

**2023-2024**  
**Licensed Personnel**  
**Handbook**

**Unified School District #385**  
**Andover, KS**



## POLICY DISCLAIMER

Board of Education policies are regularly reviewed and revised. Any policy reference contained in this Handbook is accurate as of the approval date. Should policies change, the most recently adopted policy of the Board of Education will be followed regardless of what is printed in this handbook. Should any language in this Handbook conflict with adopted policy, board policy retains authority.

## NOTICE OF NON-DISCRIMINATION

Andover USD 385 does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability in admission, access to, or treatment in its programs and activities. Any persons having inquiries concerning USD 385's compliance with regulations implementing 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 contact the Assistant Superintendent for Human Resources, 1432 N. Andover Road, Andover, Kansas, 67002, (316-218-4661), who has been designated to coordinate the district's efforts to comply with these laws.

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# Handbook for Licensed Personnel

## Introduction

### Purpose

This handbook was prepared to provide, in written form, USD #385 policies, procedures, and practices which pertain to licensed employees. They are subject to change through appropriate administrative or Board of Education action. The Board of Education retains its legal obligation to make the decisions that establish USD #385 policies. The execution of these policies is the responsibility of each employee. The Board Policy manual is available online.

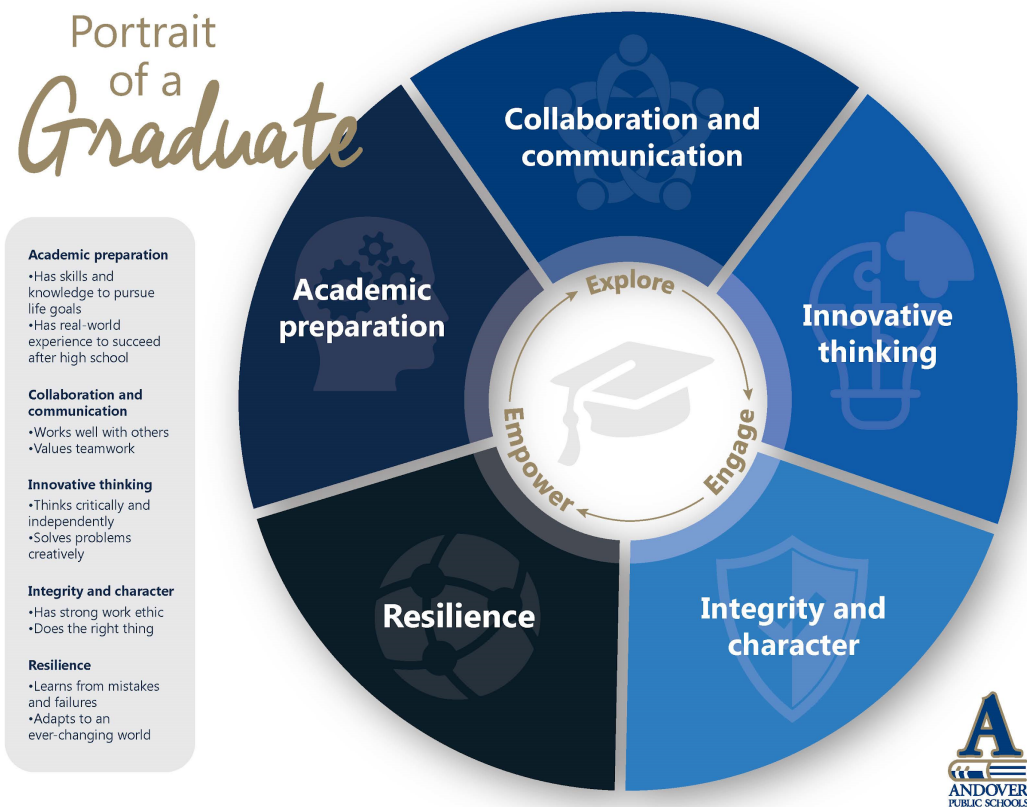
A spirit of cooperation is expected and open communication is encouraged of all employees in the daily performance of their duties. In the accomplishment of their job assignments, employees should promote and enhance an orderly, functional, and effective school organization. This handbook is not an employee contract. Further, this handbook is not incorporated in, or made a part of, any employee contract.

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### The Mission of USD #385

***Andover Public Schools prepares learners for a changing world by creating meaningful educational opportunities that equip and empower students to lead successful and fulfilling lives.***

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## **Absence**

It is vital to the successful operation of the school that every effort is made to fill teacher absences with competent substitutes. It is the responsibility of the teacher to submit to the Absence Management System (formerly Aesop) for his/her leave. Absence Management may be accessed from the district website at [www.usd385.org](http://www.usd385.org) or <http://app.frontlineeducation.com>. Please refer to the negotiated agreement about the agreed-upon leave policies.

## **Acceptable Use Guidelines**

(Reference Board Policy [IIBF](#))

USD 385 provides computer network and internet access for its students and employees. The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet. Please refer to Policy IIBF for more specific information.

### ***Acceptable Use Guidelines***

Users shall adhere to the following guidelines of acceptable use:

- All use of the computer network and/or Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' emails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- Users shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.
- Users shall not disable or attempt to disable Internet filtering software.

***Prohibitions*** - USD 385 reserves the right to determine what use of the district network is appropriate.

***Monitoring*** - The school district reserves the right to monitor, without prior notice, any and all usage of the computer network and district Internet access, including, but not by way of limitation, e-mail transmissions and receptions.

***Internet Safety*** - In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software.

***Penalties for Improper Use*** - Access to the network and Internet is a privilege, not a right, and inappropriate use may result in the restriction or cancellation of the access.

