

2024-25

Draft



Geary County USD 475 Substitute Teacher 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 education support personnel. 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 Boy Scouts, Girl 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: 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

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Section 1: Introduction

Introductory Statement

Welcome to Geary County Schools!

Geary County Schools wishes to express appreciation to you for your willingness to be a part of the staff for the Geary County USD 475. This manual has been prepared to assist you in becoming acquainted with our district and its policies and procedures.

Geary County USD 475 serves students in the Junction City, Fort Riley, Milford, and Grandview Plaza areas and is a diverse, multicultural, innovative school district with a state and national reputation for school improvement. Assessment scores on state and national tests have improved steadily since 1987.

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

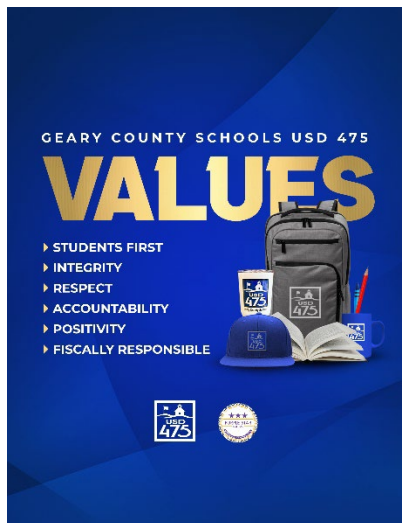
Preparing today's students for tomorrow's world.

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.

Change Out with New Pic. Positivity

Core Values



Nature of Employment

By law, an employee's employment with Geary County USD 475 is employment "at will". "At will" means employees are free to resign at any time, for any reason or for no reason, with or without cause and with or without advance-notice. Likewise, "at will" means Geary County USD 475 may terminate an employee's employment at any time, for any reason or for no reason, with or without cause and with or without advance-notice. No representative of Geary County USD 475 has the right to make an exception to "at will" employment.

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 board shall hire all employees on the basis of ability and the district's needs. The district is an equal opportunity employer and shall not discriminate in its conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability, or national origin.

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](http://www.usd475.org/Board%20of%20Education/Board%20Policies).

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

As required by current law, all employees will be asked to sign a Loyalty Oath at the time of employment. This oath indicates the employee's promise to support the Constitution of the United States and the Constitution of the State of Kansas and to faithfully discharge the duties of their respective position. It is signed by personnel on site.

Section 2: General Information and Expectations

General Information

All substitute teachers must hold a current Kansas teaching license.

Information regarding the types of teaching licenses and application information can be found on the Kansas Department of Education website at www.ksde.org.

The following items must be completed before a substitute is eligible to work in Geary County Schools.

- Employment Application
- TB test
- W-4 form
- K-4 form
- I-9 form (requires a passport or a copy of your social security card or birth certificate and a government issued photo id such as your driver's license)
- Loyalty Oath
- Valid teaching or substitute license
- Completion of Substitute Teacher Orientation

Substitute teachers will be scheduled through the Frontline Absence Management system which utilizes both the website and phone for scheduling. Only those persons who are on the official substitute list and activated in Absence Management will be called to substitute.

Substitute teachers are expected to keep the Personnel Services office informed of any change in status including changes in personal information such as contact information as well as availability. When a substitute teacher finds it necessary to terminate his/her service with Geary County Schools, please notify the Personnel Services office immediately.

Reporting for Assignment

Please try to arrive at least 20 minutes prior to any assignment.

When you arrive for duty, you should check into the office and receive instructions for the assignment.

Lesson plans should be available on the teacher's desk or in the office when you check in.

Check the time for class schedules and special services schedules for students.

Duties and Responsibilities

Please keep in mind that the duties may vary according to the day's assignment and the administration of the individual building. In general, duties include:

- Teach to the best of your ability under the supervision of the building principal using the lesson plans prepared by the teacher.
- Perform any additional duties assigned to the teacher whose position you are filling unless other arrangements have been made by the principal. (Examples: playground supervision, hall duty, and other responsibilities as may be assigned)
- Maintain a tidy and orderly classroom environment.
- Leave a file with any messages related to students.
- Written work completed by students should be corrected if directed to do so and left in an organized manner.
- Maintain control of the classroom.
- Follow the discipline policies of the district and school.
- Comply with policies that include time of arrival, remaining after school, preparing required records, and reporting accidents to the office.
- Practice professional ethics in all relationships with students, parents, teachers, and the community.
- Check out with the principal's office before leaving for the day.

