



Leavenworth USD 453

# Administrator Employee Handbook

---

2024-25



## Table of Contents

<b>SECTION A: SUPPORT SERVICES</b> .....	<b>1</b>
PERSONNEL POLICIES FOR CERTIFIED ADMINISTRATORS .....	1
GENERAL EMPLOYMENT PROVISIONS .....	1
AMERICANS WITH DISABILITIES ACT (ADA) .....	2
ASSIGNMENT OF ADMINISTRATORS .....	3
CONFLICT OF INTEREST .....	4
DISTRICT OWNED AND SUPPLIED VEHICLES AND CELLULAR PHONE AND SIMILAR DEVICE USAGE .....	4
DRESS CODE .....	4
EMERGENCY OPERATIONS .....	5
COMMUNICATION WITH LAW ENFORCEMENT .....	5
EMPLOYMENT PERIOD .....	5
EQUAL EMPLOYMENT OPPORTUNITY .....	6
EVALUATION OF ADMINISTRATIVE PERSONNEL .....	6
HARASSMENT AND DISCRIMINATION .....	7
HEALTH CERTIFICATION .....	7
MOTOR VEHICLE CHECKS .....	7
NON-RENEWAL, SUSPENSION, IMPAIRMENT .....	7
OUTSIDE OF SCHOOL EMPLOYMENT .....	8
PERSONNEL .....	8
RESIGNATIONS .....	9
<b>SECTION B: FINANCE</b> .....	<b>9</b>
BUDGETING AND FINANCIAL MANAGEMENT .....	9
TRANSPORTATION .....	10
ACTIVITY FUND MANAGEMENT AND ACCOUNTING .....	11
PETTY CASH FUNDS .....	11
PAYMENT OF SALARY .....	12
LEAVE .....	12
INSURANCE .....	14
USD 453 ADMINISTRATIVE RETIREMENT PROGRAM .....	16
KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERs) .....	18
LONGEVITY PAY .....	18
THE CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) .....	19
SUPPLEMENTAL RETIREMENT PROGRAM .....	19
LIABILITY INSURANCE .....	20
EMPLOYEE ASSISTANCE PROGRAM .....	20
FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY .....	21
MILITARY FAMILY LEAVE POLICY .....	22
EXTENDED UNPAID MEDICAL LEAVE POLICY FOR ADMINISTRATORS .....	23
WORKERS' COMPENSATION .....	26
TRAVEL EXPENSES AND REIMBURSEMENT .....	28
<b>SECTION C: EDUCATION SERVICES</b> .....	<b>29</b>
ADMINISTRATIVE MEETINGS .....	29



KANSAS EDUCATION SYSTEMS ACCREDITATION (KESA) .....	29
EVERY STUDENT SUCCEEDS ACT (ESSA) .....	29
ESSA HIGHLIGHTS .....	30
DISTRICT ASSESSMENTS .....	30
STUDENT GRADING .....	30
KANSAS INDIVIDUAL DATA SYSTEM: KIDS .....	31
PARENT SURVEY .....	31
TEACHER WEB PAGES .....	31
PROFESSIONAL DEVELOPMENT .....	32
PROFESSIONAL LEARNING COMMUNITIES .....	32
STUDENT HANDBOOKS .....	33
STUDENT MANAGEMENT .....	33
EMERGENCY SAFETY INTERVENTIONS (ESI) BOARD POLICY (GAAF) .....	33
PARENT INVOLVEMENT .....	38
<b>WELCOMING ALL FAMILIES IN THE SCHOOL COMMUNITY .....</b>	<b>39</b>
<b>COMMUNICATING EFFECTIVELY .....</b>	<b>39</b>
<b>SUPPORTING STUDENTS SUCCESS .....</b>	<b>40</b>
<b>SPEAKING UP FOR EVERY CHILD AND SHARING POWER .....</b>	<b>40</b>
<b>COLLABORATING WITH COMMUNITY .....</b>	<b>40</b>
POWERSCHOOL .....	41
TEACHER MENTORSHIP .....	41
BUILDING TEAMS .....	41
PUBLIC RELATIONS .....	43
SOCIAL MEDIA GUIDELINES .....	44
<b>BE PROFESSIONAL AND RESPECTFUL .....</b>	<b>45</b>
<b>BE HONEST AND ACCURATE .....</b>	<b>45</b>
<b>POST ONLY APPROPRIATE AND RESPECTFUL CONTENT. ....</b>	<b>46</b>
CALENDAR AND PUBLICATIONS .....	50
TECHNOLOGY .....	50
<b>SECTION D: POLICIES .....</b>	<b>51</b>
COPYRIGHT GUIDELINES .....	51
BOARD POLICY .....	51
THE NEGOTIATED AGREEMENT .....	51
ADMINISTRATIVE EXCEPTION .....	51
AMENDMENT TO POLICIES .....	51
LIMITATIONS .....	51
NOTICE OF NONDISCRIMINATION .....	52
<b>SECTION E: ESI PARENT NOTIFICATION HANDBOOK .....</b>	<b>53</b>

*Administrator Handbook Approved*



## SECTION A: SUPPORT SERVICES

### PERSONNEL POLICIES FOR CERTIFIED ADMINISTRATORS

The mission of the Leavenworth Public Schools is to prepare every student for success in every classroom, every day. To accomplish this mission, administrators serve in essential roles as educational visionaries, physical plant managers, personnel facilitators, student guides, community leaders, and budgeting experts. Administrators join the Leavenworth Board of Education as the management team; and as such, have certain rights, duties and responsibilities different from other employees of the district.