## **Accidents**

An accident occurring at school that necessitates the services of a doctor or removal of the student from class should be reported to the principal and the school nurse at the earliest reasonable time. Teachers on duty when such accidents occur will be responsible for completing the standard Accident Report form available from the school nurse.

## **Acting Administrator**

When a building administrator is absent, a counselor or other licensed teacher will be designated as the acting administrator.

## **Activity Funds**

All funds raised by any school organization through any school activities of the group are school money and not the property of the individuals of that group. All funds so raised must be spent in accordance with school regulations and with the approval of the group sponsors and the administration. Such approval and regulations shall be subject to policy adopted by the USD #385 Board of Education, and any question of policy may be referred to the superintendent of schools.

## **Advertising & Promotion in Schools**

**Advertising in the Schools (JKA, KI):** Individuals or groups not affiliated with the school system that desire to distribute or post materials on school district property must first receive permission of the building principal. All material must be submitted to the principal of the attendance center involved in distribution or posting. The principal shall be responsible for evaluating and approving all materials before the materials are distributed or posted. The principal may consult other appropriate staff members for their input. The material shall be evaluated for educational value, service to the community and time expended by the instructional staff for distributing and retrieving material. The superintendent shall be consulted in any cases that the principal deems may be a problem.

**Political Activities (GAHB):** Staff members shall not use school time or school property for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

**Solicitation-Students (JK):** Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration. Solicitations by students of students during school hours and on school property shall be done only when they are related to school-sponsored activities. All student sales projects shall require the principal's prior approval.

**Solicitation-Staff Members (GAI):** All persons seeking to sell, solicit, or display an item relating directly to expenditures of district funds to any school employee on school premises must first secure permission from the building principal or superintendent, before any appointment is made with the vendor.

Solicitation of students or other school employees by staff members during regular school hours for any reason other than school-sponsored activities is prohibited.

Solicitation of staff members by any vendor, student, or other district employee or patron during normal school hours is prohibited unless permission is granted by the employee's supervisor (e.g. selling products in the teachers' lounge, selling real estate, selling crafts, etc.).

No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.



## **Animals & Plants in School**

(Reference Board Policy [ING](#))

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes. Teachers must check for any student allergies prior to bringing animals to school. Service and therapy animals may be permitted in the schools and on school property in accordance with board-approved guidelines and may be used by employees, patrons, and students.

If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration and nurse/clerk by the supervising teacher. The principal shall notify the appropriate persons.

## **Automated External Defibrillators**

(Reference Board Policy [JGCBA](#))

The board has approved automated external defibrillators (AED) for use in district schools and other facilities by only qualified persons, as required by law. To be qualified, a district employee shall have completed all training and have demonstrated proficiency in the use of the AED as required by current law.

## **Basic & Intimate Care Procedures (BCSE Interlocal & USD 385)**

**Rationale:** All children have a right to safety, privacy and dignity at all times. Occasionally a child requires some help and support with intimate and personal care including toileting, medical care, feeding, drinking, dressing, undressing and showering or washing.

Very occasionally a child is completely dependent on adults for all aspects of their intimate and personal care. Nonetheless, it is essential that intimate and personal needs should be met while at the same time allowing the highest standards of safety, privacy, respect and dignity to be maintained. All children, dependent on their abilities, age and maturity, will be encouraged to act as independently as possible.

The nature, circumstances and context of the contact that adults have with children should comply at all times with professional codes of practice and professional standards. Adults need to be vigilant about their own behavior, ensure they follow agreed guidelines and policies and be mindful of the needs of the children with whom they work.

Children who require help and support with intimate and personal care must have an Intimate/Personal Care Plan (found at the end of this document) which is agreed with parents and regularly reviewed. Children's views should be actively sought wherever possible.

**Definitions:** "Basic Care" involves supporting children in a variety of needs, which do not include any form of intimate contact.

"Intimate Care" involves supporting children with toileting, showering and/or cleaning, where intimate physical contact may occur. This should be undertaken by two trained adults.

**Procedures:** Adults working in the school setting will:

- Ensure two adults are present for any intimate care.

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- Adults involved with any form of basic or intimate care must sign the care record.
- Adhere to this policy and to Individual Personal Care Plans.
- Make other staff aware of intimate and personal care tasks being undertaken.
- Explain to the child what is happening.
- Discuss with the principal and parents any variations from the agreed policy or plan and record this and ensure that changes to the agreed individual plans are discussed, agreed and recorded.
- Avoid any unnecessary physical contact when children are in a state of undress.
- Avoid any visually invasive behavior.
- Announce their intention of entering changing rooms e.g. at the showering, swimming baths, toilet areas.
- Encourage appropriate behavior by children with other children and adults at all times.
- Behave appropriately with children at all times.
- Ensure that toilet doors are closed when children are using these facilities.
- Use and encourage appropriate language between themselves and children at all times.
- Adults will not:
  - Change clothes in the same place as children.
  - Assist with an intimate or personal care task which a child can undertake by themselves.

## **Bullying**

*(Reference Board Policy [EBC](#), [GAAE](#), [JDDC](#), [KGD](#), [KGC](#))*

The board of education prohibits bullying in any form, by any student, staff member, or parent towards a student or 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. The administration shall propose, and the board shall review and approve, a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities, district property, school-sponsored activities, programs, and events, and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

## **Chain of Command - Resolving Problems**

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

In the principal’s absence, contact should be made with the appropriate district administrator for serious situations that cannot wait for a solution.

