

2024-2025

Draft



Geary County USD 475

USD 475 Certified Handbook

Effective: 01 July 2024

This handbook is not meant as a wage offer or a guarantee of a job or position. As a handbook, it does not qualify to be grieved. It is simply a guide for certified personnel covered under the negotiated agreement. All USD 475 Board of Education policies supersede anything in the handbook.

Notice of Non-Discrimination

Geary County USD #475 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and/or activities and provides equal access to the Girls Scouts, Boy Scouts, and other designated youth groups.

For questions or complaints based on race, color, national origin, sex, or age, please contact:

Executive Director of Personnel Services 123 N. Eisenhower
Junction City, KS 66441 Telephone: (785) 717-4000.

For questions or complaints based on disability, please contact: Executive Director of Special Education

123 N. Eisenhower Junction City, KS 66441 Telephone: (785) 717-4000.

Title IX Statement

Pursuant to Title IX and the requirements therein for the dissemination of policy, notice is hereby given that the Geary County schools, USD #475, do not discriminate on the basis of sex in the educational programs and activities offered by the district.

The board of education is committed to providing a positive and productive learning and working environment free from discrimination on the basis of sex, including sexual harassment and/or sexual violence. Any such conduct shall not be tolerated in the school district.

Inquiries or complaints regarding Title IX may be referred to the District Title IX Coordinator: Tim Winter, Executive Director of Personnel Services, Geary County Unified Schools, 123 N. Eisenhower, Junction City, KS 66441. Telephone: (785)717-4000, or to the Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. Telephone: (816)268-0550. Geary County USD 475

From the Superintendent

Welcome to another great school year! First, I want to say thank you for being part of the 475 Team! Your efforts each day make a difference in the lives of our students and families. For the past several years, USD 475 has improved academically and is successfully meeting the social and emotional needs of our students. We continue to move barriers that impede student academic growth, and many times, rob students of learning opportunities. We take serious the district's mission statement "Preparing Today's Students for Tomorrow's World." As a member of the team, you will see and hear evidence of our efforts to remain committed to the district's strategic plan. This plan is the driving force behind our actions. It covers the following four areas:

1. Academic Goal: USD 475 will equitably address the academic learning of students in all demographic categories to improve the graduation rate from 84.7% to 95% by 2025.
2. Social Emotional Learning Goal: USD 475 will equitably address the social and emotional need of students.
3. Parent Engagement Goal: USD 475 will create opportunities to enhance family and community engagement in an equitable manner that allows for participation for all.
4. Retentions and Hiring Goal: Recruit, Retain, and Support High Quality Staff that reflects our community.

The above goals are embedded in every school's, School Improvement Plan, and the district's Accreditation Plan.

I'm proud and humbled by the progress we have made over the past five years. We are collaborative in our efforts to improve student achievement, supportive of our staff, and dedicated to excellence.

Without you we couldn't serve our students, parents, and community. It is my hope that this school year is one of the most rewarding in your career.

Dr. Reginald Eggleston
Superintendent

Geary County Schools USD 475

From the Associate Superintendent

Dear Educators,

On behalf of the entire Teaching and Learning Department, I would like to extend a warm and genuine welcome to the 2024-25 school year. We are beyond pleased that you are part of our USD 475 team, and we are committed to supporting your efforts as we **strive for educational excellence** for our own personal learning and the academic success of the students we serve.

The Teaching and Learning department is responsible for making certain we are all prepared to carry out the mission of USD 475 which is to prepare today's student for tomorrow's world. To accomplish this mission, we must ensure every teacher is prepared to teach and every student is empowered to reach their full potential through the training and resources we provide. We know education goes beyond the confines of the classroom and therefore we are also prepared to support a plethora of opportunities that provide a comprehensive educational experience which promotes and includes character development, problem solving and creativity.

As a valued member of our instructional team, your dedication to teaching and learning plays a vital role in shaping the future of our students. Therefore, throughout your journey in USD 475 you will discover ample opportunities for professional growth and collaboration with your peers.

As we embark on this new school year, I encourage you to embrace the true spirit of teamwork, perseverance, and continuous improvement. Together, we can create a learning environment in which every member is valued, respected, and inspired. Please reach out to the Teaching and Learning team with any questions or needs.

Once again, welcome to the 2024-25 school year in USD 475. We look forward to working together and we are extremely grateful to have you on our team as we all strive for excellence.

Dr. Deb Gustafson

Associate Superintendent for Teaching and Learning

From the JCEA President

The Junction City Education Association (JCEA) would like to welcome everyone as we embark on a new school year. As President of JCEA, I am eager to foster collaboration and teamwork among all stakeholders to propel USD #475 towards excellence, ensuring every student receives a high-quality education delivered by highly qualified teachers, supported by dedicated professional paraeducators and guided by supportive administrators. What we do as educators gives us an opportunity to truly make a positive impact on the lives of students, not just within our classrooms and schools, but throughout the entire district and community. JCEA is dedicated to representing the education professionals within USD #475. We strive to advocate for their interests and to foster unity among our members, working closely with the Kansas National Education Association (KNEA) and the National Education Association (NEA). Together, we aim to uphold the fundamental promise of public education: to equip every student with the skills they need to thrive in an increasingly diverse and interconnected global community.

JCEA serves as the collective voice for all staff members within USD #475, committed to listening to and addressing your needs, concerns, and ideas. We firmly believe that by fostering collaboration between teachers and administrators, we can cultivate a supportive learning atmosphere for our students and a positive working environment for our staff. JCEA established the Building Advisory Board to provide a platform for addressing concerns specific to each school building. Board members collaborate to find solutions that effectively address any issues raised within the committee. Whether it's an individual concern at the building level or a collective one at the district or state level, the JCEA is dedicated to ensuring that your voices are heard, and your concerns are addressed.

JCEA has association members who serve on various committees that include the calendar committee, supplemental salary committee, insurance (benefits) committee, and the district advisory board that works as a team with district personnel in a collaborative manner to present the best solutions to meet the needs of the students and staff of USD #475 while also addressing the concerns shared by staff.

The educators, support professionals, and administrators within USD #475 are deeply committed to fostering the academic achievement of our students. We understand that effective learning thrives under the guidance of highly skilled staff providing instruction that allows for the development of independence and character. We provide what every child deserves and that includes a quality, free public appropriate education. The KNEA vision is a great public school for every student and when we unite and work together with our stakeholders, that becomes a reality.

Dr. Karissa Hammock
President
Junction City Education Association

TABLE OF CONTENT

Notice of Non-Discrimination	2
Title IX Statement.....	2
From the Superintendent	3
From the Associate Superintendent.....	4
From the JCEA President.....	5
Section 1: Introduction	9
Introductory Statement	9
Mission Statement	9
Vision Statement	9
Motto	9
Core Values	10
Nature of Employment.....	10
Equal Employment Opportunity	10
Immigration Law Compliance	11
New Hire Reporting	11
Loyalty Oath.....	11
Section 2: General Information	11
Board of Education	11
Devin Center Educational Support Staff.....	12
Elementary Principals.....	12
Secondary Principals	12
Early Childhood.....	12
Section 3: Benefits and Compensation	13
Insurance	13
Leave and Absences	13
Jury Duty	13
Suspension With/Without Pay	13
Employee Assistance Program (EAP)	14
Family Medical Leave Act (FMLA)	14
Military Leave	14
Payday.....	16
Credits for Movement on Salary Schedule	16
Non-Taxable Section 125 – Salary Reductions	17
Salary Deductions.....	17
Early Payment of Salaries.....	17
Annuities – Deductions:	18
Enrollment Periods for Annuities:	18
Kansas Public Employees Retirement System (KPERs)	18
Workers’ Compensation.....	18
Unemployment Compensation.....	19
Dues	19
Section 4: Employment.....	19
Employment Classification.....	19
Section 5: Conduct.....	19

Disciplinary Procedures.....	19
Drug-Free Workplace	20
Drug-Free Schools and Community (Employee Conduct)	20
Drug Screening.....	21
Tobacco Usage.....	21
Business Ethics and Code of Conduct	21
Relations with Students	25
Employee Protection	25
Staff-Community Relations	25
Political Activities	26
Confidentiality	26
Staff Responsibilities for Discipline	27
Gifts.....	27
Solicitation.....	27
Dress code.....	27
Conflict of Interest.....	28
Moral Turpitude	28
Section 6: District Procedures	28
Board Policy.....	28
Evaluation	28
Term of Contract	28
Hiring.....	28
Identification Badges.....	29
Assignment and Transfer	29
Job Description	30
Nepotism	30
Distribution of Materials.....	30
Personal Property.....	30
Reimbursement/Travel Expense.....	30
Weapons	30
Job Openings/Postings.....	30
Staff Development	30
School Nurses	31
Research Projects – USD 475	31
Testing Program	31
Period of Silence.....	31
Corporal Punishment	31
Movie/Video Guidelines	31
Section 7: Communications	32
Telephone Usage	32
Personal Communication Devices	32
Social Media	33
Section 8: Computer Software and Hardware Guidelines	33
Computer Use.....	33
Procedures for Implementing Computer Use Policy.....	34
Email and Internet Policy	35

Internet and Student Directory Information	35
Test Integrity.....	35
Section 9: Records	36
Personnel Records	36
Title VIII, Section 8003 Records (Impact Aid)	36
Section 10: Reports	36
Child Abuse	36
Reporting Possible Criminal Conduct	37
Vandalism	37
Section 11: Health	37
Asbestos Management Plan Notice.....	37
Bloodborne Pathogens.....	37
Section 12: Safety and Security	38
Health and Safety	38
Building Security.....	39
Safety Policy	39
Safety Procedure	39
On-The-Job Accident Reporting	40
Drills	40
Inclement Weather	40
Securing the Work Area	40
Building Opening and Closing Time	40
Crisis Plan.....	40
Safe and Violence Free Workplace	41
Classroom Safety and Environmental Guidelines	41
Section 13: Equipment and Supplies	43
Vehicle Request	43
Purchase Orders – Approval of Bills	43
Textbook Rental	43
Use of School Buildings	43
School Property	43
Section 14: District Committees.....	44
JCEA Administration District Advisory Committee	44
School Site Councils.....	44
Professional Development Council.....	44
Section 15: 2023-2024 Designation of Authorized Representatives for School Programs.....	44
Section 16: Separation of Employment	45
Separation of Employment	45
Employee Acknowledgement Form	46
Loyalty Oath.....	46

Section 1: Introduction

Introductory Statement

Welcome to Geary County Schools!