If you cannot accept calls or do not wish to substitute for an extended period of time because of illness or for some other reason, please notify the Personnel Services Department and block your calendar for those dates in Frontline Absence Management.

Keep the Personnel Services Office informed of a name change, change of address, or new telephone number. Personnel Services must also be notified immediately should it become necessary to remove your name from the substitute roster. **It is very important that once you remove your name from substituting that your identification badge be returned to the Personnel Services Office immediately.**

Substitute Teacher Wages

The following compensation rates are for day-to-day substitute positions. (Example: subbing each day in different vacancies/assignments, not in a long-term assignment). Any time a substitute teacher works worked 4 hours, or more than 4 hours this is considered a full day assignment and will be paid at the full day compensation rate. Any assignments under 4 hours or less will be paid at the half day rate. Multiple assignments in the same day will be combined and continue to follow the over, or under 4-hour compensation rate rates as described above.

Substitute Teacher Compensation

<u>Licensure</u>	<u>Full Day Pay Rate</u>	<u>Half Day Pay Rate</u>
Standard or Emergency Substitute License	\$115 \$120	\$57.50 \$60
KS Initial/Professional Teaching License	\$125 \$130	\$62.50 \$65
Licensed USD 475 Retired Teacher/Nurse	\$130 \$135	\$65 \$67.50

Substitute School Nurse Compensation

<u>Licensure</u>	<u>Full Day Pay Rate</u>	<u>Half Day Pay Rate</u>
Kansas LPN License	\$120 \$125	\$60 \$62.50
Kansas RN License	\$125 \$130	\$62.50 \$65

Incentive Program to Reduce Cancellations

If a district substitute teacher completes thirty days of assignments without a cancellation on their part, the substitute can submit a district payroll voucher for an additional day of pay at their base rate. Two half day assignments will be considered one day.

The thirty days of assignments do not need to be consecutive school calendar days. It is the substitute's responsibility to track the number of days and when they have reached thirty days, they can submit a voucher to the payroll department and start their thirty-day count over again for another voucher submission.

There is no limit on the number of times a substitute can receive this incentive throughout the school year.

NOTE: Days worked do not carry over from one school year to the next.

Long-Term Substitute Teacher Incentive Pay

Long term substitute assignments are assignments that provide coverage for an extended staff member absence. Examples of these absences would be maternity, medical, or military leave etc. for a period of weeks/months. Substitute Teachers must have a current license that allows coverage for the duration of the absence period.

The following chart illustrates rate increases for longevity in long term substitute positions. The pay increases listed below do not apply to day-to-day substitute assignments in different assignments/buildings.

Licensure	Day 1-15	Day 16-40	Day 41+
Standard/Emergency Substitute License	\$115 \$120	\$130 \$135	\$155 \$160
KS Initial/Professional Teaching License	\$125 \$130	\$170 \$175	\$215 \$220
USD 475 Retired Teacher/Nurse	\$130 \$135	\$175 \$180	\$225 \$230
Nurse LPN	\$120 \$125	\$165 \$170	\$210 \$215
Nurse RN	\$125 \$130	\$170 \$175	\$215 \$220

Cancellations on the substitute's part during a long-term position, will cause the pay rate to revert to the base and the consecutive day count will start over.

When a particular long term, consecutive day position concludes, the substitute pay will revert to the base pay.

Employed Teachers on Long-Term Substitute Agreements with KSDE Waiver Approved

Licensure	Submitted Waiver	Approved Waiver
Emergency Substitute License	\$155 \$160	\$155 \$160
Emergency Substitute License & either an approved bachelor's degree or a returner to the same or similar teaching position	\$155 \$160	\$180 \$185
Standard Substitute Licenses (Completed Teacher Educ. Program)	\$155 \$160	\$215 \$220

Retention pay or recruitment pay received by Long-term substitutes on agreement will be forfeited if a teacher does not complete the entire school year per the signed agreement.