## **Child Abuse**

(Reference Board Policy [GAAD](#))

Kansas law requires any district 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 (800) 922-5330 or online at <http://www.dcf.ks.gov/services/PPS/Pages/MR-Online-Report.aspx> . The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

**DCF or Law Enforcement Access to Students on School Premises:** The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to protect the student's interests during the process.

**Reporting Procedure:** The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. It is required that the building administrator also be notified after the report is made. When the building principal has been notified, the principal may notify the superintendent or designee that the initial report to DCF has been made.

State law provides that anyone making a report in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

## **Classroom Maintenance**

Faculty/staff is responsible for maintaining a safe and organized classroom. Maintenance staff is responsible for daily/weekly cleaning of the classrooms and the building; however, unnecessary messes are the responsibility of the person making them. If there is a hazardous spill or accident (ex. blood, vomit, etc.), maintenance staff should be called for proper removal.

Any item in need of repair should be reported to the building principal, and an online maintenance request should be completed by the staff member. It should only be marked urgent if it is a safety hazard.

## **Committee Pay**

Licensed personnel who serve on committees endorsed or mandated by the BOE, the superintendent, or building administrators will be compensated for committee work completed outside the contractual day per guidelines contained in the negotiated agreement. The committee must be approved in advance by the superintendent to qualify for payment. A form will be provided for that purpose. Teachers will keep a log of committee work that exceeds the negotiated contractual day, will have the log signed by the committee chair, and will turn in the log to the building administrator. Committee chairs will have to turn in guidelines and parameters of the committee as well as an estimated time schedule to complete the tasks of the committee.

Payment for committee work will be according to the following schedule:

- Payment for 1st semester committee work will be submitted by December 1 and be paid in the December payroll.
- Payment for 2nd semester committee work will be submitted by June 1 and be paid in the June payroll.

- Payment for summer committee work will be submitted by September 1 and be paid in the September payroll.

Before payment is made, a teacher must have logged two or more half-hour blocks of time. Amounts of time under one hour may be carried over into the next semester but not into the following academic year.

## **Communicable Diseases**

(Reference Board Policy [GAR](#))

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent or designee so that a proper reporting may be made to the county or joint board of health as required by current law. An employee afflicted with a communicable disease, dangerous to the public health, shall be required to be absent from duty for the duration of the contagiousness in order to give maximum health protection to other district or school employees and to students. The employee shall be allowed to return to duties upon recovery from the illness, as authorized by the employee's physician. The board reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of a communicable disease.

## **Complaints (Staff)**

(Reference Board Policy [GAE](#))

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

## **Complaints (Community)**

(Reference Board Policy [KN](#))

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

### ***If parents have a concern about their child, they will:***

First contact the child's teacher.

If not satisfied, contact the building principal.

If not satisfied, contact the superintendent or designee.

If not satisfied, request a place on the board agenda in order to address the board.

### ***If employees have a concern, they will:***

Contact the principal or immediate supervisor.

If not satisfied, contact the superintendent or designee.

If not satisfied, request a place on the board agenda in order to address the board.

**Other complaints will be:**

Referred to the appropriate supervisor or administrator.

If not satisfied, contact the superintendent or designee.

If not satisfied, request a place on the board agenda in order to address the board.

Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible solution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. Assistant Superintendent for Human Resources, 1432 N. Andover Road, Andover, Kansas 67002, 316-218-4660, has been designated to coordinate compliance with nondiscrimination requirements contained in the Title VI of the Civil Rights Act of 1964, 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. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

**Conflict of Interest**

(Reference Board Policy [GAG](#))

District employees are prohibited from engaging in any activity which may be a conflict of interest and/or detract from the effective performance of their duties. No employee or volunteer shall receive compensation from outside agencies or individuals for performing duties contracted for by the district, or which the employee has volunteered to perform within the district. No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which would directly or indirectly benefit the school employee. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

**Copying & Duplicating**

(Reference Board Policy [ECH](#))

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine.

Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use". It is recommended that teachers use the direct link to the Copy Center for all copy projects being requested from the copy center.

**CPR & First Aid Certification Policy**

USD 385 Andover Public School personnel who are responsible for coaching, cheerleading, dance team, band, vocal music, PE, weight room and athletic trainers must hold current and valid certification cards for CPR and First Aid prior to any practice participation. It is the building administrator's responsibility to ensure that all of the above listed personnel are properly certified.

## **Directory Information Notification**

*(Reference Board Policy [JRB](#))*

Unified School District 385 reserves the right to release directory information on the students currently and formerly in the district. The categories of personally identifiable information considered directory information include: student name, dates of attendance, parent name, address, grade level, participation in officially recognized activities and sports, telephone listing, parent email address, photograph, video images, audio recordings, date of birth, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent education agency or institution attended.

Parents/guardians wishing to withhold directory information on their student must notify the district in writing by September 1st of each school year (or at the time of enrollment for new students who enroll during the school year). It is imperative for staff to honor the wishes of parents who have opted to not to have directory information disclosed.

## **Discrimination**

*(Reference Board Policy [GAAA](#), [GAAB](#), [GAAC](#), [GAACA](#), [KN](#))*

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. A Compliance Coordinator has been designated to coordinate compliance with nondiscrimination requirements contained in the Title VI of the Civil Rights Act of 1964, 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. Information concerning the provisions of these Acts and the rights provided by them are available from the Compliance Coordinator, who is the USD 385 Assistant Superintendent for Human Resources.

## **Drug-Free Schools**

*(Reference Board Policy [GAOA](#)/[GAOB](#))*

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

The possession, use, sale, distribution, or being under the influence of controlled substances and/or alcohol by school employees at school, on or while utilizing school property, or at school-sponsored activities or events are prohibited.