The Geary County Schools education leadership district administration is made up of a team of professionals with a vast amount of experience in technology, innovation, and relationships. The Superintendent of Schools provides leadership for the district and works with the Devin Center Executive Team (DC Team) to provide first class programs, education, and processes to Geary County Schools students and staff.

This DC Team is made up of Executive Directors for Student Support Services, Special Education, and Personnel Services. The team also includes the Chief Operations Officer, Chief Information Officer, and Chief Financial Officer. It is overseen by the Superintendent and the Associate Superintendent. Members of the DC Team lead departments in their field while providing support and assistance to both students and staff within the Geary County Schools community.

The Geary County school district consists of twelve elementary schools, two middle schools, one high school, the H.D. Karns Building (7-8 ~~Magnet Program~~ and 7-12 Innovations Academy), the Larry Dixon Center, the Early Childhood Center, McConnell Maintenance Complex, Hauge and Heim Buildings, the Mary E. Devin Center for Education Support, as well as an award-winning Parents as Teachers program and a no-cost English Language Learners class.

Mission Statement

Learning for All, Whatever it Takes.

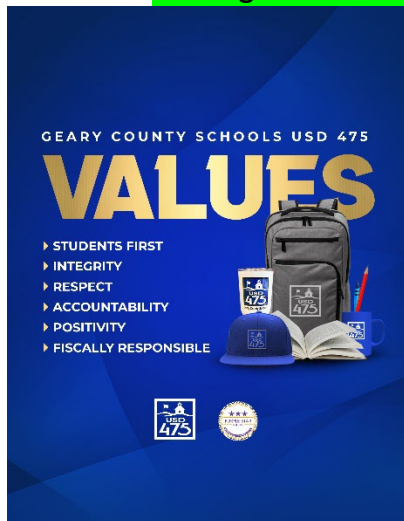
Vision Statement

Geary County USD 475, in partnership with parents and our community, is dedicated to the common goal of learning for all—whatever it takes to prepare students for the demands of continuous learning in the competitive workplace.

Motto

Preparing today's students for tomorrow's world.

Core Values Change out for New Revised copy, Positivity



Nature of Employment

“Contract for a term” is subject to KSA 72-2216, 72-2251, and 72-2259. Teacher's contracts are binding until such time in which they (1) have been legally discharged from such teacher's teaching position; (2) until released by the board of education from such contract.

Although Geary County USD 475 hopes each employee’s tenure with the school district will be long-lasting, Geary County USD 475 makes no commitment to an employee’s continued employment for any specific duration. Further, this Handbook is not intended to create a contract of employment of any kind, expressed or implied.

Equal Employment Opportunity

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

Inquiries or complaints regarding Title IX may be referred to the District Title IX Coordinator: Tim Winter, Executive Director of Personnel Services, Geary County Unified Schools, 123 N. Eisenhower, Junction City, KS 66441. Telephone: (785)717-4000, or to the Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. Telephone: (816)268-0550. Geary County USD 475

Inquiries regarding compliance may be directed to the district staff member appointed annually by the Board of Education at its July meeting. The name and contact instructions are available from the Clerk of the Board at the Board of Education office. Inquiries may also be directed to:

Equal Employment Opportunity Commission
400 State Avenue, 9th Floor, Kansas City, KS 66101
(913) 551-5655

or

Kansas Human Rights Commission 900 SW Jackson, 8th Floor
Topeka, KS 66603
(785) 296-3206

or

United States Department of Education Office for Civil Rights
10220 North Executive Hills Blvd, 8th Floor Kansas City, MO 64153-1367

Geary County USD 475's Equal Employment Opportunity policy covers all employment practices, including, but not limited to selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination. Refer to USD 475 Board of Education Policy GAAB - Complaints of Discrimination accessible at www.usd475.org/Board of Education/Board Policies.

Immigration Law Compliance

Geary County USD 475 is committed to employing only people who are United States citizens, or who are non-citizens legally authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, every new employee at Geary County USD 475 is required to complete the Employment Eligibility Verification Form I-9 and provide documentation that proves identity and employment eligibility.

New Hire Reporting

Federal and state laws require Geary County USD 475 to report basic information about new employees, including the employee's name, address, and social security number to a state agency designated as the State Directory of New Hires. The state collects this information in an effort to enforce child support orders. If the state determines an employee owes child support, an order requiring money to be withheld from their paycheck will be sent. Geary County USD 475 is required to comply with orders as a matter of federal and state law.

Loyalty Oath

75-4308. Oath required for public officers and employees. Before entering upon the duties of his or her office or employment, each person to be employed by the state or any agency thereof or by any county, city or other municipality of the state including any school, college or university supported in whole or in part by public funds collected under any tax law of the state or any municipality thereof shall be required to subscribe in writing to the oath set out in K.S.A. 54-106:

K.S.A. 75-4308 et seq requires that the following oath from K.S.A. 54-106, be signed by new employees before entering the duties of employment and before funds for services may be disbursed:

I do solemnly swear (or affirm) that I will support the constitution of the United States and the constitution of the State of Kansas, and faithfully discharge the duties of my office or employment. So help me God.

Section 2: General Information

Board of Education

President: Kristy Haden

Vice President: Dr. Beth Hudson

Members: Tom Brungardt, Mark Hatcher, Dr. Anwar Khoury, Dr. Jason Butler, Ron Johnson
Fort Riley Representatives: Col. Michael Foote and CSM Jason Poulin

Devin Center Educational Support Staff

Superintendent:	Dr. Reginald Eggleston
Associate Superintendent:	Dr. Deb Gustafson
Chief Operations Officer:	Karl DeArmond
Financial Manager:	Ardena Carlyon
Executive Director of Personnel Services:	Tim Winter
Chief Information Officer:	Karl DeArmond
Executive Director of Special Education:	Courtney Eichhorn
Assistant Director of Special Education:	Bandi Calahan
Director of Elementary Education and Title I	Jennifer Black
Director of Secondary Education and Media	Kate Stewart
Director of Student Support Services:	TBD
Director of School Improvement	Alicia Scofield
Director of Child Nutrition:	Shelly Gunderson

Elementary Principals

Eisenhower	Amy Roether
Fort Riley Elementary	Kenneth Upham
Grandview	Mallory Larson
Lincoln	Daniel Dinkel
Milford	Phyllis Boller
Morris Hill	Melisa Burgess
Seitz	Kathryn Friesen
Sheridan	Stephanie Kabriel
Spring Valley	Abby Allen
Ware	Veronica Wait
Washington	Dorothy Coleman
Westwood	Kimberly Dressman

Secondary Principals

Fort Riley Middle	Kathleen Brennan
Junction City Middle	Heather Oentrich
HD Karns	Jeff Tanner
Junction City High	Gennifer Booth

Early Childhood

Early Childhood Coordinator	Stephanie Waterman
Early Childhood Center Principal	TBD

Section 3: Benefits and Compensation

Insurance

Geary County USD 475 provides a group health insurance plan along with a group dental insurance plan in accordance with the negotiated agreement Article VII – Fringe Benefits. The plan includes both individual, employee +1, and family coverage. The Benefits Department can be contacted for specifics on available coverage.

The Board of Education provides a contribution towards the cost of health insurance coverage for those employees who elect to participate in the district plan. Under no condition will the board's contribution exceed the cost of the premium for the lowest option for that respective coverage.

Employees failing to enroll during their first opportunity will have to wait until the open enrollment period unless a qualifying event occurs (i.e., marriage, divorce, birth, death, commencement, or termination of spouse's employment). At the current time, May is the month designated as open enrollment for our plan with the health insurance coverage effective July 1st. For specific details on coverage, refer to the group health insurance booklet.

Leave and Absences

Certified staff should follow procedures for entering absences in the Frontline Absence Management system. Principals/Supervisors should be notified in advance of absences whenever possible. Certified staff should follow building procedures and the negotiated agreement – Article V – Leave when requesting personal and professional leave.

When an employee has been absent from work and has been under the care of a physician for any type of surgical procedure or hospitalization, the employee must provide a return to work note upon their return and before they start their duty day. The note must state the date of the employee's return. It must also state the employee has no restrictions or it must list the exact restrictions the physician has in place. When the return to work note has restrictions the employee's supervisor must complete a counseling form. The note and counseling form should be sent to the Personnel Services Department.

Jury Duty

Upon receiving notice to serve on jury duty, the employee will immediately notify the immediate supervisor. If the length of jury duty is expected to exceed five (5) days, the immediate supervisor is to notify the Personnel Services Office giving the name of the employee and the expected length of absence.

Employees who are selected to serve on jury duty will receive full salary during the period of such service. If not selected, the employee is expected to return immediately to their job station.

Suspension With Pay

The Superintendent may suspend an employee with pay. Refer to USD 475 Board of Education Policy CGK – Suspension located at [www.usd475.org/Board of Education/Board Policies](http://www.usd475.org/Board%20of%20Education/Board%20Policies) and the negotiated agreement – Article X – Teacher Discipline.