As considered by the board and as used in these policies, the term administrator"refers to those who have management and/or supervisory responsibilities, are employed as a result of their formal training and professional experience, and receive an annual certified administrative contract.

In recognition of the unique and delicate relationship of trust, confidence and cooperation which exists among administrators and between the board and administration, and in order to promote communication and understanding, the Board of Education adopts the following policies:

### GENERAL EMPLOYMENT PROVISIONS

#### A. Qualifications

It is the policy of the Board of Education to employ well-qualified persons and to require and expect those employees to keep themselves informed in accordance with the ethics and standards of their profession.

#### B. Eligibility

In order to be eligible for employment as an administrator, a person must:

1. Satisfy the qualifications of the position desired;
2. Comply with requirements of the Board of Education; and
3. Hold a valid administrator's certificate issued by the State of Kansas, if a certificate is required by state law or board policy for the position desired.

#### C. General Requirements

1. An administrator is expected to be on duty during typical working hours and other times necessary to fulfill employment duties and responsibilities.
2. An administrator newly employed by the district must submit one official transcript of all college credit, and a valid Kansas certificate (if required for the position).

#### D. Ethics

The administrator must provide professional leadership in the school and community. Therefore, an educational administrator's professional behavior must be ethical. This



responsibility requires the administrator to maintain standards of exemplary professional conduct and subscribe to the following standards:

1. Makes the well-being of students the fundamental basis for decision-making and action;
2. Fulfills professional responsibilities with honesty and integrity;
3. Supports the principle of due process as required by law and protects the civil and human rights of all individuals;
4. Obeys local, state and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government;
5. Implements board policies and administrative rules and regulations;
6. Pursues appropriate measures to correct laws, policies and regulations not consistent with sound educational goals;
7. Avoids using position for personal gain through political, social, religious, economic or other influence;
8. Accepts academic degrees or professional certification only from duly accredited institutions;
9. Seeks to improve the effectiveness of other professionals through research and continuing professional development; and,
10. Honors employment contract until fulfillment or release occurs.

#### **E. Request for Work Schedule/Contract Time Adjustment**

Requests for adjustments to the administrator's regular work schedule shall be submitted in advance, through Frontline Absence Management, to the immediate supervisor and the Superintendent, for approval. The request shall include the date(s) and reason. If taking professional leave, please include the location and purpose in the comments box.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

Leavenworth USD 453 is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis, including, but not limited to, hiring, promotion, discharge, compensation, benefits, training, and all other aspects of employment.

Terms used in this policy have the following meanings: (1) disability means a physical or mental impairment that substantially limits one or more of the major life activities of an individual; (2) a disabled individual is a person who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment; (3) a qualified person with a disability means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position that the individual holds or has applied for.

Leavenworth USD 453 also prohibits any discrimination against an employee because the employee has a known relationship or association with a person with a disability.



Benefits are made available to employees on an equal basis without regard to whether any individual has a disability.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. Employees who qualify as disabled should discuss the need for reasonable accommodation with the Human Resources. Such information will be kept as confidential as possible. Leavenworth USD 453 seeks reasonable accommodations for qualified persons with disabilities that do not result in undue hardship on the District's business operations.

All employees must comply with safety rules at all times. Leavenworth USD 453 makes every effort to place applicants and employees in positions for which they are qualified. However, employees and job applicants are not placed in positions where, with or without a reasonable accommodation, they would create a direct threat to the safety or health of themselves or others.

Qualified persons with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

Leavenworth USD 453 is also committed to not discriminating against any qualified employees or applicants because they are related to or employed with a disabled individual. Leavenworth USD #453 will follow any state or local law that provides disabled individuals greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Leavenworth USD 453 is committed to taking all other actions necessary to ensure equal employment opportunity for disabled individuals in accordance with the Kansas Act Against Discrimination, the Americans with Disabilities Act and applicable amendments, and all other applicable federal, state, and local laws. Any applicant or employee who believes there has been a violation of the District's policy or any applicable law relating to accommodating a disabled individual should immediately contact the Human Resource Department at (913) 684-1400 or by emailing amyjo.troyer@lvpioneers.org. All complaints are promptly investigated and all information obtained in the course of an investigation is held in confidence to the extent possible and only disclosed to individuals who have a need for the information. Leavenworth USD #453 ensures that employees following this procedure are protected against illegal retaliation.