## Emergency Safety Interventions - Policy GAAF

(Reference Board Policy [GAAF](#), [GAO](#), [JQ](#), [JRB](#), [KN](#))

While many board policies are summarized in this handbook, this policy is included in its entirety to ensure compliance with legislative directives included in state law.

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.

### **Definitions (See K.A.R. 91-42-1):**

“Emergency Safety Intervention” is the use of seclusion or physical restraint

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

**Prohibited Types of Restraint:** All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
  - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
  - Any device used by law enforcement officers to carry out law enforcement duties; or

- Seatbelts and other safety equipment used to secure students during transportation.

**Use of Emergency Safety Interventions:** ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

**Seclusion Restrictions:** A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

**Training:** All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

**Notification and Documentation:** The principal or designee shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year:

- a copy of this policy which indicates when ESI can be used;
- a flyer on the parent's rights;



- information on the parent’s right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the state board of education; and
- information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- A copy of this policy which indicates when ESI can be used;
- A flyer on the parent’s rights;
- Information on the parent’s right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the state board of education; and
- Information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention
- Type of intervention
- Length of time the intervention was used
- School personnel who participated in or supervised the intervention

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

**Reporting Data:** District administration shall report ESI data to the state department of education as required.

**Three Incidents of ESI for Same Student:** If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student’s IEP team or Section 504 team shall meet within 10 days following the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the

school staff and the parent shall meet within 10 days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

**Local Dispute Resolution Process:** The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the ESI.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

## **Evaluation**

*(Reference Board Policy [GBI](#))*

Professional educators in USD 385 are evaluated per the requirements and timelines established in state statute and board policy, and according to the process outlined in Article 12 of the Negotiated Agreement. The evaluation system is grounded in the "Framework for Teaching" (FFT) research of Charlotte Danielson, which provides a foundation for instructional practice as well as a philosophical approach to understanding great teaching and learning. For more resources and learning opportunities surrounding the FFT, visit <https://danielsongroup.org/>.

## **Facility Usage**

***Use of School Facilities by Community Groups (See [DFG](#), [JH](#), [KG](#)):*** The board may allow use of school buildings and school grounds by community groups (outside the school day). Such use of any school facility or school grounds, however, shall not interfere with the daily school student routine or any school-sponsored student activity. Priority for facility use outside of the school day goes to promoting student academic achievement. Notwithstanding the previous statement, the district shall provide equal access to designated youth groups, which are neither school sponsored nor co-curricular in nature.

The use of school facilities shall be denied to any individual, community group, organization, and/or agency violating board policy, administrative procedures or regulations for use of school facilities. USD 385 reserves the right to cancel any event. Any groups or individuals using Andover USD 385 facilities must agree to the terms and conditions set forth in board policy.

## **Family Medical Leave**

*(Reference Board Policy [GARI](#))*

District employees, if eligible, shall be provided family and medical leave, including all family military leave provisions, as provided by a plan approved by the board and required by current federal law and regulations.

## **Field Trips**

*(Reference Board Policy [IFCB](#))*

Forms to request field trips must be submitted to the office at least two weeks prior to the activity. This request must be approved by the administration prior to the notification of others and the completion of the checklist. If buses are needed, a transportation request for the trip must be completed at the onset of the field trip request. All support teachers, kitchen and other school personnel must be notified of the field trip. Information about the trip should be sent home to parents/guardians upon receiving office approval. Each student must have a permission slip with a parent/guardian's signature on file before he/she will be allowed to go on the field trip. These are completed at enrollment and kept on file in the office.

## **Gifts to Schools**

*(Reference Board Policy [KH](#))*

Any organization or individual making a gift to the district shall have the prior approval of the board. All gifts will be regarded as district property. Persons or organizations desiring to make gifts to the schools should contact the superintendent.

## **Grading System**

Andover elementary schools use a Standards-Based Report Card aligned with the Kansas College and Career Ready Standards. Standards-based reporting shows parents and students the level of progress demonstrated for specific skills and concepts within the subject area. Throughout each nine-week period, teachers collect evidence of student learning for each assessed standard such as assignments, tests, checklists, rubrics, writing samples, projects, presentations and observations. The grades for each standard must be based on at least three forms of assessment and professional judgment, with emphasis being placed on the student's current level of understanding with the standards being assessed.

Standards-based grading reflects the student's progress toward mastery of a specific standard at the time of reporting rather than an overall average within a nine-week period. On a Standards-based report card, the student's academic proficiency is reported separately from his or her behavior performance. A child's work-study habits must not influence the academic grade taken for each assessed standard. Elementary standards-based reporting utilizes a 4, 3, 2, 1 scale to indicate mastery level at the end of each nine-week period.

Secondary schools issue grade cards at the end of each nine-week period. The following scale is used:

- "A" Work of superior quality 90% - 100%
- "B" Work of above average quality 80% - 89%
- "C" Work of average quality 70% - 79%
- "D" Minimum achievement 60% - 69%
- "F" Failure to meet minimum requirements 59% - Below

Teachers are responsible for updating grades on a regular basis in Powerschool. Best practice would be to update grades weekly.

## **Harassment - Sexual, Racial, & Disability**

*(Reference Board Policy [GAAC](#), [GAACA](#))*

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

The district encourages all victims of sexual, racial, or disability harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual/racial/disability harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual/racial/disability harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of district policy shall result in disciplinary action, up to and including termination.

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

Employees who do not believe the matter is appropriately resolved may file a written complaint under the district's discrimination complaint procedure. To the extent possible, confidentiality shall be maintained throughout the complaint procedure.

