate their preferences for a gift or disposition of any funds they may have left at the close of their senior year subject to the principal's approval.

[See KASB recommended policies GAJ and JL.]

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

[See KASB recommended policies DK and JH.]

## **SCHOOL DAY**

Opening and closing schedules will be established yearly according to the negotiated agreement and/or by building administration.

## **SEXUAL HARASSMENT**

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

No district employee may sexually harass another employee or student, or permit sexual harassment of an employee or a student by an employee or non-employee. Violation of this policy shall result in disciplinary actions, which may include termination, against the employee. Violation of this policy also includes any supervisor's failure to follow the policy or to investigate complaints. If an employee's immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

**Definition:**

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

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

Subtle pressure or requests for sexual activity;

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

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

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

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

Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment; and

Sexual assault or battery as defined by current law

**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 orders 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 DEVELOPMENT**

Staff Development opportunities are provided to teachers and administrators through the development of the Southeast Kansas Regional Staff Development Plan. Each teacher will be supplied an updated copy or access to a digital copy of the plan each school year.

All teachers are required to develop an Individual Development Plan which is subject to approval by the local in-service council and the USD 447 Board of Education.

Each certified employee who is holding a baccalaureate degree may earn up to 80 in-service education points over five years. An employee holding a masters degree or their administrative degree may earn up to 120 in-service education points over five years. Twenty points equal one college hour for salary advancement (see negotiated agreement for details).

## **STAFF-STUDENT RELATIONS**

All staff members are expected to maintain relationships with members of the student body which are professional and conducive to an effective educational environment. All staff members are responsible for the regulation of student conduct at all school events and school-sponsored activities.

## **STUDENT ACCIDENTS**

Accidents and illness may unfortunately occur in the classroom and on school grounds.

Any school employee who discovers an accident/illness involving a student on school property shall, in a timely manner, report the accident to the building principal or designated representative and document in writing the details of the accident on an accident form and file it with the appropriate office staff person.

## **STUDENT-EMPLOYEE DIRECTORY**

A student-employee directory will be compiled each fall that lists the employees and student's name, address and telephone number along with the employee assignment. This document is designed for educational use and will be distributed to all employees and students. Any employee or student who does not want their name, address, or phone number to appear in this directory should notify the USD 447 Central Office each year.

## **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, and law governs its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) 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 approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise required to release the information under law or court order. In all cases, the employee's immediate supervisor shall be informed, immediately, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district for personal reasons or private gain, will be disciplined in accordance with



Board policies, collective bargaining agreements, and district procedures. Disciplinary action may include severe penalties, up to, and including, discharge.

### **SCHOOL VOLUNTEERS**

All school volunteers work under the direction of the school staff and approved supportive services to them.

Persons interested in volunteering time or services to the district should contact the building principal for assignment.

School volunteers serving the district without financial compensation are bound by the policies, rules and regulations of the district and shall not be covered by workers compensation and in certain situations may be asked to fill out appropriate forms.

### **SPECIAL DIETARY NEEDS**

At the beginning of each school year or at the time of enrollment, parents/adult staff members are responsible for providing a doctor's statement that communicates any special dietary needs of their student(s) to the Food Service Director/designee. Students/staff whose dietary needs qualify them for an adaptation under law shall be provided reasonable accommodations.

### **SUPERVISION OF STUDENTS**

Students using the gymnasium, auditorium, High School Commons Area, vending machines, or other school facilities during school hours or activities must be under the supervision of a responsible adult approved by the building principal. When facilities are used by students during non-school hours, only those individuals or groups authorized by the principal shall be admitted to the building.

### **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 of reprisal shall file a written complaint in accordance with the district's complaint procedures. (See KN)

### **TEACHER RESPONSIBILITIES**

Teachers are asked not to leave classes or groups they are responsible for unsupervised, with the exception of an emergency. Students scheduled for teacher's class remain the responsibility of that teacher until the schedule calls for a change.