Employee Assistance Program (EAP)

USD 475 offers an Employee Assistance Program (EAP) through Pawnee Mental Health Services. The EAP program is designed to help employees and their families deal with problems that affect their personal lives and/or job performance. More information about this program is available at the building level.

Family Medical Leave Act (FMLA)

It is the policy of Geary County USD 475 to provide family and medical leave in accordance with applicable law, including the Family and Medical Leave Act of 1993 (FMLA), 2008 amendments to the FMLA, and the Americans with Disabilities Act of 1990 (ADA).

When a qualifying event has been identified and communicated to the personnel Services Department, a letter will be sent to the employee acknowledging their eligibility for leave.

Eligible employees are entitled to:

- Basic FMLA – up to four hundred-eighty hours (480) of unpaid leave per a fixed twelve (12)-month period for one of the following reasons: the birth or adoption of a child; to care for a seriously ill member of the employee's immediate family (parent, child or spouse); or the employee's own serious illness.
- Active-Duty Leave – up to four hundred-eighty hours (480) of unpaid leave per a fixed twelve (12)-month period "for any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active-duty status, in support of a contingency operation.
- Military Caregiver Leave – up to twenty-six (26) weeks of unpaid leave per a fixed twelve (12)-month period for an employee who is the spouse, son, daughter, parent, or next of kin of a covered service-member who is recovering from a serious illness or injury sustained in the line of duty on active duty, as well as veterans undergoing medical treatment, recuperation or therapy for serious injury or illness which occurred any time during the five (5) years preceding the date of treatment.

Note: The maximum amount of combined leave is twenty-six (26) weeks for Basic FMLA/Active-Duty Leave (exigency) and Military Caregiver.

All available leave balances will be utilized concurrently with any FMLA request.

For additional information about FMLA, please contact Personnel Services or visit <http://www.dol.gov/whd/fmla/>.

Military Leave

Geary County USD 475 complies with all requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any applicable state military leave laws.

With proper documentation, a request for military leave for reserve duty or for active duty in the United States military or in the state national guard will be granted to any regular full-time or part-time employee without pay. Employees must promptly notify their immediate supervisor and the Personnel Services Department upon receipt of orders.

If an employee's absence is expected to last six (6) months or less, the employee will be placed on military leave of absence status. If an employee's absence is expected to exceed six (6) months, or the length of absence cannot be reasonably estimated, the employee will be separated from employment

subject to reinstatement and bridging of service rights as required by law. The maximum amount of military leave is a cumulative period of five (5) years, as provided by law.

Reemployment rights extend to persons who have been absent from work because of “service in the uniformed services.” The uniformed services consist of the following military branches:

- Army, Navy, Marine Corps, Air Force, Space Force, or Coast Guard.
- Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve.
- Army National Guard or Air National Guard.
- Commissioned corps of the Public Health Service.
- Any other category of persons designated by the President in time of war or emergency.

“Service” in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

- Active duty.
- Active duty for training.
- Initial active duty for training.
- Inactive duty training.
- Full-time National Guard duty.

Absence from work for an examination to determine a person’s fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed timing, frequency, duration, or nature of an individual’s service. The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills, so they can qualify for reemployment. When the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence.

Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which a reward for length of service are protected.

Individuals must provide advance written or verbal notice to their employer for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving. Notice is not required if military necessity prevents the giving of notice; or, the giving of notice is otherwise impossible or unreasonable.

At the option of the employee, the employee may use previously earned, but unused, leave hours while on military leave of absence. Upon return from military duty, an employee will be restored to such job and credited with such seniority and benefits as may be required by law.

TIME SPENT ON MILITARY DUTY

Less than 31 days:

More than 30 but less
Than 181 days:

More than 180 days:

RETURN TO WORK OR APPLICATION FOR REEMPLOYMENT

Less than 31 days: Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.

Must submit an application for reemployment within 14 days of release from service.

Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

- the application for reemployment is timely;
- the five-year service limitation has not been exceeded; and,
- separation from service was under honorable conditions.

If documentation is not readily available or it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

If an employee has questions regarding Geary County USD 475 military leave policy, applicable state and federal laws and continuation of benefits, they should speak with the Personnel Services Department. Questions should be directed to Veterans' Employment and Training Service, U.S. Department of Labor. Kansas law also requires reemployment if an individual is called to active duty by the state.

Payday

Payday is on or about the 20th day of each month. In the event a payday falls on a Saturday, Sunday or holiday observed on a Monday, payday will be the Friday directly preceding it. See handout given at orientation for pay periods and cut off dates.

The June 20 paycheck will be issued only after each individual teacher has completed all work, submitted all required reports, and presented a completed "Teacher Checkout List."

Credits for Movement on Salary Schedule

Horizontal salary tier classification adjustments will be made in September of each year, with the horizontal tier salary classification position for each teacher to be determined by the Personnel Office based upon the information that has been submitted to the office by September 1st. Certified personnel wishing to move must complete the intent to move form by April 1st of that year to be considered. Horizontal tier salary classification advancements will be based upon the following, to-wit: (1) official transcripts of college hours from the college or university issuing the college hours; or (2) state approved

professional development hours/plan, with the stipulation that if college hours are a component of the professional development plan/hours, then an official transcript from the college or university issuing the college hours must be submitted to the personnel office by September 1 of each year. Professional Development and college hours must be completed prior to August 1 of each year.

Returning certified staff shall file a transcript of all additional credits earned since the previous year. Salary adjustments will be made in September of each year; that is, the salary bracket the certified staff is in will be determined by the official transcripts of college and/or state approved in-service hours in the Personnel Services office on or before September 1 of each year.

For more information about professional development, please reference your building PDC representative or administrator.

Non-Taxable Section 125 – Salary Reductions

Certified staff of Geary County USD 475 are permitted to take identified benefits under the 125 Salary Reduction Plan. This means annual taxable income will be reduced by the amount of the eligible premiums. Benefits chosen under salary reduction ***must remain in force for the entire plan year.***

- (1) According to IRS regulations, the only allowable exceptions are due to changes in family status such as marriage, divorce, death, birth or adoption of a child, or a change in the employment status of the employee or spouse.
- (2) The benefits include salary protection insurance, health insurance, cancer insurance, dental insurance, dependent care reimbursement, medical expense reimbursement and group life insurance up to \$50,000. The balance of the premium for life insurance over \$50,000 becomes a taxable benefit.

Salary Deductions

Employees desiring changes in wage deductions must submit a written statement to the Payroll Coordinator. This pertains to optional deductions, deposit of employee checks, change of address, number of dependents, ~~annuities~~, teachers' association membership dues, etc.

Early Payment of Salaries

According to K.S.A. 74-4940, teachers may be paid the balance of their annual salary in a lump sum payment after completion of all contractual obligations for the school year.

Regular payment for June, July and August will be issued in three checks, less the regular monthly deductions for Income Tax, Social Security, KPERS, Group Health Insurance, and all other authorized deductions. When the appropriate conditions have been met, all three checks may be issued at one time in June. Conditions for such payment are as follows:

Application for lump sum payment must be made in writing to the Superintendent on or before April 1 of the school year. This date is set by Statute and cannot be waived.

Lump sum payment will be made only after the teacher has completed all work, submitted all required reports, and has cleared through the building check-out procedure.

Lump sum paychecks will be issued no later than June 20 or as funds are made available from the State of Kansas.

June, July, and August paychecks for those not requesting lump sum payment will be issued on the respective regularly scheduled pay dates.

Annuities – Deductions:

Due to a change in the IRS regulations governing the administration of 403(b) plans, the District hired a third-party administrator, Bay Bridge Administrators, to ensure that the district was in compliance by September 1, 2008. All investment companies must sign an Investment Provider Agreement in order to participate in the district plan. Contact the Payroll Department for a current list of participating investment companies. Employees must work with an investment company to set up their account. Employees wishing to enroll in a 403(b) annuity, or a Roth may do so anytime during the calendar year. Applications must be received at Bay Bridge no later than the last day of the month to begin the following month.

Enrollment Periods for Annuities:

Changes in annuities may be made by submitting a written request to the Benefits Department in accordance with established guidelines and procedures.

Kansas Public Employees Retirement System (KPERS)

KPERS includes all employees, provided the employee assignment exceeds 630 hours per year or 3.5 hours of work per day for at least 180 days duty annually. Determination as to whether the given position is covered by KPERS is made by the local designated agent. KPERS deductions are at the rate of 6% (percent). The State of Kansas likewise remits to KPERS, on behalf of each employee. The Benefits Department should be contacted if more detailed information is needed.

Workers' Compensation

Workers' Compensation is provided for all employees of the Board of Education in accordance with board policy GAOE – Worker's Compensation. The policy provides benefits including medical expenses, lost wages, disability benefits and death benefits for an injury while on duty. The injured employee is required to verbally report the injury immediately and in writing within ten (10) days or the claim may be barred. Forms are provided through the building principal. The report of the injury must be sent to the Human Resource Services Department at the Mary E. Devin Center for Education Support. Additional information about your rights and responsibilities under workers' compensation may be obtained from your supervisor or the district office. The District reserves the right to investigate all claims at any time.

Coverage: Benefits are for personal injury from accident or occupational disease arising out of and during 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.

An employee who is off work and drawing workers' compensation shall be required to provide the Personnel Services Department with a written doctor's release before the employee can 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 paid leave shall terminate, and those benefits under workers' compensation shall be restricted as provided by current statute.

Coordination with Leave Benefits: The workers' compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Whenever an

employee is absent from work and is receiving workers' compensation benefits due to a work-related injury, the employee may use up to 10 days of leave until worker's compensation is available. Available paid general leave may be used for this purpose until 1) available paid general leave benefits are exhausted; 2) the employee returns to work; or 3) employment is terminated.