### **ASSIGNMENT OF ADMINISTRATORS**

An administrator will be assigned to a work location by the Superintendent or designee. Such assignment will be determined by the needs of the district and the qualifications and experience of the administrator. Assignment of administrative personnel may be approved by the board upon recommendation of the Superintendent.



Administrators shall be given the opportunity to apply for administrative openings as they arise and shall be notified prior to the general vacancy announcement.

### **CONFLICT OF INTEREST**

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

Any district employee shall report possible violations of the conflict of interest policy to the Superintendent or board president.

### **DISTRICT OWNED AND SUPPLIED VEHICLES AND CELLULAR PHONE AND SIMILAR DEVICE USAGE**

An employee who drives a District owned and supplied vehicle is prohibited from using a cellular phone or similar device, whether personally owned or District owned, while driving the District owned and supplied vehicle. This prohibition applies whether the business conducted is personal or District-related. This prohibition includes, but is not limited to, receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, and checking for phone messages while driving.

If necessity requires that an employee use a cellular phone or similar device for District business while he or she is driving a District owned and supplied vehicle, the employee is required to stop the District owned and supplied vehicle in a safe location so that he or she can safely use the cellular phone or similar device.

### **DRESS CODE**

Administrators are expected to maintain professional dress, but also as appropriate for the planned activities of a given school day and responsibilities consistent with daily tasks. Administrators are expected to set an example in this regard, including demonstration of school spirit and district pride. Any issues or specific questions on this topic can be addressed with the immediate supervisor and/or Superintendent.

The District will make reasonable accommodations to this Dress Code Policy if an Administrator requires one under the Americans with Disabilities Act, Title VII, or other similar federal or state statutes, regulations, or laws. Please contact the District's Human Resources department, your supervisor, or the District's Compliance Officer if you require a reasonable accommodation.



## **EMERGENCY OPERATIONS**

Dealing with an emergency situation in a timely and effective manner requires a plan developed long before the emergency occurs. For this reason, the district has developed a District Emergency Operations Plan (EOP) provided by the District Emergency Management Team (DEMT), which all administrators are required to review annually. A copy of the school emergency operations plan must be readily available to all staff members. The EOP can be found in the Administrative Advance folder located on Google Drive. It is the responsibility of building administration to perform monthly emergency drills, as required by the state and district, and submit the forms electronically to the Executive Director of Human Resources and Support Services.

Each building is responsible for meeting on a monthly basis with an active Building Emergency Management Team (BEMT). This team should consist of a building administrator, counselor, nurse, a custodial staff member, certified, and classified staff.

Please note you are also responsible for completing the Conducting Fire, Tornado & Crisis Drills in Kansas Schools record form. Drills shall only be announced within five minutes of the drill taking place. Drills shall be conducted at different times of the day, during different activities, during class changes. The Kansas State Fire Marshal RECOMMENDS one fire drill and one tornado drill held during the first two weeks of a school term to familiarize students and staff with procedures and refuge locations. Nine crisis drills shall be conducted during the school year at some time during school hours, aside from regular dismissal at the close of the day's session. A minimum of three tornado drills, four fire drills, and nine crisis drills will be conducted each school year.

## **COMMUNICATION WITH LAW ENFORCEMENT**

Prior to contacting law enforcement authorities directly for school-related matters on campus or at district events/activities, administrators will make every effort to notify district administration. In the event of an emergent situation where prior notification is not possible, every effort will be made to notify district administration in as timely a manner as possible.

## **EMPLOYMENT PERIOD**

Every administrator is employed and serves the Board of Education, in accordance with an employment contract and in compliance with state law.

- A. At least annually, the Superintendent will make a recommendation to the Board of Education concerning the continuation or renewal of an administrator's employment. Such recommendations shall be based upon an evaluation of the administrator's professional competency, job performance, professional growth, and other relevant factors.
- B. Any administrator may be placed on probation by the Superintendent for a designated period of time. The purpose of such a probationary period is to review,





evaluate, and assist an administrator in improving professional competency and job performance. Any administrator placed on probation shall receive close supervision, guidance, and instruction. An administrator will be informed in private conference and in writing of the period of probation, the reasons for probation, and the areas of job performance in need of improvement.

## **EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Leavenworth USD 453 will be based on merit, qualifications, and abilities. Leavenworth USD 453 does not discriminate in employment opportunities or practices on the basis of race, color, national origin, gender, age, religion, marital status, gender orientation, veteran status, disability or any other characteristics protected by law. All pupils, teachers, administrators, other school personnel, and applicants will be treated fairly and with dignity and respect. Specifically, pupils, teachers, administrators, other school personnel, and applicants shall not be willfully or intentionally discriminated against by any representative of Leavenworth USD 453 in accordance with and as defined by federal, state and local non-discrimination laws.