## **Inventories**

An accounting is to be made annually for all property, real and personal, owned by the district. All inventory records shall be annually updated showing deletions and additions of district-owned property. Should a staff member transfer to another school within the district, no district-owned

property (acquired through building, district, or Parent Teacher Organization funds) is to be taken to another building, without principal approval, unless the property was acquired through a grant. Should a staff member leave employment within the district, any grant items acquired while employed in the district, are to remain in the building last assigned.

### **Leaving School During the Day**

From time to time individual teachers may need to leave the campus during the school day, during the time they are scheduled for lunch, during planning time or before the end of the school day. When a teacher leaves school, he/she shall first notify or sign out in the office. Upon return to school, the teacher shall notify the office or sign back in. Compliance with this procedure is essential to the smooth running of the school.

### **Lesson Plans, Schedules & Substitute Folders**

All teachers will prepare weekly lesson plans, and these plans are to be readily available to the principal. Teachers are also asked to keep the office informed by maintaining an accurate daily schedule and by submitting and updating their substitute folder. Substitute folders should include daily schedules, seating charts, classroom policies, a list of students with medical problems and any other materials that could help the substitute. Substitute folders should be updated frequently and will be kept on file in the office.

### **Make-Up Work**

TWO DAYS are given to complete daily work missed due to each day of excused absence. Exceptions to this can be made through special arrangements with the teacher and/or administrator. Tests scheduled in advance and long-term assignments need to be completed upon arrival back to school. Students who are on a suspension can make up major assignments, projects, and tests.

### **Medications**

*(Reference Policy [JGFGB](#))*

Diagnosis and treatment of illness and the prescribing of drugs, medicines and nostrums are not the responsibility of the public school and are not to be practiced by any school personnel, including school nurses, unless authorized herein under. The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board. A physician's medication order and the supervisee need to be updated annually. School personnel are advised that the Nurse Practice Act K.S.A. 65-1113 *et seq.*, as amended, makes it illegal for school nurses to administer medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. The law under this statute also prohibits any acts of diagnosis. The public school should never provide students with aspirin or any other medication.

### **Personal Business**

Members of the instructional staff are to refrain from conducting personal business during school hours. When it becomes necessary to do so, professional judgment should be used. During instructional time personal phone calls will not be allowed unless there is an emergency.

### **Promotion and Retention**

*(Reference Board Policy [JFB](#))*

Students may be promoted when they have demonstrated mastery of the board-approved learning

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

Recommendations for promotion and/or retention will be considered as part of the Student-Based Support Team process

## **Recess Procedures**

A child's safety is top priority. Tennis shoes are highly recommended for safe play. Students should also dress appropriately during winter. Recess equipment will be made available to each classroom. Equipment should be returned to the appropriate collection spot after each recess. Please allow a few students to get and return equipment for your grade level. The following equipment will be available: basketballs, footballs, soccer balls, jump ropes and four square balls. If a teacher would like to check out additional equipment, check with a physical education instructor.

It is recommended that the student/teacher ratio on the playground remain 40/1. In support of student safety, teachers must circulate the playground throughout the recess period.

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

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

It is understood that students may need to miss recess in order to complete classroom assignments when sufficient time was given but wasted by the student or as a consequence of behavior difficulties. However, if the practice is a daily occurrence, please seek other ways of disciplining the student(s). They need the change of pace from classroom activities, and the practice of removal from recess is obviously not working if the problem persists.

## **Reimbursement**

**Expenditures from personal funds:** Expenditures from personal funds should occur only when circumstances do not permit purchasing through regular channels. Expenditures from personal funds that are directly related to the school's educational program, operation of the school office, or departmental operation will be reimbursed only with the approval of the administrator/director of the department. Those items purchased should be of the type that would be approved if requisitioned. No gift cards are to be purchased with district funds. When a purchase is made, support the expenditure by attaching an itemized receipt, bill, cash ticket or similar proof of purchase and forward to the building office for processing. A copy of the purchaser's credit card or bank statement may be required to substantiate proof of purchase. Sales tax may not be reimbursed. Exemption certificates are available in the office. The district will not reimburse purchases made with a gift card.

**Food/Mileage/Lodging/Toll fees:** Prior to reimbursement, approval must be obtained from administration on the Request for Leave/Travel form. Expenditures for food/mileage/lodging/toll fees including sales tax are reimbursable business expenses. When money is spent, support the expenditure by attaching itemized receipt, bill, cash ticket or similar record of what the money was used for to an

Expense Summary Form and forward to the building office for processing.

**Travel reimbursements:** The Request for Leave/Travel form must be completed and approved for travel to be reimbursed. Meals are encouraged to be reimbursed using per diem rates as allowed by the IRS. Itemized receipts and superintendent's approval will be required for any reimbursements that are not per diem. For use of a personal vehicle, including approved travel between buildings, staff members shall be reimbursed at the mileage rate allowed by the IRS.

## **Relationships with Students**

(Reference Board Policy [GAF](#))

Employees shall maintain relationships with students that are conducive to an 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.

## **Release of Students from School During the Day**

(Reference Board Policy [JBH](#))

Building principals will not release a student during the school day except to a student's lawful parent or guardian as defined by Kansas law and whose identification is verified to the satisfaction of the principal or upon written or verbal request of a parent or lawful custodian. If the principal is not satisfied with the identification of the person seeking release of a student, the principal may refuse to grant the release.

Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent. Students shall not be allowed to run personal errands for school employees off school premises during the school day.