Unemployment Compensation

For answers to questions regarding unemployment insurance policies, benefits, and claims, see your Personnel Services representative.

Dues

Salaries of teachers requesting deduction of Junction City Education Association membership dues will be adjusted as follows: One-tenth of the total dues will be held out each month for ten months, beginning in September. After an employee initially authorizes a payroll deduction of his/her dues, such authorization shall remain in effect until such time as the Clerk of the Board is notified in writing by the Association to discontinue the deduction, which notification shall state that the employee has advised the Association of the change being made. The authorization to withhold dues shall contain the agreement of the employee to indemnify and hold the district harmless from all loss, cost, or expense as a result of any such withholding. The Association similarly agrees to indemnify and hold the District harmless.

Section 4: Employment

Employment Classification

It is important that employees know and understand the definitions of the employment classifications at Geary County USD 475. Employment classifications help determine your employment status and what benefits you may be eligible for. If an employee has questions or is not sure what their employment classification is, they may contact their Supervisor or the Personnel Services Department.

To ensure accurate information regarding status of classification is provide to employees, please contact the Personnel Services Department.

Section 5: Conduct

Disciplinary Procedures

It is the policy of Geary County USD 475 that all employees are expected to comply with the district's standards of behavior and performance and that any noncompliance with these standards must be remedied. Geary County USD 475 shall follow the process in accordance with the Board of Education, the negotiated agreement, article X, and Kansas Statutes to noncompliance.

Bullying

The Board of Education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law. Bullying means: a) 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 that is sufficiently severe, persistent, or pervasive that such gesture, act or threat 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 or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- Cyberbullying; or

Any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying. See Board of Education policy GAAE Bullying by Staff accessible at www.usd475.org/Board of Education/Board Policies.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination.

Drug-Free Workplace

The board believes that maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by an employee in the workplace is prohibited. Refer to USD 475 Board of Education Policy GAOA - Drug Free Workplace accessible at www.usd475.org/Board of Education/Board Policies.

Drug-Free Schools and Community (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, be under the influence of, 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.

Disciplinary sanctions which are consistent with local, state, and federal law will be imposed on employees who violate the standards of conduct up to and including termination and referral for prosecution. A disciplinary sanction may include the completion or an appropriate rehabilitation program.

Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, any employee who violates the terms of this policy will be subject to the following sanctions:

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

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies.

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, suspension, placement on probationary status, or other disciplinary action. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

If it is agreed that an employee should enter into and complete a drug education or rehabilitation program, the cost of such program will be the responsibility of the employee. A list of drug and alcohol counseling, treatment, and rehabilitation programs available for employees of the district, is on file with the Executive Director of Personnel Services. Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

Drug Screening

Any employee who is suspected of being under the influence of alcohol or drugs in the workplace will be subject to alcohol and drug screening. The employee will be transported to the testing center by district personnel.

Tobacco Usage

The use of tobacco products in any form and/or nicotine delivery device is prohibited in school vehicles; at school-sponsored, activities, programs, or events, and on school owned or operated property. For the purpose of this policy, "nicotine delivery device" means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or person vaporizer. For additional information, please refer to board policy GAOC – GAOC Tobacco Free School Grounds for Staff accessible at www.usd475.org/Board of Education/Board Policies.

Business Ethics and Code of Conduct

Geary County USD 475 expects employees to be ethical and to conduct themselves in ways which protect the interests and safety of all employees and our customers. Employees owe a duty to our customers to act in ways which will earn the continued trust and confidence of the public.

It is the responsibility of every Geary County USD 475 employee to comply with Geary County USD 475's policy of business ethics and conduct. This demands that while conducting Geary County USD 475 business and/or representing Geary County USD 475, employees refrain from any rude or unprofessional behavior which might be viewed unfavorably by current or potential customers or by the public at large.

Following are examples of behaviors which may warrant disciplinary action under this policy, up to and including termination. However, disciplinary action is not limited to these examples:

- verbally and/or physically intimidating behavior towards co-workers
- behavior which is inconsistent with reasonable rules of conduct
- behavior which results in a loss of confidence or trust in the employee
- behavior inconsistent with the Geary County USD 475's nondiscrimination and/or harassment policies

- failure to adhere to board policies and/or procedures

Employees should immediately report any violation of these policies to the Superintendent. If an employee ignores or fails to comply with Geary County USD 475's standards of business ethics and conduct, Geary County USD 475 may impose appropriate disciplinary action, up to and including termination. Please refer to Board Policy GBU – Ethics for more information accessible at www.usd475.org/Board of Education/Board Policies.

Sexual Harassment

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination. 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:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- (3) 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.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include but is not limited to verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Certified staff who believe they have been subjected to sexual harassment should discuss the problem with the Personnel Services Department. An employee's district compliance coordinator is the alleged harasser, the employee should discuss the problem with Superintendent. Certified staff who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN - Complaints.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, persuasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Any certified staff who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or student shall report the complaint to the Personnel Services Department. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators/supervisor who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation proceedings, or hearing involving of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

The Executive Director of Personnel Services, 123 N. Eisenhower, Junction City, KS 66441, Telephone 785-717-4000, has been designated as the District Compliance Coordinator and designated to handle inquiries regarding this policy and/or receive sexual harassment complaints. Any such incidents should be reported to the District Compliance Coordinator. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused. False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually. For additional information, please refer to board policy GAAC – Sexual Harassment accessible at www.usd475.org/Board of Education/Board Policies.

Racial Harassment

The Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, or national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Refer to USD 475 Board of Education Policy JGECA - Racial and Disability Harassment accessible at www.usd475.org/Board of Education/Board Policies.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to racially harass or harass on the basis of disability any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Harassment prohibited by this policy includes racially or disability-motivated conduct which:

- (1) Affords an employee different treatment, solely on the basis of race, color, or national origin, or disability in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities, or programs of the school;
- (2) Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile working environment;
- (3) Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial or disability harassment may result from verbal or physical conduct or written or graphic material. The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial or disability harassment will be promptly investigated and resolved.

Certified staff who believe they have been subjected to racial or disability harassment should discuss the problem with Personnel Services Department. If an employee's district compliance coordinator is the alleged harasser, the employee should discuss the problem with Superintendent. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN – Complaints.

The Executive Director of Personnel Services, 123 N. Eisenhower, Junction City, KS 66441, Telephone 785-717-4000, has been designated as the District Compliance Coordinator and designated to handle inquiries regarding this policy and/or racial or disability harassment complaints. Any such incidents should be reported to the District Compliance Coordinator.

Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Any certified staff who witnesses an act of racial or disability harassment or receives a complaint of harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the Personnel Services Department. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators/supervisor who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action, up to and including termination.

Initiation of a complaint of racial or disability harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in an investigation, proceeding, or hearing involving a of racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused. False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually. For additional information, please refer to board policy GAACA – Racial Harassment accessible at www.usd475.org/Board of Education/Board Policies.

Relations with Students

Employees shall maintain relationships with students which are conducive to a safe and effective educational environment. Employees shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status. For additional information, please refer to board policy GAF – Staff-Student Relations accessible at www.usd475.org/Board of Education/Board Policies.

Employee Protection

An employee may use reasonable force necessary to ward off any attack, to protect a student or another person, or to quell a disturbance which threatens physical injury to others. An employee should only put hands on a student, if they have had the appropriate restraint training.

Staff-Community Relations

Staff members are encouraged to participate in community activities and organizations, in so far as these activities do not infringe upon school time. Prior permission must be obtained from the Superintendent or his/her designee for participation in any community activity which takes place during school time.

Political Activities

Staff members elected or appointed to a public office which restricts the employee's ability to complete contractual obligations may be required to take unpaid leave for a period of time determined by the board or may be terminated. Staff members holding a public office, which in the judgment of the board is less than full-time, shall request unpaid leave from the superintendent at least one week in advance. An employee who must be absent from school to carry out the duties of a public office must take a leave of absence without pay for the duration of the public office. For additional information, please refer to board policy GAHB - Political Activities accessible at www.usd475.org/Board of Education/Board Policies.

Confidentiality

Employees recognize and acknowledge Confidential Information constitutes valuable, secret, special and unique assets of Geary County USD 475. Employees covenant and agree that for following termination of their employment with Geary County USD 475 for any reason, whether voluntary or involuntary, and whether with or without cause, employees will not disclose Confidential Information to any person, firm, corporation, association, or other entity for any reason or purpose without the prior written approval of Geary County USD 475. Employees also agree that they will only use Confidential Information when conducting Geary County USD 475 business. It is expressly understood and agreed that Confidential Information is the property of Geary County USD 475 and must be immediately returned to Geary County USD 475 upon demand.

The term "Confidential Information" includes all information, whether or not reduced to written or recorded form, which is related to Geary County USD 475 and which is not generally known or accessible to members of the public and/or competitors of Geary County USD 475 nor intended for general dissemination, whether furnished by Geary County USD 475 or compiled by the employee, including but not limited to: (i) Student Information ; and (ii) personal information used by Geary County USD 475 or available to employees; provided however, Confidential Information shall not include information which (a) is or becomes publicly available other than as a result of disclosure by an employee or (b) is now or hereafter becomes available to an employee on a non-confidential basis from a source (other than Geary County USD 475) which, to an employee's knowledge, is not prohibited from disclosing such information to an employee. Employees understand that it is Geary County USD 475's intention to maintain the confidentiality of this information notwithstanding that employees of Geary County USD 475 may have free access to the information for the purpose of performing their duties with Geary County USD 475. Employees acknowledge that it is not practical, and shall not be necessary, to mark such information as "confidential," nor to transfer it within Geary County USD 475 by confidential envelope or communication, in order to preserve the confidential nature of the information.