Leavenworth USD 453 will be proactive in monitoring its employment practices and policies on an ongoing basis. Leavenworth USD 453 expects its employees to be aware of their work environment, as well, and be sensitive and respectful to all individuals around them. If employees believe they are subject to or witness discrimination, contact Human Resources immediately. Leavenworth USD 453 ensures that employees following this procedure are protected against illegal retaliation. A prompt and thorough confidential investigation will be conducted on all reports. Any reported violations of EEO law or this policy are investigated. Supervisors or employees found to be engaging in any type of unlawful discrimination will be subject to immediate disciplinary action, up to and including termination of employment.

Reference Board Policy GAE, GAAC, GAAB, GAACA, and KN

## **EVALUATION OF ADMINISTRATIVE PERSONNEL**

The Superintendent or designee shall conduct administrative evaluations. In the evaluation, information and opinions may be obtained and/or accepted from other staff, students, parents and community members. Certified administrators will be formally evaluated according to the Kansas Educator Evaluation Protocol (KEEP). Non-certified administrators will use the Leavenworth USD 453 Classified Administrator tool within the Perform system.



## HARASSMENT AND DISCRIMINATION

Leavenworth USD #453 is committed to providing an equal employment opportunity along with a work environment that is free of discrimination and unlawful harassment. Leavenworth USD #453 will not tolerate any form of conduct in the workplace that can be considered harassing, coercive, or disruptive. Leavenworth USD #453 will support any employees who are subject to harassment. This policy extends to students, teachers, administrators, other school personnel, and visitors who may have interaction with the District's employees in the workplace. All employees are responsible for respecting the rights of everyone encountered in the workplace or while on District business. Any problem of this kind should be reported to the employee's supervisor or the Human Resource Department. The Leavenworth Board of Education Complaint Policy and Complaint Form can be found on the intranet under Human Resources, Online Documents.

## HEALTH CERTIFICATION

Every administrator employed by this school district is required by state law to furnish a certificate of satisfactory health. Prior to commencing employment with the district, each such employee must present a properly completed, dated, and signed health certificate on a form provided by the district. Thereafter, a health certificate may be required at such other times as may be deemed advisable. Each administrator will pay for his or her own health examination. (K.S.A. 72-5213)

## MOTOR VEHICLE CHECKS

In an effort to safeguard employees and others when the operation of a motor vehicle is required as part of carrying out district business, the district reserves the right to conduct motor vehicle record checks on employees. Motor vehicle record checks may be conducted at the time of hire for employees who are required to drive a vehicle as an essential function of their position or as determined necessary by Human Resources based on the possibility that driving may be a required function at a future date. Additional employee motor vehicle checks may be run by the district annually on an as needed basis, throughout the course of employment, while driving remains an essential function or is required to carry out district business.

## NON-RENEWAL, SUSPENSION, IMPAIRMENT

### A) Non-renewal

Non-renewals by the board shall be in accordance with the provisions of law and board policy.

### B) Suspension

The Superintendent may suspend an administrator with or without pay whenever necessary to protect the best interest of the school community.

### C) Impairment of Job Performance by Reason of Poor Health

1. The Superintendent may direct an administrator to secure a physical or mental examination if there is reason to believe that the job performance of



the administrator is being impaired by reason of poor health. The cost of such examination shall be paid by the district.

2. The administrator may seek a second physical or mental examination at his or her own expense. In the event the examinations conflict, a third examination may be ordered by the Superintendent, at district expense, to be conducted by a mutually acceptable physician.

## **OUTSIDE OF SCHOOL EMPLOYMENT**

Administrators wishing to perform work for compensation, during their regularly assigned schedule, for any organization or individual outside of the Leavenworth Board of Education, shall first receive permission from the Superintendent. The Superintendent may place limitations upon the type and amount of outside employment. Except in unusual circumstances, approval will only be given for absences charged to personal leave, holidays, or vacation days.

## **PERSONNEL**

### **Classified Personnel**

All school buildings in Leavenworth USD 453 utilize the services of classified personnel: aides, custodians, child nutrition personnel, secretaries, etc. Keep in mind that in multiple secretary buildings the starting and ending times for secretaries should be staggered. This will allow the office to be kept open longer for the convenience of patrons. A copy of the classified handbook should be maintained and consulted for specific information concerning classified personnel. The principal is directly responsible for the hiring (with approval from the District's Human Resources Department), assignment, supervision and evaluation of classified employees within their building. The classified evaluation tool can be found online using the Perform system.

All classified personnel should be evaluated at least annually by their supervisor/administrator, in accordance with board policy GCI. New classified personnel should be evaluated once during their probationary period of 60 duty days, and again before the end of the school year. All classified evaluations *must* be turned in by July 1<sup>st</sup> of the current school year, or prior to leaving for summer break for non-12 month employees.

Classified employees are hourly employees and must maintain and turn in to the principal, or designee, a bi-weekly record of their time and attendance via Frontline Time and Attendance. Classified personnel fall under the federal Fair Labor Standards Act, and therefore you must more strictly account for all hours worked. Principals, or designees, should examine and electronically sign all electronic time sheets submitted. Should the principal wish to have classified personnel work overtime (more than 40 hours in a workweek), Human Resources must approve the overtime before it is worked.