## **Reporting Certain Students to Administrators & Staff**

(Reference Board Policy [EBC](#))

Employees of the school district who have information that a student has engaged in the following shall report the information and the identity of the student to the superintendent. The superintendent or designee shall investigate the matter and if it is determined the student has been involved in the following, the superintendent or that designee shall provide information and the identity of the student to all employees who are involved or likely to be directly involved in teaching or providing related services to student:

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

## **Requisitions**

The Andover schools may follow different procedures when ordering materials for the classroom. Staff are expected to use their budget wisely and follow building protocols when ordering. One method for requisitioning materials follows:

- Obtain requisition form from the office.

- Use a separate requisition form for each company.
- Include the account number on the requisition form. The account numbers are on file in the office.
- Return completed form to the office for administrative approval.
- Notify the office when the supplies have arrived so we may start the process for payment.

For small purchases, check with the building administrator for use of the petty cash PRIOR TO THE PURCHASE. Purchases are charged to your budget. Receipts are required for any reimbursement.

## **Resource Speakers**

*(Reference Board Policy [IFBH](#))*

It is often useful to invite appropriate persons not on the staff to speak to, or meet with, groups of students as part of the educational process. Teacher/sponsor will encourage the use of resource persons representing various points of view in order to help students gain a more comprehensive understanding of any topic. The resource persons ideas presented shall have a clear relation to the curricular or extracurricular activity, but shall not promote or encourage any particular belief/point of view. Prior to extending an invitation to an outside speaker, the teacher/sponsor will notify the building principal. The teacher/sponsor and administrator are expected to exercise judgment regarding those who are being considered as resource speakers. Prior to appearance or participation, the resource speaker shall have these guidelines explained:

- Profanity, vulgarity and lewd comments are prohibited;
- Any language that calls for a student strike, may incite a riot or may otherwise influence students to behave in an unlawful manner is prohibited.
- Any member of the administration or the teacher/sponsor responsible for inviting the speaker has the right and duty to interrupt or suspend any proceedings if the speaker, by his/her conduct, is judged to have failed to abide by these regulations.

## **Safety Units**

*(Reference Board Policy [EBB](#))*

Teachers who instruct in hazardous curriculum areas such as physical education, industrial arts or science laboratories shall teach a unit of work each year or semester dedicated to safety rules inherent in the particular subject matter; including the use of safety goggles. Each student enrolled in a class in a hazardous curriculum area shall be required to pass a test on the appropriate safety rules of the particular class. The test results shall be kept on file with the teacher and the principal until the end of the school year or the end of the class term, whichever is sooner. No student shall be permitted to participate in the class or operate any equipment until the safety test has been passed and the student has demonstrated satisfactory knowledge of the safety rules to the teacher. Teachers will conduct periodic reviews of safety rules during the school year. Appropriate safety signs, slogans, or other safety items are to be posted on or in the near vicinity of potentially dangerous devices or machinery.

## **School Communications**

Andover Elementary Schools have several means of communication which reach within as well as outside the school. Examples of these efforts are: the staff bulletins, staff memos, parent memos, parent newsletters, district website and other forms sent to parents such as the assignment notebook, progress reports and report cards. All of these internal and external forms of communication are vital parts of our school and are consistent with our school philosophy which states “provide ongoing communication between parents, students and staff members.”



## **School Keys/FOBs/Key Card**

NO ONE IS TO DUPLICATE ANY OF THE SCHOOL KEYS/FOBS FOR HIS/HER OWN USE OR TO GIVE TO ANOTHER STAFF MEMBER. Faculty members should lock their classroom when leaving it. Faculty members working beyond the school hours are responsible for turning out lights, turning off computers, and locking doors. Do not loan or give your keys/FOBs to a student. If a key/FOB is lost, please report it to an administrator immediately in order to provide security in the building.

## **School Parties**

Classroom parties during school hours must be approved in advance by the school administration.

## **Searches of Students & Property**

*(Reference Board Policy [JCAB](#), [JCABB](#))*

If a faculty/staff member believes that there is a need to do a search of a student and/or student property, he/she should contact the principal or assistant principal. Searches of students or property should be conducted in accordance with the rules approved by the Board of Education. Faculty/staff may not search a student or a student's property except in the case of an emergency.

## **Security & Safety**

*(Reference Board Policy [JGGA](#))*

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusions or disturbances from occurring in school buildings or trespassing on school grounds. The district will cooperate with law enforcement in security matters and shall, as required by law, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.

## **Social Media Policy**

Social Media are works of user-created video, audio, text or multimedia that are published and shared in an electronic environment, such as a blog, wiki, instant messaging, texting, email, or video hosting site. While Social Media presents opportunities to engage Andover Public Schools' employees, students and community in conversation to improve people's lives by personalizing their educational experience, it is important to do so in a safe, productive, school related and appropriate manner.

Following district guidelines will ensure that your actions reflect our core values of integrity, teamwork, innovation, excellence and leadership while exhibiting a level of professionalism that our community expects and deserves.

When online, you are speaking in your personal capacity unless you have prior authorization from your principal or superintendent to speak for the District, or you hold a position such as a Communications Officer who is pre-approved to speak for the District. At the same time, staff members are always authority figures to students in the district and are held to a high standard. Relationships with students - whether in person or via social media - should always be of a professional nature.

Andover Public Schools reserve the right to restrict and monitor an employee's use of social media during any work hours. Staff members should try not to text during school hours, particularly in front of students. However, the administration acknowledges there may be reasons and times that are appropriate for this. It is important to model behavior for students, as we are held to a higher standard as education professionals. This is also true for posting information on any social media site during

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school hours.