Access to any Company maintained database (private or public) is restricted to direct business purposes of the Company. There will be no dissemination of any information obtained from such databases beyond that strictly necessary for the direct business purpose of the Company. Sale or distribution of lists obtained or created from the databases is strictly forbidden.

Electronic communication of confidential information (e-mails, faxes, texting, and other form of electronic communication) falls under FERPA. The use of e- mail, etc. is legal document and should be used cautiously.

Building administrators have the responsibility of determining the conditions under which student records will be released. The Executive Director of Special Education has the same authority as the building administrators regarding the release of Special Education records.

Student grades/records are under the control of USD 475 and are protected by the Family Educational Rights and Privacy Act (FERPA). Electronic versions of student grades/records may only be maintained on the district Student Information System.

Employees in violation of Geary County USD 475's Confidentiality Policy will be subject to disciplinary action, up to and including termination.

Staff Responsibilities for Discipline

Each employee is responsible for maintaining proper control and discipline in the school. An employee may use reasonable force necessary to ward off an attack, to protect the student or another person, or to quell a disturbance which threatens physical injury to others.

Gifts

Staff members are prohibited from receiving gifts from vendors, salesmen, or other such representatives where the intent of the gift, either expressed or implied, is to influence the employee or cause the employee to represent the vendor, salesman, or other such representatives in a favorable light to the employee's immediate supervisor, Superintendent of Schools, or the Board of Education. For additional information, please refer to board policy GAJ – Gifts accessible at www.usd475.org/Board of Education/Board Policies.

Solicitation

All persons seeking to sell, solicit, or display an item to any school employee on school premises must first secure permission from the building principal/supervisor and Superintendent before any appointment is made. See Board policy GAI – Solicitations accessible at www.usd475.org/Board of Education/Board Policies.

Solicitations by Staff Members: Solicitations of students or other school employees by Certified staff during regular school hours or regular business hours for any reason, except school-sponsored activities or approved non-profit organizations, is prohibited.

Solicitations of Administrators/Directors: Solicitations of Certified staff by any vendor, student, other district employee, or patron of items relating directly to the expenditure of district funds during normal school hours are prohibited unless permission is granted by the Superintendent or designee.

Dress Code

In general, proper personal wear is important for employee safety and portrayal of a professional image. Footwear should provide good traction and comfort when walking. Traction soled footwear should be worn in winter weather to help prevent slipping on snow or ice. Closed toed shoes are encouraged to mitigate worker's compensation issues. Clothing should provide protection from the environment. Clothing considered inappropriate for wear includes clothing depicting tobacco, alcohol, illegal substances, gang behavior, or offensive language. Staff will follow the direction and adhere to the decision of the principal for their building.

Appropriate dress and personal appearance are essential for all district employees. See Board policy GAM

- Personal Appearance accessible at www.usd475.org/Board of Education/Board Policies.

Conflict of Interest

School district employees are prohibited from engaging in any activity which will detract from the effective performance of their duties. No employee will attempt to sell, or endeavor to influence any student of this school district to buy any product, article, instrument, service, or other such item which would directly or indirectly benefit said school employee. No school employee will enter into a contract with the school district other than a contract for employment unless the contract is approved by the Superintendent.

Moral Turpitude

District employees shall not engage in conduct constituting moral turpitude. Moral turpitude is defined as conduct that is contrary to justice, honesty, or morality (Black's Law Dictionary, Abridged Seventh Edition). Moral turpitude includes but is not limited to:

- a. Dishonesty; fraud; deceit; theft; misrepresentation; Deliberate violence; Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor; Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance; Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct.
- b. Any certified staff who is arrested for, charged with, or convicted (to include probated sentences and deferred adjudication) of an offense shall notify the Superintendent within three business days of being arrested, charged, or convicted.

Section 6: District Procedures

Board Policy

Certified Staff shall follow and be familiar with policies and regulations established by the Board of Education. Employment is based upon observance by the employee of the rules and regulations of the Board of Education and the Superintendent of Schools.

Evaluation

Evaluation of the certified staff is made in accordance with Board of Education policy and Kansas state statutes. The system of evaluation will be in line with what the district has adopted. The evaluation process is defined in the negotiated agreement Article IX – Teacher Appraisal.

Term of Contract

The length of certified contracts will be determined by the Board of Education and Junction City Education Association through the negotiated agreement Article XI – Contract Year.

Hiring

It shall be the policy of the Board of Education to secure for all positions the most highly qualified persons possible. Persons selected as finalists for any position in Geary County USD 475 shall be selected on the basis of their qualifications for the vacancies involved and for their apparent potential for growth.

Transcripts: Each teacher must submit an official transcript of all college credits to the Personnel Office.

Criminal Background Records Check: All employees will be subject to a criminal background records check. If the results reveal conviction(s) of any offense or any attempt to commit any offense specified in K.S.A. 1999 Supp. 72-1397 and amendments thereto, employment may be terminated.

Pre-Employment Health Screening: All Certified staff may be subject to a pre-employment health screening based on the job requirements. If this is the case, the employee will bear full responsibility for payment of this fee. **All employees coming into daily contact with students will have on file proof of a negative TB Skin Test.**

Certificates/Licenses: School districts are prohibited by statute from paying teachers without a valid certificate/license on file in the Personnel Services office.

Kansas Statute 72-1390 states, "it shall be unlawful for the board of education of any school district to issue an order for payment of the salary of any certificated employee who does not hold a certificate/license which is valid in the state of Kansas for the particular kind of work to be performed."

Therefore, if a teacher does not have on file in the Personnel Services office a valid Kansas Teacher's Certificate for the level at which the Teacher is employed and for the subjects employed to teach, the contract shall be void and the Personnel Services office will begin immediately to secure a properly certificated person for the position. The person who allowed their certificate/license to expire or who did not have the certificate/license on file in the Personnel Services office, upon securing a Substitute Teacher Certificate, may be allowed to remain in the position but will be paid at a substitute rate for the days worked. This person will be paid retroactively their teacher salary to the date of issue on their Kansas License.

Completion of a two-year Mentor Program is required for all teachers to move from an initial teaching license to a professional license. Teachers new to USD 475, with no experience, will be enrolled in the Mentor Program.

Teachers new to USD 475, with experience, will need to complete the requirements of the New Teacher University (NTU) professional development, as part of the Mentor Program requirements.

Teachers adding an endorsement to his/her license, may be required to complete a one-year mentorship to upgrade their initial endorsement to a professional endorsement. If that is the case, Personnel Services should be notified so a mentor can be assigned.

Identification Badges

A photo identification card will be provided to all employees. Lost or stolen identification cards must be reported immediately to the Personnel Services Department. The certified staff will pay a fee to replace. Certified staff will display their cards while performing school district duties.

Fort Riley Identification Badges: All employees who work on Fort Riley will be required to go through the Fort Riley Background check and receive an ID badge from Fort Riley. This badge will allow regular access to the post. If Fort Riley denies access to a USD 475 employee who is assigned to a Fort Riley School, a transfer will be offered if a position is available in the district outside of Fort Riley.

Assignment and Transfer

The Board of Education delegates to the Superintendent or his/her designee, the authority to assign and reassign personnel. For more information, please refer to the negotiated agreement – Appendix D – transfer policies and procedures.

Job Description

Job descriptions are on file in the Personnel Services office and may be obtained upon request.

Nepotism

No employee shall directly supervise or be responsible for any portion of the evaluation of his or her father, mother, brother, sister, spouse, son, daughter, stepson, stepdaughter, son-in-law, daughter-in-law, or an individual residing with a certified staff. For additional information, please refer to board policy GACCA – Nepotism accessible at [www.usd475.org/Board of Education/Board Policies](http://www.usd475.org/Board%20of%20Education/Board%20Policies).

Distribution of Materials

Materials from sources outside of the district may not be distributed on school grounds without prior permission from the Superintendent and district Communications department. Examples of outside materials include, but are not limited to, political materials, special interest materials, and advertisements. The Superintendent shall determine the time, place, and manner for materials distribution.

Personal Property

The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. Employees should not bring large sums of money, jewelry, or other valuables to work. Geary County USD 475 is not responsible for personal property that is lost, damaged, stolen or destroyed, including personal vehicles.

Reimbursement/Travel Expense

When staff is in need of guidelines, regulations, and forms for travel please email traveldeskt@usd475.org.

Weapons

Possession of any weapon or facsimile is strictly prohibited. This includes any weapon found on a person or in any vehicle on school premises or at any school sponsored event. Any items used with the intent to inflict harm/injury to another person may be considered a weapon.

Job Openings/Postings

As positions become available in the school district, they are posted at the Mary E. Devin Center for Education Support as well as on the district web site. Notification is also sent to each school and work site in the school district. School district employees must notify the Human Resource Service department in writing of their interest to transfer to an open position posted.

Staff Development

It is the responsibility of the school district to provide staff development. The certified staff's attendance at staff development is required.

School Nurses

School Nurses serve the elementary and secondary schools as well as the early childhood center. No school personnel shall diagnose or treat illness of students. No school personnel shall prescribe drugs or medications.

Research Projects – USD 475

All research projects proposed by teachers or graduate students, which could involve local students or personnel, must be approved by the Associate Superintendent.

Testing Program

State mandated Assessments will be conducted annually. Locally developed criterion-referenced tests are also administered quarterly. The Teaching and Learning Department is responsible for supervision of the district-wide testing program.

Period of Silence

The Kansas legislature authorized "periods of silence" in public school classrooms in K.S.A. 72-9929 The statute reads:

"In each public-school classroom, the teacher in charge may observe a brief period of silence with the participation of all the pupils therein assembled at the opening of every school day. This period shall not be conducted as a religious exercise but shall be an opportunity for silent prayer or for silent reflection on the anticipated activities of the day."