Service Center personnel are hired, assigned and evaluated by the Director of Facilities and Child Nutrition personnel who remain district staff members are evaluated by the Director of Dining Services with ChartwellsK12. Principals, however, are free to supervise and make miscellaneous work assignments to custodians and child nutrition personnel, and should provide input to the Directors on the performance of these employees. Principals should work with the Director of Facilities or the Director of Dining Services with ChartwellsK12 concerning any changes they would like implemented at their individual buildings.

## **RESIGNATIONS**

The board will consider the written resignation of any administrator. The board will accept a resignation during a contract period only when the board is of the opinion that such resignation will be in the best interest of the district.

# **SECTION B: FINANCE**

## **BUDGETING AND FINANCIAL MANAGEMENT**

Decentralized budgeting for individual schools is based on the premise that individual principals shall set priorities within their buildings. An amount of money is allocated annually and the principal is free, within limits, to allocate this amount as needed within the building. There are only two ways to make purchases, Purchase Order (done prior to the purchase) or by using the District Visa Purchasing Card. The process is as follows:

1. Purchase Order: A teacher or other staff member fills out the requisition form, supplying all requested information, to include the vendor number.
2. The requisition is submitted to the building principal for action. No purchases requested by building personnel will be made unless the principal has approved the request. The building principal must assign an account number to the requisition so that the purchase comes out of the proper budget.
3. The approved requisition is sent to the district office to be reviewed by the Chief Financial Officer or Director of Accounts and Reports. Typically, adverse action will occur only when sufficient funds are not available or the purchase is not consistent with law, board policy or current administrative practice.
4. When approved by all concerned, the requisition will be used to generate a purchase order that is sent to the vendor concerned. One copy of the purchase



order is returned to the building, by email. One copy is kept at the business office accounts payable department.

5. Principals are informed periodically, usually monthly, as to the status of their budgets, but may request budget information at any time. Detailed information is available by request for a specific line item. Principals will have a budget allocated from the District's total budget. This general fund budget is the single largest budget, but there may be a professional development budget. Purchases made from the general fund budget are made as described above. Requests to use professional development funds must be accompanied by professional leave forms.
6. District Visa Purchasing Card: The principal will decide who in the building will be issued a district visa purchasing card by submitting either a single or multiple request for cards. Training is mandatory for all new card holders. Anyone who does not have a card fills out a visa purchase requisition, gets it approved through the principal, and then an administrator, department or other designated card holder places the order on their card. The cardholder will maintain a log, detailed receipts for all purchases/credits on their card, will reconcile said log with the monthly visa statement, submit log, receipts, and statement to their building designee, to be sent to the Business Office by the 10<sup>th</sup> of each month. Detailed purchasing card procedures are available in the Business Office.

## TRANSPORTATION

Bus transportation for Leavenworth USD 453 students is currently contracted with Easton Bus Service. The district's Chief Financial Officer is the point of contact for bus related issues. The school district provides transportation for students that live two and one-half (2 ½) miles or more from their attendance center.

**The 2.5 mile distance is based on the most direct route from the home to the school. The district will not reimburse for mileage if bus service is available.** All mileage will be verified by district staff and is subject to audit by the state. Bus transportation **is not provided** to students who live less than 2.5 miles from their neighborhood school or for students with an approved in-district transfer to another school. Parents within 2.5 miles may elect to contract with Easton Bus, at their own expense and contingent on available space for bus service.

Easton Bus provides disciplinary rules and policies to the parents when their transportation request is approved. Student disciplinary problems on the buses are handled by the bus driver and Easton Bus management. The building principal **will assist** bus management if further disciplinary action or other assistance is needed.

The Building Principal and/or Activities Director are responsible for the scheduling of transportation for school activities, including athletics, field trips and or other events requiring bus transportation.



Requests for field trip or activity transportation must be made directly with Easton Bus Service. If Easton Bus Service is not available, building principals may contract with another company.

Please see Leavenworth Public School District Policy JGG and JGG-R for additional information.

## ACTIVITY FUND MANAGEMENT AND ACCOUNTING

District schools are authorized an activity fund. Each school shall prepare a monthly statement showing all receipts, expenditures, and the activity fund balance and submit to the business office. Administrators may review the State of Kansas publication "Kansas Accounting Handbook" by visiting <http://www.ksde.org/Agency/FiscalandAdministrativeServices/SchoolFinance/GuidelinesandManuals>.

Exceptions to these guidelines are noted below:

- District activity funds, as noted in the guidelines, are actually district funds according to K. S. A. 72-8202. The resolution that the board adopts each July allows the building to receive and expend its own funds, instead of requiring the building to operate through the district office.

Fundraising activity by students **must** be deposited into the applicable activity fund.