Any clubs, organizations or classes in the Andover Public Schools district must complete a request form to receive district level approval prior to making any Twitter, Facebook, or other social media accounts. If an account already exists, that club, organization, or class must still complete the request form for district approval. All accounts of this nature will be reviewed regularly, and the technology department of Andover Public Schools must have full access to the account including all logins and passwords. Only staff who completed the request form for any approved site should update the site (aside from the technology department as needed). No students should have access as an administrator or have the log-in or password unless approved by the Director of Communication.

***What You Should Do:***

- Be smart. Be respectful. Be human.
- Be authentic. When you post or comment in social media, always state your name.
- Be transparent. State that it is your opinion. Unless authorized to speak on behalf of Andover Public Schools, you must state that the views expressed are your own.
- Be careful. Protect what personal information you share online.
- Be responsible and act ethically. When you are at work, your primary responsibility is the work of the District.
- Be professional -- in all your relationships with students.
- Be aware that no use of any school photos, student photos, district or school logos or tag lines, is allowed without prior authorization from the District Office.
- It has been suggested that you shouldn't send anything via Social Media or email or texting that you wouldn't want to appear on the front page of the paper. Nothing in the world of Social Media remains private.
- In the end, be mindful of your online presence. Step back and think about what you're about to post online.

**Staff Conduct**

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

- Physical or verbal abuse of, or threat of harm to anyone.
- Causing damage or threat of damage, to district property.
- Forceful or unauthorized entry to or occupation of district facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol or drugs or other illegal substances.
- Use of profane or abusive language, symbols, or conduct.

**Staff Identification**

All staff members are to wear picture identification badges as supplied by the district while on duty.

**Staff Intra-District Transfer Procedure**

The purpose of the Intra-District Staff Transfer Procedure is to develop a process for the placement of licensed employees in Andover Schools.

***Definition of Terms:***

- Voluntary Transfer: A voluntary transfer occurs when a licensed district employee applies for and is approved for another position in the school district. The employee initiates this type of

transfer.

- Involuntary Transfer: An involuntary transfer occurs when a licensed district employee is transferred to another position in the school district. The district initiates this type of transfer.
- Placement: Placement refers to the job assignment and responsibilities of each licensed personnel.

**Voluntary Transfer Procedure:** Any Andover Public School employee has the right to apply for any posted position in the school district for which the employee is qualified. Interested district licensed personnel will be given serious consideration when a position is posted at another school site if the person is qualified for the position and completes an application.

An interview is not a guarantee of being selected for the position. A recommendation from the building principal shall be approved by the Assistant Superintendent for Human Resources.

**Involuntary Transfer Procedure:** In a case where an employee (or employees) needs to be transferred to another school site due to shifts in staffing needs the following process will be in place:

- Any staff transferred involuntarily will be exempt for the next three years from another involuntary transfer. Special situations such as opening a new school would not apply.
- The administration will use the standards (in no prioritized order) set forth below to determine who should be transferred to another school site.
  - A. The decision must be in the best interest of the students.
  - B. The decision must be equitable to all schools involved.
  - C. The decision will consider a licensed employee's years of service to USD #385.
  - D. The decision will consider all present school programs.
  - E. The decision will consider all years of experience of licensed staff.
  - F. The decision will comply with all state licensing requirements.
  - G. The decision will promote a good balance of staff with respect to age, gender and tenure.
  - H. The decision will consider grade level and subject area experience.
- The principals at the sites involved in the intra-district transfer of an employee shall consult with the person selected for transfer. A recommendation will be submitted to the Assistant Superintendent for Human Resources by the building principal involved. The Assistant Superintendent for Human Resources will make the final recommendation of placement to the Board of Education for approval.
- This procedure does not include the placement of staff within a building. The building principal retains the responsibility of placement of staff within their own building.
- The district administration retains the right and responsibility for placement of all staff.

## Staff Meetings

(Reference Board Policy [GBRD](#))

Designated staff will meet once a month. Additional meetings may be necessary, if the circumstance arises. All designated staff members are required to attend all meetings. If a staff member cannot attend, he/she should discuss the situation with the principal, prior to the meeting. Most of these meetings will be conducted by the administration and/or teachers. The focus will be sharing of in-service or workshop ideas, committee reports, discussion of teaching methods, special projects and the school improvement process. Informational bulletins will be provided to keep staff informed of current or upcoming events.

**Committees:** Additional committees will be established by building principals throughout the year. Staff members are encouraged to participate in these leadership opportunities.

## **Staff Online Activities**

(Reference Board Policy [IIBGC](#))

Employees are encouraged to use district electronic mail and other district technology resources to promote student learning and communication with parents of students and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities. Technology-based materials, activities, and communication tools shall be appropriate for and within the range of the knowledge, understanding, age, and maturity of students with whom they are used.

District employees, including, but not limited to, classroom teachers and extracurricular activity coaches and sponsors, may set up blogs and other social networking accounts using district technological resources and following district policy and guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction. Social networking sites and other online communication options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for district employees and activity sponsors to utilize a social networking site for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

- They shall request prior permission from the building administrator, and notify the Director of Communication.
- If permission is granted, staff members will set up the site following any district guidelines developed by the Director of Communication and approved by the board. If the expenditure of district funds is required to complete the set-up or maintenance of the site, the requesting staff member shall present an itemized summary of such costs to the superintendent. {Board/Superintendent} approval shall be required prior to the expenditure of district funds for such purpose.
- Guidelines shall specify whether access to the site must be given to school/district administrators and technology staff.
- The staff member shall notify parents of the site and obtain written permission for students to become “friends” of the site prior to the students being granted access. This permission shall be kept on file at the school as determined by the principal.
- Once the site has been created, the sponsoring staff member is responsible for the following:
  - a. Monitoring and managing the site to promote safe and acceptable use and compliance with district policies; and
  - b. Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.