School Directory

JUNCTION CITY ELEMENTARY SCHOOLS		PRINCIPAL
EISENHOWER ELEMENTARY SCHOOL	Amy Roether	
1625 St. Mary's Road Junction City, Kansas 66441-4099 785-717-4340		
GRANDVIEW ELEMENTARY SCHOOL	Mallory Larson	
100 East Grandview Drive Junction City, Kansas 66441 785-771-4470		
LINCOLN ELEMENTARY SCHOOL	Daniel Dinkel	
300 Lincoln Drive Junction City, Kansas 66441-3299 785-717-4570		
SHERIDAN ELEMENTARY SCHOOL	Stephanie Kabriel	
429 West Ash Street Junction City, Kansas 66441-3899 785-717-4670		
SPRING VALLEY ELEMENTARY SCHOOL	Abby Allen	
1600 Hickory Lane Junction City, Kansas 66441 785-717-4790		
WASHINGTON ELEMENTARY SCHOOL	Dorothy Coleman	
1500 North Washington Junction City, Kansas 66441-2487 785-717-4690		
WESTWOOD ELEMENTARY SCHOOL	Kimberly Dressman	
1600 North Eisenhower Drive Junction City, Kansas 66441 785-717-4150		
MILFORD ELEMENTARY SCHOOL	Phyllis Boller	
12 th and Lakeview Milford, Kansas 66514 785-717-4170		

FORT RILEY ELEMENTARY SCHOOLS	PRINCIPAL
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FORT RILEY ELEMENTARY SCHOOL	Kenneth Upham
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28000 Rifle Range Road
Fort Riley, Kansas 66442
785-717-4450

MORRIS HILL ELEMENTARY SCHOOL	Melisa Burgess
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4400 First Division Road
Fort Riley, Kansas 66442-1498
785-717-4650

SEITZ ELEMENTARY SCHOOL	Katherine Friesen
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27500 Rifle Range Rd
Fort Riley, Kansas 66442
785-717-6500

~~Blake Madsen Davila~~, Assistant Principal

WARE ELEMENTARY SCHOOL	Veronica Wait
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6795 Thomas Avenue
Fort Riley, Kansas 66442-1598
785-717-4600

Kimbre Smice, Assistant Principal

SECONDARY SCHOOLS	PRINCIPAL
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JUNCTION CITY HIGH SCHOOL	Gennifer Booth
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900 North Eisenhower Drive
Junction City, Kansas 66441-2099
785-717-4200
785-717-4225
785-717-4222
785-717-4223
785-717-4224
785-717-4294
785-717-4226

Ruth Stephenson, FAHS Academy Principal
James Neff, BPSH Academy Principal
Stephen Green, SEH Academy Principal
Brian Sturge, Becky Coy FSA Principal
Kale Katt, Career & Technical Education
Christopher Bogenhagen, Athletic Director

JUNCTION CITY MIDDLE SCHOOL	Heather Oentrich
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700 Wildcat Lane
Junction City, Kansas 66441
785-717-4400

Tyrek Artley, Assistant Principal
Marlies Gipson, Assistant Principal
Brooke Marx, Assistant Principal

FORT RILEY MIDDLE SCHOOL	Kathleen Brennan
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4022 First Division Road
Fort Riley, Kansas 66442-1198
785-717-4500

Allie Henry, Assistant Principal
Jeremy Fajen, Assistant Principal

HD KARNS INNOVATIONS ACADEMY & 8 th GRADE MAGNET PROGRAM	Jeff Tanner
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300 W. 9th Street
Junction City, Kansas 66441
785-717-4710

Jacob Butler, Assistant Principal

EARLY CHILDHOOD COMPLEX	Amber Cook
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1803 Elmdale Ave
Junction City, Kansas 66441
(TBD)-717-6950

Workers' Compensation

Workers' Compensation is provided for all employees of the Board of Education. 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: Workers' Compensation 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 Human Resource 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 workers' compensation shall be restricted as provided by current statute.

Section 4: 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. Under normal circumstances, the district endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict the district's right to bypass the disciplinary procedures suggested.

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
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property
- Cyberbullying

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 GAEE Bullying by Staff accessible at [www.usd475.org/Board of Education/Board Policies](http://www.usd475.org/Board%20of%20Education/Board%20Policies).