Corporal Punishment

Corporal Punishment, defined as physically striking a student for disciplinary reasons, is prohibited. Employees shall not resort to physical force except:

- a. to protect another person from personal bodily attack or imminent threat thereof, and
- b. to protect himself/herself from personal bodily attack and
- c. to restrain a student from throwing or damaging equipment.

Movie/Video Guidelines

District employees are expected to adhere to the guidelines and procedures for showing movies at the elementary, middle, and high school levels in the classroom or building. These guidelines meet the provisions of Title 17 of the United States Code, entitled "Copyright", and other relative federal legislation and guidelines related to the showing of videos/movies.

Any movie shown in the classroom must be connected to the curriculum to be legally shown without a license.

High School

Videos/Movies – Teachers may show clips from videos without parental permission. However, parents must be informed in writing before a video commercially rated "R" is shown in its entirety.

Middle School

- Classroom - Videos/Movies, rated “G” may be used without parental permission. Use of an entire “PG” or “PG 13” is acceptable only with parental permission. This permission must be received in writing before the video is aired.
- Building – Any video/movie shown as a reward must have a license or be covered by the MPLC (see below) for each performance. Any questions can be referred to your building librarian. A note must be sent home if the movie is PG or PG13 at the middle school level.

Elementary School

- Classroom – Videos/Movies, Rated G can be used when in connection to the curriculum. If the movie/video is used as a reward or celebration, a license must be purchased.
- Building – When a movie/video is used as a reward for the building a license must be purchased or be covered by the MPLC (see below) for each performance.

License for showing videos/movies can be obtained through Movie Licensing USA for each showing.

The MPLC Producer List and an email giving instructions for determining if the film you wish to show is covered by this license. If you do not find the producer/distributor listed, then contact Movie Licensing USA to get a license.

Section 7: Communications

Telephone Usage

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

Refer to USD 475 Board of Education Policy GAT - Staff Use of Communication Devices accessible at www.usd475.org/Board of Education/Board Policies.

Personal Communication Devices

Certified staff possession or use of personal communication devices on district property, in district facilities during the workday is permitted. Utilization of device should be in a manner reflecting the needs of the certified staff position. At no time will a personal communication device be used in a manner that interferes with staff duties and the responsibility for the supervision of students.

A personal communication device is a device, not issued by the district, that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor of the device. These devices include, but are not limited to, walkie talkies, either long-or short-range portable radios, portable scanning devices, cellular telephones, pagers, personal digital assistants (PDA's), laptop

computers and similar devices with wireless capability. This also includes other digital audio and video devices such as, but not limited to, iPods, radios, and TV's.

All personal communication devices shall be silenced during instructional and/or class time, while on duty, or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. The district will not be liable for loss or damage to personal communication devices brought to district property and district-sponsored activities. Refer to USD 475 Board of Education Policy GAT - Staff Use of Communication Devices accessible at [www.usd475.org/Board of Education/Board Policies](http://www.usd475.org/Board%20of%20Education/Board%20Policies).

Social Media

Certified staff will utilize social network sites (e.g., Facebook, Instagram, Snap Chat, Twitter, etc.) judiciously by not posting confidential information about students, staff, or district business. Certified staff will treat fellow colleagues, staff, students, and the public with respect while posting. Certified staff will need to identify themselves and their opinions as their own and not that of the district or a representation of the district. At no time, should a certified staff be on a district device while utilizing their personal social media platforms or engage in their personal social platforms during duty hours.

Communication with students using personal communication devices will be appropriate, professional, and related to school assignments or activities. If communicating with students electronically, Certified staff should use district e-mail using mailing lists to a group of students rather than individual students. Texting students is prohibited.

Exceptions to the prohibitions set forth here may be made for health, safety, or emergency reasons with Superintendent or designee approval. The guidelines for managing building social media accounts is outlined in the Social Media Protocol Manual provided by the district Communications department.

Certified staff are subject to disciplinary action up to and including dismissal for using a social media in any manner that is illegal or violates district expectations as identified in this handbook. The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called private messaging, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies. Refer to USD 475 Board of Education Policy accessible at [www.usd475.org/Board of Education/Board Policies](http://www.usd475.org/Board%20of%20Education/Board%20Policies).

Section 8: Computer Software and Hardware Guidelines

Computer Use

Use of District Computers/Privacy Rights: Computer systems are for educational and professional use only. All work by students or staff shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy. Refer to USD 475 Board of Education Policies IIBF Acceptable Use Policy and IIBG Computer and Device Use accessible at [www.usd475.org/Board of Education/Board Policies](http://www.usd475.org/Board%20of%20Education/Board%20Policies).

Copyright: Software acquired by district staff using either district or personal funds, and installed on district computers, must comply with copyright laws. Proof of access to copyright must be filed in the

district office. The district technology department administrator will be responsible for the process and may also require the original media to be filed in the district file.

Software: No software, including freeware or shareware, may be installed on any district computer until cleared by the district technology department administrator. The district technology department will verify compatibility of the software with existing software and hardware and prescribe installation and de-installation procedures. Program files must be approved by the district technology department administrator before being installed on any district server or computer. Staff and students shall not install software on district computers or computer systems without prior approval from the district technology department administrator.

Hardware: District staff shall not install unapproved hardware on district computers or make changes to software settings that support district hardware. No equipment shall be attached to the local area network without approval of the district technology department administrator.

Audits: The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

E-Mail: District staff and students shall have no expectation of privacy when using district e-mail or other official communications systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Ownership of Employee Computer Materials: Computer materials or devices created by employees as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the district. Computer materials or devices created by employees using district supplies or equipment for projects beyond duties assigned by the district and without prior written approval of the immediate supervisor shall be the property of the district.

Procedures for Implementing Computer Use Policy

Software: To set the stage for future, to provide standardization, to minimize e-mail virus susceptibility, and to better utilize our technicians' time, only the following products are supported on district computing platforms for e-mail: Outlook.

Mailboxes: Mailboxes will be provided on district servers for personnel designated by District Administration and Building Principals.

Usage: This section stipulates the proper use of the district's e-mail system. All messages distributed via the system, including personal e-mails, are the district's property. You must have no expectation of privacy in anything that you create, store, send or receive on the system. Your e-mails can be monitored without prior notification if it is deemed necessary. If there is evidence that you are not adhering to the guidelines set out in this policy, the district reserves the right to take disciplinary action, including termination and/or legal action. If you have any questions about this policy contact the Chief Information Officer.

Prohibitions: You may not:

- Send or forward e-mails containing libelous, defamatory, offensive, racist, or obscene remarks or terrorist threats. If you receive an e-mail of this nature, you must promptly notify your supervisor.
- Send unsolicited e-mail messages or chain mail.

- Forge or attempt to forge e-mail messages, or disguise or attempt to disguise your identity when sending e-mail.

Care: You must take the same care in drafting e-mail as you would for any other communication. An informal style within the district is encouraged. An informal style offers brevity without rudeness. When forwarding a message created by someone else be aware that you may be violating the original writer's rights. Forward only messages where there is a reasonable expectation that the originator would not object.

Personal Usage: While the district's e-mail system is for business, it allows personal usage if it is reasonable and does not interfere with work.

Archiving and Retention: While the e-mail servers are backed up and information is archived for system integrity purposes, it is not for future retrieval. With that in mind, you should not expect e-mails to be restored on an individual basis.

Email and Internet Policy

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

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in a computer, computer system, or server. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

Internet and Student Directory Information

School web authors must consider safety concerns and exercise caution when displaying information about students on the Internet, even if the information is designated as Directory Information under the Family Educational Rights and Privacy Act (FERPA). The USD 475 Guidelines regarding student information are as follows:

Student names, grade level and photograph may be used to identify student work or to provide recognition for awards/honors, unless the parents have otherwise notified the school in writing as prescribed in the district's annual FERPA Notice for Directory Information.

Student street addresses, email addresses, and phone numbers **are not to be published or posted online.**

Test Integrity

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

- Provide inappropriate test preparation
- Modify test administration procedures
- Provide inappropriate assistance to students during test administration
- Change or fill in answers on student answer sheets

- Provide inaccurate data on student information sheets
- Discourage or exclude certain students from taking the test
- Engage in any other practice to artificially raise student scores without actually improving underlying student achievement

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

Section 9: Records

Personnel Records

Employees have the right to inspect their personnel files upon request. An appointment will be scheduled at which time a district representative and the employee will review the personnel file. Unless otherwise provided by law, an employer who responds in writing to a written request concerning a current or former employee from a prospective employer of that employee shall be absolutely immune from civil liability for disclosure of the information noted above to which an employee may have access. Refer to USD 475 Board of Education Policy GAK - Personnel Records accessible at www.usd475.org/Board of Education/Board Policies.

Required Records: Employees must keep their personal information up to date by notifying the Payroll Department of changes concerning the following:

- Address and telephone numbers
- Legal name (name change)
- Marital status
- Name, number, and age of dependent children
- Number of tax exemptions

Title VIII, Section 8003 Records (Impact Aid)

Geary County Unified Schools receives a significant portion of revenue through Title VIII, Section 8003. Accurate records are necessary. All school district personnel are asked to secure appropriate information as directed by the building administrator and district Finance office.

Section 10: Reports

Child Abuse

Any employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

Administrators shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform. (See Board of Education policy GAAD - Child Abuse)

Reporting Possible Criminal Conduct

Certified staff of the school district shall promptly report any possible criminal activity occurring on school property or at school sponsored activities. The building principal or designee, pursuant to Board of Education policy, shall report the matter to the Superintendent's office and will also report to the Junction City Police Department or the appropriate Fort Riley agency any acts which constitute 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 by current law. Acts to be reported to law enforcement shall include, but not be limited to, any student's possession or use of controlled substances, any altercation that results in substantial bodily injury to a student, any suspected sexual offense to include, touching, fondling, or battery, and any incident that involves possession of a weapon as defined in Board of Education policies JCDBB/JCDBC.