### **TEACHER WORK DAY**

Teachers are to be on duty from 7:40 a.m. until 3:15 p.m. unless administrative approval is acquired.

### **TELEVISION**

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 closely monitored for appropriateness. 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.

### **TEACHING ABOUT RELIGION**

Teachers may teach about religion, religious literature and history, but are prohibited from teaching, expounding, criticizing or ridiculing a religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to teach a particular religious doctrine or in any other way except as outlined above.

### **USE OF SCHOOL FACILITIES OR EQUIPMENT**

In the event that school personnel have a desire/need to use school facilities or school equipment for groups or activities not directly school sponsored, they are asked to fill out the proper building use forms and submit for approval in a timely manner.

### **USE OF SCHOOL VEHICLE-MILEAGE**

USD 447 will supply a school vehicle for employees who are attending workshops, conventions, or other school related business, if a vehicle is available. The district will reimburse the employee mileage for using their personal vehicle if a district vehicle is not available. The rate for mileage reimbursement is at the state rate.

### **USAGE OF DISTRICT VEHICLE, CELL PHONES AND LAPTOPS**

District vehicles are for district business use only. Individuals driving district vehicles are expected to comply with all traffic laws and regulations. Failure to do so may result in the loss of driving privileges. The district is not responsible for any fines or penalties associated with violations of traffic codes.

It is the policy of USD 447 that district owned and provided cell phones will be used for district business only. Any private usage of district cell phones is prohibited unless it is reimbursed or taxed as a benefit.

It is also the policy of USD 447 to prohibit the private usage of district provided laptop computers for private/personal business.

### **USE OF TOBACCO PRODUCTS IN SCHOOL BUILDING**

No employee, student or visitor shall use any tobacco product in any form in any district facility used for the purpose of pupil attendance.

### **WORKERS COMPENSATION**

All employees of the board shall be covered by workers compensation insurance or a workers' compensation pool paid for and provided by the board. Workers compensation insurance coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury arising from accident or industrial diseases suffered or contracted as a result of employment in the district.

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute for those workers that qualify. However, should any worker qualify for sick leave coverage as supplied by the district, the amount of workers compensation will be deducted from the daily wage of the employee before sick leave pay is paid. The employee will be charged for one full or part of a day of sick leave, as provided in the sick leave policy of the negotiated agreement for each day absent until the employee's sick leave is exhausted.

Any employee who is off work and drawing workers compensation shall be required to provide the clerk of the board with a written doctor's release before the employee shall be allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers compensation shall be restricted as provided by current statute.

If an injury/illness does occur on the job please make sure that an accident form is filled with supervisor within 24 hours. (See form in appendix of the negotiated agreement)

### **ACCEPTABLE USE POLICY**

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## USD 447 Technology & Internet Acceptable Use Policy for District Employee's and Guests

The Cherryvale-Thayer School District is proud of the technology we have to offer our district employees. We offer Internet access which is accessible on hundreds of computer systems at each campus. Below is the Computer, Local and Wide Area Network (LAN and WAN) and Internet Acceptable Use Policy for USD 447.