The best guidance concerning disbursements from the student activity fund is that if the revenue came from the student or student advisor, then the money should be spent only on students. If the money comes from the faculty or other non-student sources, then the money does not necessarily need to be spent on students. It is perfectly acceptable to keep accounts such as "social fund" or "faculty fund" within the activity fund as long as it is a separate activity. Only revenue generated by the teachers should be deposited in such fund but the money could be spent on either teachers or students. When in doubt concerning operation of the student activity fund, check with the Director of Accounts & Reports.

## PETTY CASH FUNDS

Each school may be authorized a petty cash fund. As a rule, petty cash funds are only to be spent for an emergency in the amount of less than \$25.00. The emergency should be of such nature that would not permit funds to be paid through the regular district accounts payable process. Each school shall prepare a monthly statement showing all receipts, expenditures, and the petty cash fund balance and submit to the business office.

The Leavenworth High School petty cash fund may make disbursements in amounts greater than \$25.00.



## **PAYMENT OF SALARY**

All administrators shall be paid for services rendered on a 12-month basis, payable on the 20<sup>th</sup> day of each month or the work day prior to that if the 20<sup>th</sup> day is a non-banking day.

If an administrator takes a leave prior to the completion of the contract period, or if irregularities exist during the contract period, such administrator's salary shall be adjusted and paid on the basis of the relationship between the number of contract days worked and the total number of work days in the contract period.

## **LEAVE**

### **LEAVE FOR NON 12-MONTH ADMINISTRATORS**

#### **CHARGEABLE LEAVE**

Chargeable leave provides an administrator with the flexibility to use his or her time off for the purpose of personal business including vacation, illness, caring for children, school activities, medical/dental appointments and emergencies. **The chargeable leave policy, for non 12-month administrators takes the place of sick leave, personal time, and vacation.**

#### **EARNING CHARGEABLE LEAVE**

Administrators earn 12 days of chargeable leave annually.

#### **MINIMUM INCREMENTS OF CHARGEABLE LEAVE**

Chargeable leave for administrators may be taken in full or half day increments.

#### **MAXIMUM TIME ACCUMULATED**

Although administrators may carry over unused chargeable leave time from year to year, the maximum number of accumulated days is 115.

Administrators may receive a payout for balances above the maximum accumulated days at a rate of \$90 per day while in the administrative group.

#### **NOTICE AND APPROVAL**

Administrators are required to request the use of chargeable leave via the district timekeeping system and requests for three or more consecutive chargeable leave days require prior approval of the superintendent and/or designee and must be submitted for approval a minimum of (2) days in advance of the request.

### **LEAVE FOR 12-MONTH ADMINISTRATORS**



## **SICK LEAVE**

Sick leave provides an administrator with the flexibility to use his or her time off for personal health related issues, illness/injury of a minor child (under 12 years of age), serious illness or injury of a spouse or dependent child (under 18 years of age) and a hospitalized illness or injury of a member of the immediate family. Hospitalization of a family member is limited to the day of surgery and/or time in intensive care. The immediate family includes spouse, children, grandchildren, parents, siblings, grandparents and in-laws in the previous classifications.

### **EARNING SICK LEAVE**

Administrators shall receive twelve working days of sick leave, awarded upon completion of one (1) day of the assigned duties of their contract.

### **MINIMUM INCREMENTS OF SICK LEAVE**

Sick Leave for administrators may be taken in full or half day increments.

### **MAXIMUM TIME ACCUMULATED**

Although administrators may carry over unused Sick Leave time from year to year, the maximum number of accumulated days is 115.

Administrators may receive a payout for balances above the maximum accumulated days at a rate of \$90 per day while in the administrative group.

### **NOTICE AND APPROVAL**

Administrators are required to request the use of Sick Leave via the district timekeeping system and requests for three or more consecutive Sick Leave days may require a doctor's certification to return to work.

## **VACATION LEAVE**

Vacation leave provides administrators the opportunity for relaxation and rejuvenation from the demands of the job. Administrators are strongly encouraged to use their annual allotment of vacation leave within the year they are provided; vacation leave must be used by December 31st following the end of the school year in which it is earned.

### **EARNING VACATION LEAVE**

Administrators shall receive twenty working days of vacation leave, awarded upon completion of one (1) day of the assigned duties of their contract.

### **MINIMUM INCREMENTS OF VACATION LEAVE**

Vacation leave for administrators may be taken in full or half day increments.

### **MAXIMUM TIME ACCUMULATED**





The maximum number of accumulated days is 20. Upon separation or retirement, employees may receive a payout for the balance of their unused vacation days at their regular rate of pay, not to exceed twenty (20) days.

### **NOTICE AND APPROVAL**

Requests for three or more consecutive vacation days off require prior approval of the superintendent and/or designee and must be submitted via the district timekeeping system a minimum of (2) days in advance of the request.