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

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.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. 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 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 employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or student shall report the complaint to the building principal/supervisor. 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 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](http://www.usd475.org/Board%20of%20Education/Board%20Policies).

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.

Employees who believe they have been subjected to racial or disability harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance

coordinator. 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.

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 employee 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 building principal/building supervisor. 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 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.

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 without pay.
2. Long term suspension without pay.
3. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program.
4. 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

We expect Geary County USD 475 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 spirit of 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 Supervisor. 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.

Expectations

Geary County Schools, recognizing that all adults who interact with our students serve as role models, sets high standards of personal and professional conduct. The following statements serve as general guidance for working in Geary County Schools.

- Substitute teachers are considered professional and are expected to exhibit professional behavior in all matters relating to their assignments in the school district.
- Prepare for the day's work by arriving on time and remaining at school until the professional day has been observed. Of course, if you are not called until late in the morning, we understand, but expect you to report as soon as possible.
- Please check in and check out of the office at each school where you are to substitute.
- All student and personnel information, whether written or oral, must be handled with care. Many records are of a confidential nature. They are maintained in order to provide information on child development for the professional staff. It is essential that, as a teacher/nurse, you are careful not to divulge any confidential information that has been received from contact with children and other people in the profession. Violating privacy rights of students and personnel can result in removal from the substitute roster.
- The substitute teacher must maintain the interest of the students, follow the plans prepared by the regular classroom teacher, and fulfill the teacher's responsibilities.
- When discipline is a concern, ask for assistance early. Do not wait until the end of the hour or day to report problems or seek assistance. We expect our students to observe disciplinary standards and our staff to ensure a quality learning environment.
- Communicate with the regular teacher by written notes and with the building administrators verbally if you have questions about the day's activities.
- Classroom materials and supplies should be used with discretion. There are many instances in which the regular teacher has planned ahead for their use. All teaching materials, library materials, audio-visual aids, etc. should be properly cared for and left in an orderly fashion.
- Substitutes are expected to use reasonable judgment and common sense in selecting appropriate attire for work.

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.

Any employee not adhering to the guidelines will receive a verbal warning and possibly be sent home to correct the problem. See Board policy GAM - Personal Appearance 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, insofar 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.

Confidentiality

Employees recognize and acknowledge Confidential Information constitutes valuable, secret, special and unique assets of Geary County USD 475. Employees agree that 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 Geary County USD 475 maintained database (private or public) is restricted to direct business purposes of Geary County USD 475. There will be no dissemination of any information obtained from such databases beyond that strictly necessary for the direct business purpose of Geary County USD 475. 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.

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 staff members during regular school hours or regular business hours for any reason, except school-sponsored activities or approved non-profit organizations, is prohibited.

Solicitations of Staff Members: Solicitations of staff members 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 building principal/supervisor.

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 at 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 a contract with the school district other than a contract for employment unless the contract is approved by the Superintendent.

Section 5: District Procedures

Board Policy

Employees 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.

Discrimination Complaints

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The name, position, address, and phone number of the district compliance coordinator, designated by the Board of Education to coordinate compliance with discrimination requirements contained in the Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 may be obtained from the Clerk of the Board at the Board of Education office.

Complaints of discrimination should be addressed to an employee's immediate supervisor or to the building principal unless that is the person whom the complaint is being filed against. In such case complaints should be taken to that persons' supervisor. Complaints against the Superintendent should be addressed to the Board of Education.

Complaints of discrimination will be resolved using the district's discrimination complaint procedures.

Hiring

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: Some Classified positions 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.**

Substitute Teacher In-Processing

All Substitute teachers are required to attend an in-processing meeting with the Human Resource Services and Payroll Departments and must attend this meeting prior to beginning work with the district. This meeting will include completion of required paperwork and training. At this meeting employees will be given a copy of this handbook.

Identification Badges

A photo identification card will be provided to all employees. Lost or stolen identification cards must be reported immediately to the employee's immediate supervisor and to the payroll department, the employee will pay a fee to replace. Employees 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.

Drug and Alcohol Screening

The district reserves the right to provide for drug and alcohol testing at any time.

Every Child Succeeds Act of 2015

Under requirements of Every Child Succeeds Act of 2015 and district implementation procedures, classified employees who provide assistance with instruction must show proof of 48-semester hours or higher or pass a Kansas State Department of Education approved Para Assessment.