### 1. Applicability

- a. Users-These rules and procedures shall apply to all Employees and Guests of USD 447 who use the Network and other technology items.
  - b. Equipment-These rules and procedures shall apply to all forms of technology and media that exists at Unified School District 447 (e.g. computers, network, internet, palm pilots, video cameras, digital cameras, etc.)
2. **Delivery** – This document shall be included in the Board Approved Staff Handbook(s) each year. It is expected that all staff be familiar with this document.
3. **Educational Purpose**
- a. **Limited Educational Purpose** - The Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and other limited high-quality activities. USD 447 has the right to place reasonable restrictions on the material you access or post through the Network.
  - b. **Access** - Access to Internet World Wide Web information resources shall be available to all computers VIA Ethernet cable or wirelessly.
4. **CIPA Compliance and Content Blocking Technologies**
- a. **Filtering Technologies**- USD 447 shall employ any means necessary to maintain compliance with the Children’s Internet Protect Act (CIPA), through the use of Internet Filters either maintained on the Network, or through the use of a third party provider.
  - b. **Spam Blocking**- USD 447 may also use Spam E-mail Filtering Technologies to prevent unwanted e-mail from arriving at our users e-mail accounts. It should be understood that the use of Spam Filtering Technologies might cause interruptions or loss of legitimate e-mail.
5. **Staff Guidelines and Resource Limits**
- a. **Netiquette**- All USD 447 Employees are expected to abide by generally accepted rules of good conduct on the internet. Please reference <http://www.dtcc.edu/cs/rfc1855.html> for more information. If this link does not work, search for “RFC 1855” using your favorite search engine.
  - b. **Publicly accessible Chat Software or BBS’s** (Bulletin Board Systems) are disallowed. These include but are not limited to: AIM – AOL Instant Messenger, Yahoo Instant Messenger, ICQ, Excite Messenger, JabberIM, Odigo Messenger, Netscape Instant Messenger, Etc. (REASON) - These services are blocked in order to save Internet Bandwidth and prevent virus infiltration.
  - c. **Peer to Peer** – Peer to Peer files sharing programs are STRICTLY forbidden. Examples of these programs are Kazaa, Napster, Morpheus, Limewire, Bearshare, etc. (REASON) – These services are also Bandwidth intensive and are havens for Hackers and Viruses.
  - d. All District Staff are provided an e-mail account through USD447’s own e-mail server. Accounts are provided to facilitate intra-campus communication as well as valid educational communication to the wide world. We understand that some personal correspondence is inevitable, but please keep it to a minimum. Also, please do not engage in sending Chain Letters or spam as this is a waste of bandwidth and e-mail resources.
  - e. **Personal Safety**
    - 1. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone number, school address, work address, etc.
    - 2. You will promptly disclose to your supervisor any message you receive that is inappropriate or makes you feel uncomfortable. (not including spam)

- f. **Privacy**-You should expect only limited privacy in the contents of your personal files on the Districts Network or computers. Any personal or private information that you don't want to be seen should NOT be kept on school computers or the network.

g. **Illegal Activities**

1. **Hacking** - You will not attempt to gain unauthorized access to the Network or to any other computer system through Cherryvale or Thayer Schools Internet Access or the Network or go beyond your authorized access. This includes attempting to log on through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
2. You will not make deliberate attempts to disrupt the computer Network or destroy data by spreading computer viruses or by any other means. These actions are illegal.
3. You will not use the Cherryvale or Thayer Schools Internet Access or the Network to engage in any other illegal act such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of any person, etc.

h. **System Security**

1. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
2. You will immediately notify the system administrator if you have identified a possible security problem. Do not search for security problems, because this may be construed as an illegal attempt to gain access.
3. Because strange software can contain viruses or other damaging code, which could cause a security risk, you may not load any personal software onto a district computer without the approval of the Computer Administrator/Technology Coordinator.

i. **Inappropriate Language**

1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
2. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
4. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
5. You will not knowingly or recklessly post false or defamatory information about a person or organization.

j. **Plagiarism and Copyright Infringement**

1. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
2. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request

permission from the copyright owner.

3. Downloading music, movies or other copyrighted materials is STRICTLY forbidden.

#### **k. Inappropriate access to Material**

1. You will not use the Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
2. The following are examples of inappropriate Internet uses (but it is not limited to those listed): Cheating, Seduction, Commercial fraud, Intellectual property theft, Computer fraud, Stolen passwords, Computer viruses, Pornography, Software piracy, Sedition and treason, Computer vandalism, Credit card fraud, Plagiarism, Gambling, Sexually explicit materials, Harassment, Copyright violations, fraudulent misrepresentation, How to make and use weapons

**l. Commercial Use-** You may not use the USD447's Internet Access for commercial purposes. This means you may not offer, provide, or purchase products or services through the Network or its Internet Access.