The principal of each building shall prepare all reports required by law and/or regulation and present them to the Board of Education and the State Board of Education at least once annually. Reports shall not include any personally identifiable information about students. These reports and this policy shall be made available upon request to parents, patrons, students, and employees.

Vandalism

Certified staff are to immediately report vandalism to the Superintendent or designee.

Section 11: Health

Asbestos Management Plan Notice

A copy of the district's Notice to School Employees regarding the Asbestos Management Plan in the Geary County Unified School District #475 is included in Appendix 14.2. This annual notice is being provided to you in compliance with the Asbestos Hazard Emergency Response Act (AHERA) regulations of the Environmental Protection Agency.

Bloodborne Pathogens

Definition: Any disease-producing bacterium or micro-organism contained in blood and other body fluids.

Most Common: The two most common blood borne pathogens are HIV – (AIDS) Human Immunodeficiency Virus, and HBV – Hepatitis B Virus. Exposure to both HIV and HBV can be either through blood or sexual transmission. However, HBV is much easier to contract than HIV because the virus can live in dried blood for at least one week.

Prevention:

- (1) Universal Precautions: Assume all human blood and other potentially infectious materials are infected (body fluid must contain blood).
- (2) HBV Shot Series: Category I employees will be contacted about having the HBV shot series and MUST either have the shots or sign a declination form indicating they do not want them. The HBV shot series is a three-shot series and is at the school district's expense for Category I and other required employees.
- (3) Latex Disposable Gloves: Gloves should be worn any time there is direct contact with body fluids.
- (4) Do Not Get Blood on You: Always wash your hands after an incident – gloves or not.
- (5) Good Housekeeping Practices: Always clean up any areas that have had blood/body fluids with a throw away paper towel(s) and the specified disinfectant found in body spill kits.

Location of Blood borne Pathogen Control Plan: Control Plans are located in the school nurse's office, with the head secretary in each school, and in the office of the Clerk of the Board.

Exposure Determination:

- (1) Incident: A first aid incident involving the cleanup of blood. If you have rendered first aid, you must fill out the FIRST AID INCIDENT REPORT FORM, Part A.
- (2) Exposure Incident: First aid incident with an EXPOSURE. There must be blood (someone else's) in your eye, mouth, or on your skin with some kind of entry point. This could be a cut, rash, abrasion, puncture wound, etc.

Notification Procedure:

- (1) Notify your supervisor, school secretary or school nurse.
- (2) Fill out BBP-3, Parts A and B.
- (3) When an exposure incident occurs, the employee will report to the Geary Community Hospital Emergency Room within 24 hours. If you have not had the HBV shots already, the series will be started immediately. Even if an employee has gone through the HBV shot series, they are still required to report to the hospital for blood work to determine if the previous series was effective.
- (4) This is all considered POST EXPOSURE EVALUATION AND FOLLOW-UP. You will have to go back to the Emergency Room at least two more times during the year for evaluation and will have to have the last two HBV series shots.

Communicable Disease/Employees: At any time, the Superintendent knows, or has reason to believe, that an employee is suffering from a communicable disease which may be detrimental to the health, safety, or welfare of the students and other employees, the Superintendent may require a Certification of Health and any additional information deemed necessary and appropriate to determine the terms of continued employment of the subject employee.

Failure to file any Certification of Health as required shall be a basis for suspension from employment under Board of Education Policy GBK.

The Superintendent or his/her designee shall make necessary and appropriate decisions with respect to the employment of the subject employee so as to protect and promote the health, safety, and welfare of the students and other employees. Any employment decision shall be made in consideration of the medical judgment obtained from the County Health Officer (Geary County, Kansas) and/or the subject employee's licensed physician.

Section 12: Safety and Security

Health and Safety

Geary County USD 475 strives to provide each employee with a safe, comfortable, and healthy work environment. Geary County USD 475 provides employees with the tools, training, facilities, and information necessary to work in a safe and efficient manner. Geary County USD 475 asks employees to approach work with a thoughtfulness which reflects respect for individual health and the safety of co-workers. Anyone noticing a violation of the Occupational Safety and Health Act (OSHA) or who feels unsafe in their work environment should notify Superintendent or designee.

Building Security

All Geary County USD 475 employees should make every effort to be aware of strangers on the premises. Anyone noticing an unfamiliar or unauthorized person on the premises should contact their immediate supervisor. An area unlocked by an employee must be locked upon leaving. Keys are provided to employees requiring access and are the property of Geary County USD 475. District Operations department will distribute district level keys to all administrators/directors. Building administrators are responsible for distributing building level keys to staff. If keys are lost, they should be immediately reported to the Operations department at the Mary E. Devin Center. All employees with a key must return the key immediately upon request. Certified staff may be responsible for the costs associated with the replacement of their issued keys. Keys are expected to be turned in upon termination of employment.

Safety Policy

Safety is a joint venture at Geary County USD 475. The school district provides a clean, hazard free, healthy, safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. As an employee, you are expected to take an active part in maintaining this environment. You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor, and use safety equipment where required. Your workplace should be kept neat, clean, and orderly.

It is your responsibility to learn the location of all safety and emergency equipment, as well as the appropriate safety contact phone numbers.

All safety equipment will be provided by the school district, and employees will be responsible for the reasonable upkeep of this equipment. Any problems with or defects in equipment should be reported immediately to management.

As an employee, you have a duty to comply with the safety rules of the school district, to assist in maintaining the hazard free environment, to report any accidents or injuries – including any breaches of safety – and to report any unsafe equipment, working condition, process, or procedure, at once to a supervisor.

Employees may report safety violations or injuries anonymously to the Safety Committee if they are not the injured or violating party. **NO EMPLOYEE WILL BE PUNISHED OR REPRIMANDED FOR REPORTING SAFETY VIOLATIONS OR HAZARDS.** However, any deliberate or ongoing safety violation, or creation of hazard, by an employee will be dealt with through disciplinary action by the school district, up to and including termination.

Safety Procedure

Our record in the area of safety demands improvement because:

- (1) Injuries often bring about human suffering to school employees and their families.
- (2) The direct cost of insurance premiums and indirect costs of disrupted work schedules and damaged equipment might better be spent in a number of areas.

It is the intent of USD 475, therefore, to provide and maintain safe working conditions and to follow operating practices that will safeguard all employees and result in safe, efficient operations.

To accomplish this very important goal, we assign the responsibility, authority, and accountability for accident prevention to all supervisory personnel within their individual area of operations. This includes

the thorough investigation of any accident in a timely manner using the USD 475 Accident Investigation Report.

It is the responsibility of the Safety and Security Coordinator to administer a total accident prevention effort covering all employees and to work with the Safety Committee to develop Safety Programs for the school district.

This safety program requires the participation of every employee in observing safe work practices at all times and in all places along with reporting unsafe acts and conditions to your supervisors.

On-The-Job Accident Reporting

Any job-related injury or illness, regardless of severity, must be reported immediately to the Superintendent or designee for prompt and trained evaluation and medical attention. For employee, it is required to report the injury verbally and to follow up in writing within ten (10) days or the claim may be barred. Forms are provided through the building designee or Personnel Services Department. The report of the injury must be sent to the Personnel Services Department at the Mary E. Devin Center for Education Support. Additional information about your rights and responsibilities under workers' compensation may be obtained from your supervisor or the district office.

Failure to observe and follow the accident reporting procedures is grounds for disciplinary action, up to and including termination of employment.

Drills

The school district conducts a variety of safety drills, including emergency, fire drills and tornado drills. Please see the department/school specific information regarding these drills.

Kansas Statute requires schools to conduct periodic fire and tornado drills. A diagram showing a minimum of two alternate routes for fire drills must be posted in each classroom.

Inclement Weather

There are days during the work year where schools and/or the Mary E. Devin Center for Education Support may be closed due to inclement weather. Building administrators and directors will still be required to report to buildings during inclement weather situations. It will be determined by the Superintendent or designee whether Certified staff will not be required to report.

Securing the Work Area

Every employee shall secure their work area prior to leaving for breaks and/or the end of the workday. This includes cleaning, locking, and storing items, as necessary.

Building Opening and Closing Time

All buildings in Geary County USD 475 open and close at different times. Building administrators should contact and seek approval from the Superintendent or designee if a change on times is required.

Crisis Plan

Each building has a crisis plan and building administrators are the facilitators of this plan. Building administrators should ensure that all faculty and staff are trained annually on its process.

Safe and Violence Free Workplace

Geary County USD 475 promotes safety and security of staff and students in the workplace. If you engage in any violence in the workplace, or threaten violence in the workplace, your employment will be terminated immediately. No talk of violence or joking about violence will be tolerated.

Definition: “Violence” includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is our intent to ensure that everyone associated with USD 475, including employees and customers, never feels threatened by any employee’s actions or conduct.

Security and Safety: Any district employee who knows or has reason to believe 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 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. Refer to USD 475 Board of Education Policy EBC Security and Safety accessible at www.usd475.org/Board of Education/Board Policies.

Administrative, professional, or classified employees of a school who have information that a pupil has engaged in the following shall report information and identity of the pupil to the superintendent.

Reportable events would include:

- A student being expelled for conduct which endangers the safety of others;
- A student being expelled for commission of felony typed offenses;
- A student being expelled for possession of a weapon;
- A student being adjudged to be a juvenile offender for an offense, which if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- A student being tried and convicted as an adult for any felony, except theft involving no direct threat to human life.

The Superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the student to all employees who are involved in teaching or providing related services to pupil.

Reporting Violence: It is everyone’s business to prevent violence in the workplace. You can help by reporting what you see in the workplace that could indicate that a co-worker is in trouble. You are encouraged to report any incident that may involve a violation of any of the district’s policies and procedures that are designed to provide a comfortable workplace environment. Concerns may be presented to Superintendent or designee.