Distribution of Materials

Materials from sources outside of the district may not be distributed on school grounds without prior permission from the Director of Communications and Superintendent. 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

Guidelines, regulations, and forms for travel can be located on our website located at web.usd475.org.

Travel between buildings or in the district in the exercise of official assignments will be reimbursed at a mileage rate established by the Board of Education. No mileage will be reimbursed for employees getting to their initial employment site or from their last employment site of the day to their home.

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.

Section 6: 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

Staff possession or use of personal communication devices on district property, in district facilities during the workday and while the staff is on duty may be permitted subject to the limitations set forth in this language and consistent with any additional school rules. 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, smart watches, 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.

Social Media

Staff members 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. Staff members will treat fellow employees, students, and the public with respect while posting. Staff members 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 staff member 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, 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.

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.

Section 7: 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.

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, even 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 by the Administration. 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 your administrator.

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.

Section 8: 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. Refer to USD 475 Board of Education Policy GAK Personnel Records accessible at [www.usd475.org/Board of Education/Board Policies](http://www.usd475.org/Board%20of%20Education/Board%20Policies).

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

Section 9: Reports

Child Abuse

As required by law, any employee of the school district who has reason to know or suspect that a child has been injured as a result of physical, mental, emotional abuse or neglect or sexual abuse shall report the matter promptly to the local Department of Child and Families Office. When the department is not open for business, the reports shall be made to the appropriate local law enforcement agency.

School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove that the child has been abused or neglected. See Board of Education policy GAAD - Child Abuse accessible at www.usd475.org/Board of Education/Board Policies.

Reporting Possible Criminal Conduct

Employees of the school district shall promptly report to the building principal/supervisor or designee pursuant to Board of Education procedures 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 accessible at www.usd475.org/Board of Education/Board Policies.

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

All employees are to immediately report vandalism to their immediate supervisor.

Section 10: 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 accessible at [www.usd475.org/Board of Education/Board Policies](http://www.usd475.org/Board%20of%20Education/Board%20Policies).

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 11: 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 immediate supervisor.

Building Security

Building Security

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. I.D. Badge/Keys are provided to employees requiring access and are the property of Geary County USD 475. All employees with a key must return the I.D. Badge/key immediately upon request. Immediately report the loss of any I.D. Badge/keys to your immediate supervisor. Employees may be responsible for the costs associated with

the replacement of I.D. Badge/keys. I.D. Badge/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 employee's Supervisor for prompt and trained evaluation and medical attention. The employee is required to report the injury verbally to his/her supervisor immediately and to follow up 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 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.

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. Should schools or the Mary E. Devin Center for Education Support be closed due to inclement weather, this procedure will be followed with the Classified hourly positions:

During the days of school closure, classified staff may use leave to get paid or staff may take lost time without pay.

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. You should check with the immediate supervisor to ascertain the times for the building(s) in which you will be assigned.

Crisis Plan

Each building has a crisis plan. You should ask your immediate supervisor to review it. Plans are usually maintained in the building principal's office or the Superintendent and Board Clerks' office.

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 in a better position than management to know what is happening to those with whom you work. 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 your immediate supervisor. If for any reason you feel that your concerns are not heard at this level, you may present them to the department manager or building principal and then to the Executive Director of Personnel Services if you feel this is necessary.

Section 12: Equipment and Supplies

Appropriate Use of Equipment and Supplies

All employees are expected to possess prior knowledge of the use of equipment and supplies in the district. However, prior to placement, the immediate supervisor will arrange training on equipment and will schedule regular training sessions.

Copying/Duplicating/Inventory/Ordering Procedures/Requisitions:

Should you have a need for any of the above referenced services, the Business Department produces a manual which outlines procedures for each of the processes listed above. You should contact the Business Department directly for additional information.

Employee Acknowledgement Form

I acknowledge that I have received a copy of this Substitute Teacher 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 Geary County USD 475 reserves the right to modify, change, delete, supplement, rescind, or revise information contained in the 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 "at will", and either I or GEARY COUNTY USD 475 may terminate the employment relationship, with or without cause, for any reason or no reason, at any time, so long as there is no violation of applicable federal or state law.

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: _____