Staff members are discouraged from creating personal social networking accounts to which they invite current or future students to be friends. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable board policy, statutory, or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member’s job performance or effectiveness in the work setting. District staff shall endeavor to protect the health, safety, and emotional well-being of students and confidentiality of student record

information both in the school setting and in their online actions. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment.

## **Staff Use of Communication Devices**

*(Reference Board Policy [GAT](#))*

The board encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

### ***General Use***

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district. Employees are responsible for keeping communication devices secure and, if possible, password protected.

### ***Use in Vehicles***

Regardless of other provisions of this policy, unless here is an emergency, employees shall not use communication devices when:

- Driving district-provided vehicles;
- Operating a vehicle in which a student is being transported when the transportation is provided as part of the employee's job; or
- Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using communication devices. Employees are subject to local, state, and federal laws governing use of cell phones while driving and will be solely responsible for all traffic violation liabilities resulting from their use of a phone while driving.

### ***Use of District-Provided Communication Devices***

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

### ***Staff Bring Your Own Device Policy***

Use of employees' personal communication devices shall not interfere with work-related duties. Such personal communication devices may only be used by the staff member and are not for student use. The security of personal computing devices is solely the responsibility of the staff member. Any loss resulting from damage or theft of personal communication devices in the school setting is not the responsibility of the district.

## **Student Privacy Rights**

*(Reference Board Policy [IDAE](#))*

District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the student information possessed by the district is confidential and laws govern its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Department of Children and Families (DCF) interventions, social security number information and professional misconduct background checks.

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

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

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

## **Student Records**

*(Reference Board Policy [IDAE](#), [JR](#), [JRA](#), [JRB](#), [JRC](#))*

All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. The general public shall not be allowed to inspect a student's personal record files. The custodian of student records shall disclose the student's educational records only as provided for by law and in policy.

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

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

## **Supervision of Students**

*(Reference Board Policy [JGFB](#))*

Students shall be under the supervision of appropriate school personnel at all times when they are under the jurisdiction of the school.

Each building principal shall coordinate and assign teachers, aides or paraprofessionals to supervise

students engaged in school related activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Each building principal shall ensure appropriate staff members are available for supervising students at specific times and in designated areas.

## **Suspension**

*(Reference Board Policy [GBK](#))*

The superintendent or designated representative shall have the authority to suspend licensed employees with pay pending further board action. The superintendent or designated representative may suspend licensed employees with pay for any reason including, but not limited to, one or more of the following: alleged violation of board policy, rule or regulation; refusal or failure to follow a reasonable directive of an administrator; the filing of a formal complaint against the employee with any civil authority or with the board charging the employee with the alleged commission of an offense involving moral turpitude; and other just cause. If a suspension without pay is imposed on an employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to respond.

## **Telephone Calls**

Teachers are able to place long distance phone calls for school-related business from each classroom.

## **Television & Videos**

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

## **Test Integrity**

The board requires all licensed staff members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

## **Textbooks & Supplementary Instructional Materials**

*(Reference Board Policy [IF](#))*

The use of textbooks as a sole resource tool in the classroom is discouraged. Teachers are encouraged to develop, use and maintain a relevant and up-to-date core of resource materials in the classroom. All selected materials, including videos, must first be previewed to ensure that all information is suitable to viewers. Materials are to be chosen to support and supplement the curriculum.

## **Tobacco and Nicotine Delivery Device Use**

*(Reference Board Policy [GAOC](#))*

The use of tobacco products in any form and/or of any nicotine delivery device is prohibited for staff members in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

## **Tutoring**

Please check with the principal prior to accepting any tutoring job to make sure that no conflict of interests exists. A teacher who is tutoring a student and is paid additional money by a parent must do the tutoring outside the school contract time.

## **Vandalism**

*(Reference Board Policy [EBCA](#))*

All school personnel shall report any vandalism to their immediate supervisor. School personnel are expected to lock or otherwise secure any files, records, safes or similar compartments at the close of each school day. In the event of vandalism, the board may offer a reward according to law.

## **Volunteers**

For the continued safety of our students, new volunteers who will be working directly with students and have not been previous employees of the district, or are not parents or guardians of current students in the school, will have background checks completed prior to their volunteering in the building.

## **Wednesday Night Activities**

The large number of school activities can limit the time available for family activities. Therefore, every effort is made to avoid scheduling school activities on Wednesday nights.

## **Wellness Policy**

*(Reference Board Policy [JGCA](#))*

The board is committed to providing a school environment that promotes student wellness as part of the total learning experience for its students. To this end, the board shall promote and monitor a local wellness plan that includes methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal standards.

The Superintendent or designee shall be responsible for the implementation and oversight of this policy and plan to ensure each of the district's schools, programs, and curriculum is compliant with this policy, the plan, and existing law and regulations.

## **Workers' Compensation**

The Board shall provide workers' compensation coverage for all employees according to current statute and board policy (GAOE). Employees must notify the employer within 20 days of an accident or the claim may be barred. Employees leaving work for follow-up appointments and/or physical therapy will



be required to use leave for any time lost. Additional information about your rights and responsibilities under workers' compensation may be obtained from your supervisor or the district office.

**Social and Recreational Activities (K.S.A. 44-508(f)(3)(C))**

“The words, ‘arising out of and in the course of employment’ as used in the workers compensation act shall not be construed to include injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to the employee’s normal job duties or as specifically instructed to be performed by the employer.”