Classroom Safety and Environmental Guidelines

USD 475 desires to provide a safe environment for both staff and students, while being as energy efficient as possible. In light of both safety and energy efficiency, the following guidelines are set forth:

1. Classroom Electrical Guidelines - The following are electrical system guidelines for classrooms within our district:
 - a. Electrical cords running from a wall into the center area of the room shall be protected with a cord protector.

- b. Only approved power strips may be used in classrooms. Approved power strips must be supplied by the classroom teacher for non-district supplied equipment. Extension cords that do not meet these standards will not be allowed.
 - c. No cords may be “daisy-chained” or run together in series to reach an object.
 - d. Cords may not run through doorways. Additionally, cords may not run under carpets unless carpets are placed over approved “cord protection” systems.
 - e. No heating, cooling, or other major appliances (refrigerator, microwave, etc.) may be plugged into a power strip. All appliances such as this must be plugged directly into a wall outlet.
 - f. Table lamps are permitted for use in classrooms provided they are plugged directly into a wall outlet. Floor lamps are not permitted in classrooms. Light bulbs used in lamps cannot exceed the wattage recommended by the manufacturer.
 - g. Ensure that all computers and other electrical equipment is turned off at the end of the day.
- 2. Classrooms shall not be used for cooking, unless specifically designed for such use. Refrigerators, microwaves, and single-cup coffee makers (Keurig-style) are permitted.
- 3. The use of incense, Scentsy pots and air fresheners in buildings is not permitted due to indoor air quality concerns. Incense, Scentsy pots, and air fresheners can aggravate symptoms of those with allergies or other respiratory issues.
- 4. Do not place materials on top of, or in front of, classroom HVAC unit ventilators.
- 5. Upholstered residential furniture will not be allowed in classrooms without prior approval from the building administrator.
- 6. Carpeting and window coverings of any size must meet federal fire rating standards.
- 7. No more that 20% of walls may be covered by combustible material (i.e., paper, cardboard, decorations, etc.) in order to adhere to fire code.
- 8. Painting of all surfaces in district buildings will be completed by maintenance staff. District standard colors will be used.
- 9. Please take care when lifting heavy items or those items located on a shelf. Do not hesitate to request assistance from your building custodian. Anytime you pack a box for storage or moving, please limit the weight to 40 pounds.
- 10. If you need to access an item that is above your reach, use one of the ladders that has been provided for your building. Do not stand on chairs or tables to retrieve items.
- 11. Items shall not be stored within 18 inches (below/away) of sprinkler heads in sprinkled buildings and within 24 inches of the ceiling in non-sprinkled buildings, in order to comply with fire codes.

12. Chemicals that are not district approved will not be allowed in the building. Any approved chemicals must be stored in a cabinet that is either locked or not accessible to children. A Safety Data Sheet (SDS) must be on file with district maintenance staff.
13. Staff members should contact their building administrator to problem solve issues that arise regarding this policy. The safety office will also assist and advise on complex issues.

We appreciate your assistance in following these guidelines and helping us provide a safe environment for all staff and students. If you have questions regarding these guidelines, please contact the Chief Operating Officer or Director of Emergency Management.

Section 13: Equipment and Supplies

Vehicle Request

Use of school district vehicles may be requested through the Accounts Payable Department at the Mary E. Devin Center for Education Support for school district business only.

Purchase Orders – Approval of Bills

Requisitions for teaching supplies and equipment must be presented in written or electronic form and approved by an administrator prior to purchase. Teachers must present their requests to the building administrator.

Textbook Rental

The Board of Education has established a textbook rental system as provided by Kansas Statute. Students are accountable for the texts which they receive.

Use of School Buildings

Use of school buildings for school purposes will be approved by the building administrator. The building administrator will maintain a liaison with the Chief Operating Officer who will receive and approve requests for use of school buildings by outside groups. The district contact will work with the building administrator to determine scheduling of buildings for use by individuals or groups from outside the school district, following district guidelines for facility usage. School facilities should be used basically for the purpose for which they were designed.

School Property

Property, equipment, and materials that belong to the school district shall not be removed from the school without the permission of the building principal. In the event any school property, equipment or materials is removed from the school and is lost or misplaced, it shall be the responsibility of the teacher to reimburse the school district for the replacement value of said property. For example, if a computer is lost or not returned to the school district, then the person to whom the computer was issued shall be responsible for reimbursing the school district the amount of the replacement cost of said computer. This sum shall be paid to the school district by the end of the school term. Failure to repay said sum shall entitle the school district to set off said amount from the unpaid balance of the teacher's salary at the close of the school term.

Section 14: District Committees

JCEA Administration District Advisory Committee

The JCEA Advisory Committee consists of JCEA President, Vice President and two other teachers appointed by the JCEA President. These representatives meet on a regularly scheduled basis with the Superintendent, Executive Director of Personnel Services, and other staff members to discuss issues of mutual concern and to exchange ideas. They hear about issues that cannot be solved at the JCEA Building Advisory Committee level. The JCEA Advisory Committee may discuss issues related to the negotiated agreement and make recommendations to the Interest Based Bargaining team during negotiations.

School Site Councils

As required by State law, each school building in USD 475 operates a site council which is charged with the responsibility of providing advice and counsel in evaluating state, school district, and school site performance goals and objectives. Site councils include teacher, parent, administrator, and community representatives.

Professional Development Council

The Professional Development Council is responsible for overseeing development, implementation, and monitoring of the local in-service education plan. All professional staff must participate in the plan in order to receive credit toward re-licensure. Members of the Professional Development Council are elected at the building level, with at least one representative per building. Six administrators also serve on the Council.

Section 15: 2024-2025 Designation of Authorized Representatives for School Programs

- (a) Public Law 103-382 (Title I, Title II, ECIA) Dr. Deb Gustafson
- (b) District Compliance Coordinator..... Tim Winter
 - Individuals with Disabilities Education Act (IDEA)..... Courtney Eichhorn
(Disabled Children)
- (c) Rehabilitation Act 1973 (Section 504)Dr. Deb Gustafson
 - HIPAA Compliance Officer Tim Winter
 - Compliance Coordinator for Federal Anti-Discrimination Laws including Title VI, Title VII & Title IX..... Tim Winter
 - Title II of the Americans with Disabilities Act.....Karl DeArmond
 - Age Discrimination Acts..... Tim Winter
- (c) School Food Service..... Shelly Gunderson
- (d) KPERS.....Jodie Cook
(Kansas Public Employees Retirement System)
- (e) Plan Administrator for Flexible Benefits PlanJodie Cook
- (f) Hearing Officer for Free and Reduced-Price Meal Applications..... Karl DeArmond

- (g) KSA 12-105 (b) (Early Payment Request Policy) Tim Winter
- (h) Federal Impact Aid (Title VIII, Section 8003) Dr. Reginald Eggleston or Ardena Carlyon
- (i) Freedom of Information Officer..... Matt Hoover
- (j) Truancy OfficerBuilding Principals
- (k) McKinney Vento Coordinator.....Windy Hancock
- (l) 2024-2025 Clerk of the Board..... Tina Kausler
- (m) 2024-2025 Deputy Clerk of the Board..... Karl DeArmond
- (n) 2024-2025 Treasurer.....Lisa Osbourn
- (o) 2024-2025 Assistant Treasurer..... Ardena Carlyon
- (p) Custodian of District Records.....Dr. Deb Gustafson
- (q) Custodian of Building/Student Records..... Building Administrators

Section 16: Separation of Employment

Separation of Employment

Separation of Employment will be in compliance with Articles XIII – Reduction in Force and Article XIV – Resignations of the negotiated agreement.

This handbook is not meant as a wage offer or a guarantee of a job or position. As a handbook, it does not qualify to be grieved. It is simply a guide for education support personnel. All USD 475 Board of Education policies supersede anything in the handbook.

Employee Acknowledgement Form

I acknowledge that I have received a copy of this Employee Handbook (hereinafter "Handbook") from the Geary County USD 475 ("Company").

I understand it is my responsibility to read and comply with the policies contained in the Handbook and revisions made to it. I understand that I should consult with Personnel Services regarding questions not answered in the Handbook.

I understand the Board of Education of Geary County USD 475 reserves the right to modify, change, delete, supplement, rescind, or revise information contained in the Certified Staff Handbook, as Geary County USD 475 deems necessary or appropriate, at its sole and absolute discretion and with or without advance notice. Changes will be communicated through standard communication channels. The Board of Education must approve revisions to the Handbook. I understand that the Handbook is the property of Geary County USD 475.

I have entered into my employment relationship with Geary County USD 475 voluntarily and acknowledge that there is no specified length of employment. I understand my employment with Geary County USD 475 is a "Contract for a term", and either I or GEARY COUNTY USD 475 may terminate the employment relationship, in accordance with and subject to the provisions of the contract language, the negotiated agreement, KSA 72-2216, 72-2251, and/or 72-2259.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Employee Signature: _____

Printed Name: _____

Date: _____

Loyalty Oath

75-4308. Oath required for public officers and employees. Before entering upon the duties of his or her office or employment, each person to be employed by the state or any agency thereof or by any county, city or other municipality of the state including any school, college or university supported in whole or in part by public funds collected under any tax law of the state or any municipality thereof shall be required to subscribe in writing to the oath set out in K.S.A. 54-106:

K.S.A. 75-4308 et seq requires that the following oath from K.S.A. 54-106, be signed by new employees before entering the duties of employment and before funds for services may be disbursed:

I do solemnly swear (or affirm) that I will support the constitution of the United States and the constitution of the State of Kansas, and faithfully discharge the duties of my office or employment. So help me God.

Employee Signature: _____

Printed Name: _____

Date: _____