## **Other Categories of Leave for District Administrators**

### **BEREAVEMENT**

Administrators shall be granted three (3) days leave on the occasion of a death in the immediate family. The immediate family includes spouse, children, grandchildren, parents, siblings, grandparents and in-laws in the previous classifications. Documentation must be provided to the Payroll or Human Resources in order to use bereavement leave. This documentation could include a memorial card, service program, obituary, or anything else that shows your connection to this individual. Use of bereavement leave in excess of three (3) days will be paid from the employee's available leave balance. Bereavement leave does not accumulate from year to year.

### **JURY DUTY**

Administrators who are contacted to serve on jury duty are expected to notify their supervisor upon receipt of notification. Any compensation received for jury duty performed on contracted days shall be submitted to the district.

### **MILITARY LEAVE**

Administrators required to serve active duty in the military will receive consideration as stated in Leavenworth USD 453 Board of Education policy GCRGF, and in accordance with all applicable local, state, and federal laws.

### **PROFESSIONAL LEAVE**

Professional leave shall be for the purpose of job performance improvement and to improve the proficiency of staff members of the district. Consideration of the absence for professional leave will be given within a supervisor's authority to approve or disapprove the absence.

## **INSURANCE**

Administrators scheduled to work 6 or more hours per day (30 hours per week) are eligible to participate in the districts' employee benefits plan.

- A. Under the defined benefit health insurance program, the Board will be responsible for the lessor of: (1) a minimum of \$760 per month toward the health insurance



premium for each full-time administrator enrolled in the district sponsored employee + 1 health insurance plan, (2) a minimum of \$760 per month or the full health insurance premium for each full-time administrator enrolled in the district sponsored employee-only health insurance plan (health insurance only, dental and vision not included), or (3) a minimum of \$760 per month toward the health insurance premium for each full-time administrator enrolled in the district-sponsored family health insurance plan. Administrators working at least half-time, but less than full-time, will be entitled to a prorated amount. Administrators at the start of school will be entitled to the health insurance fringe during the month of September to be applied to the October health premium.

- B. Salary Reduction Fringe Benefit Plan - The Board has established a Section 125 Cafeteria Fringe Benefit Plan. This plan provides that the Board make contributions pursuant to a salary reduction agreement under which an administrator may choose to reduce his or her compensation and have such amounts contributed on their behalf for the purchase of nontaxable employee benefits. The Board shall provide the opportunity for each administrator to execute a salary reduction agreement once annually to cover all premiums for the administrator's selected benefits. Once the annual selection for each benefit is made the only change which will be allowed is for a fluctuation in the health care premium.
- C. Each administrator executing a salary reduction agreement for fringe benefits shall allocate a monthly sum to be used for the purchase of:
- Health Insurance
  - Dental Insurance
  - Vision Insurance
  - Medical Expense Reimbursement
  - Dependent Care Reimbursement
  - Supplemental Coverage (Salary Protection Insurance, Cancer, Life, etc.)

Any money committed by the employee in flexible spending reimbursement accounts that is unexpended at the end of the contract year shall revert to the Board.

An administrator may receive special enrollment options to change the benefits selected only if a qualifying life event occurs. A qualifying life event includes:

- Marriage
- Divorce
- Death of a spouse or a child
- Birth or adoption of a child
- Termination or commencement of employment of a spouse,
- Participant or spouse changing from full-time to part-time or from part-time to full-time employment
- Participant or spouse taking an unpaid leave of absence from present employment



The administrator shall supply written verification to the district business office of such change and must make any change in the benefit selection within thirty calendar days of the date such qualifying life event occurred. An administrator desiring to make such change may discontinue participation or reduce benefits, but an election of new or increased benefits shall be subject to the requirements of the particular non-taxable benefit selected.

D. Term life policy-\$25,000

## **USD 453 ADMINISTRATIVE RETIREMENT PROGRAM**

Any eligible administrator who is retiring under the Kansas Public Employees Retirement System may elect to take advantage of the Administrative Retirement Program (hereinafter called the program) under the terms and conditions set forth in this plan. The program is entirely voluntary and at the discretion of the eligible administrator. Administrators must take advantage of the program at the end of a contract year. However, with mutual agreement between the administrator and the superintendent, and if special health or personal circumstances are present, access to the program may be allowed during the school year.

### **A. Eligibility**

An administrator is eligible for the program if such administrator:

1. Is currently a full-time administrator under contract with LeavenworthUSD 453.
2. Is at least fifty-five years of age and not more than sixty-five years of age on or before December 31 of the calendar year in which the administrator intends to retire.
3. Has fifteen years or more of full-time equivalency service as a Leavenworth USD 453 employee.