**m. Political Lobbying-** You may not use the Network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

**n. Circumvention** – Staff members are prohibited from bypassing or attempting to bypass USD447's Internet Web Filters (aka WebBlocker) by any means, including the use of public proxy servers, anonymizers, or any software or service designed to circumvent our web filtering technology. If an educationally appropriate site is blocked and you need access contact the network administrator for access upon approval of your building administrator.

**o. Portable Equipment** – Laptops, PDA's and other portable devices that are checked out to you on a Long-term or temporary basis, must be returned to the school each day you are working. Please do not leave this type of equipment at home. This equipment is intended to facilitate or enhance the performance of your job.

### **6. Exceptions**

**a. System Administrator/Technology Coordinator**

1. In some circumstances, it may be necessary for the System Administrator / Technology Coordinator to override some aspect of this policy, for a user or a Classroom. He/She shall only override this policy where it is determined that the policy is inhibiting a valid educational or career development experience.

### **7. Equipment Vandalism**

**a. General-** Vandalism of any kind is strictly forbidden. Vandalism is any malicious attempt to harm or destroy property of the district, another user, or the property of any agencies that are connected to the system through the Network and Internet connection. Vandalism includes, but is not limited to the uploading, downloading, creation, or installing of computer viruses, biting or chewing on wires, scratching or writing on computer equipment.

### **8. Miscellaneous**

**a. Violation / Discovery** -Routine maintenance and monitoring of the Network may lead to discovery that you have violated this policy. If there is suspicion that you have done so, an individual search may be conducted. The investigation will be related to the suspected violation.

**b. Due process**

1. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Network.
2. Any deliberate misuse of the Network or violation of this policy may result in loss of privileges in using the Network and/or other disciplinary actions as determined by the district.

**c. Limitation of Liability-** The district makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The district will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

**PART A: INJURED WORKER'S STATEMENT OF ACCIDENT/ILLNESS**

Employee Name (Last Name, First Name):		Job Assignment/title:	
Home address:		SSN:	
Home phone:	Date of Birth:	Work phone:	
Date of occurrence:	Time of accident:	Location of injury occurrence:	
How was injury incurred:		Time employee began work:	
Were you ever treated for a similar condition before:		Body part(s) injured:	
If yes, give details:			

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

**Part B: SUPERVISOR'S STATEMENT**

Injury:		Payroll Location:	
Name and address of hospital or physician:		Did injured worker receive medical treatment:	Date:
Object or machinery causing injury:			
Was there contact with any other person's blood or body fluid:			
If yes, name and address of source person:		Did weather conditions contribute to occurrence:	
How could a similar occurrence be avoided:		If yes, what were the weather conditions:	
Name and phone number of witnesses (if any):			
Did injured worker lose time from work:		If yes, first full day of disability:	
Has the injured worker returned to work:		If yes, date returned:	
Supervisor's Name:		Signature:	
Phone ext:		Date Completed:	



**USD 447, Cherryvale-Thayer Schools**

618 East 4<sup>th</sup> Street  
Cherryvale, KS 66776

**Extra Duty Time Sheet**

For the period beginning \_\_\_\_\_ for non-contracted work (per negotiated agreement)

Name \_\_\_\_\_

(PLEASE PRINT)

<b>Date</b>	<b>Time Worked</b>	<b>Event/Activity</b>	<b>Total Hours Worked</b>
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____

I hereby certify that this record is accurate, complete and represents the total time I have worked this period.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Supervisor

**VERIFICATION OF NOTICE OF THE POLICIES OF USD 447**

(Please sign and return this form to the Central Office located at 618 East 4<sup>th</sup> Cherryvale, Kansas 67335)

As a staff member of USD 447 I have read and understand the contents of this Handbook.

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