Compliance with the above requirements will be determined by Human Resources, based on information supplied by the administrator and/or from the administrator's records in the district office. The administrator has the responsibility of providing all information necessary to establish eligibility for the program and the determination of benefits to be paid under this plan

### **B. Application**

An eligible administrator may apply for the program under this plan by submitting a declaration of intent to retire letter by February 1st of the applicable school year and then submitting a letter of application for the program to the Director of Human Resources on or before March 15th of that year. Such written request shall include the following information:



1. a statement of the applicant's desire to take advantage of the program and participate in the school district health insurance plan
2. the anticipated date of retirement
3. the current mailing address and telephone number of the applicant
4. the applicant's birth date and age as of December 31st of the year in which access to the program is being requested
5. the total number of full-time equivalent years of service with Leavenworth USD 453
6. administrator must be participating in the district health insurance program during the year of retirement Following receipt of the application and verification that the administrator qualifies, the Director of Human Resources will notify the applicant, in writing, of the effective date of commencement of the program. The applicant will, within ten (10) school days of receipt of the director's letter, notify the director in writing that the applicant is either:
  - a. Electing to take advantage of the program in accordance with the plan set forth in the director's notice, in which case the administrator shall be deemed to have submitted his/her resignation as an employee, effective the date of retirement as established in the notice, or
  - b. Electing not to take advantage of the plan.

### **C. Program Benefits**

An eligible administrator who takes advantage of the program shall receive the following benefits and shall be subject to the following conditions:

1. Health insurance will be available from age 55 through age 64. A retiring administrator who has participated in the district health insurance program during the year in which program participation is requested may receive a monthly contribution for the continued participation in the district health insurance program until the administrator becomes eligible for Medicare. The amount to be paid by the district will be based on years of service at \$350 per month (15 years of service), \$450 per month (20 years of service) or the full cost of the district paid fringe amount (25 or more years of service). The employee will be responsible for payment of any excess premiums due for a single, employee plus one or family policy.
2. Payment of \$50 per year for each year of eligible service in the district when retiring in the administrative group.
3. Payment of accumulated leave days over 50 at \$90 per day for non-12 month administrators or payment of unused vacation days paid at the regular rate of pay at retirement for 12 month administrators.

### **D. Terms and Conditions**

1. All provisions of this program will terminate upon the death of the administrator receiving benefits.



2. The monthly health insurance payment will continue through the month prior to the month the administrator reaches 65. The health insurance benefit will cease upon request by the administrator to drop the insurance coverage or failure to pay the excess premiums.
3. An employee who takes advantage of the program shall have the responsibility to keep the school district informed of his/her current mailing address and telephone number.
4. If any provision of this program is determined to be in violation of federal or state laws or regulations, the plan shall immediately be terminated by board action and shall not be in further force or effect unless re-adopted by the board.
5. All early retirement benefits will be subject to all applicable federal and state laws and regulations including income tax rules and regulations.

### **KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERs)**

- A. Membership is mandatory for all regular employees working three and one-half hours (3.5) per day or at least 630 hours per year. Employee contributions to the system are fixed by statute at six percent of gross salary. Interest is credited annually on June 30 based on the account balance the preceding December 31. The six percent contribution is excluded from gross income for federal income tax purposes. Federal income tax is not paid on this money until it is withdrawn. State income tax is paid on contributions but not on retirement benefits.
- B. Benefits – Members are automatically enrolled in a term life insurance policy and a disability income program in addition to retirement benefits. The entire cost of the insurance is paid by the State of Kansas. The term life insurance policy is valued at 150% of the member's annual rate of compensation. The disability income program provides a monthly benefit based on two-thirds of the members' annual rate of compensation. To qualify for a disability benefit, a member must be totally disabled for 180 continuous days. Both policies are effective on the date membership begins.

### **LONGEVITY PAY**

Eligible classified staff members with 15 years or more of complete continuous service in the district will receive longevity pay as follows:

- 15 to 19 years is a \$250 payment
- 20 to 24 years is a \$500 payment
- 25 to 27 years is a \$1200 payment
- 28 to 30 years is a \$1700 payment
- 31 plus years is a \$2300 payment

This amount will be paid at the convocation ceremony of the following year of completion of the service requirements only if the staff member is still employed at the time of payment. For example, if a staff member completes their 20th consecutive year at the district in June 2023, they will



receive \$500 longevity pay paid at the convocation ceremony if they are still employed by the district at that time. The payment will be made in a separate check and will be subject to all withholdings as required by law.

### **THE CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

COBRA contains provisions giving employees, spouses and dependent children the right to temporary health coverage at group rates. The types of COBRA qualifying events for employees are:

- Voluntary or involuntary termination of employment (other than "gross misconduct"); or
- Reduction in the number of hours of employment.

The types of COBRA qualifying events for spouses and dependent children are:

- Termination of the covered employee's employment (other than gross misconduct);
- Reduction in the hours worked by the covered employee;
- Covered employee's becoming entitled to Medicare;
- Divorce or legal separation of the covered employee;
- Death of the covered employee;
- Loss of dependent child status under the plan rules.

Please contact the Benefits Assistant at the Board of Education office for additional information.

### **SUPPLEMENTAL RETIREMENT PROGRAM**

A. Administrators of Leavenworth USD 453 are given the opportunity to purchase tax sheltered accounts (i.e. 403(b), 457, or Roth 403(b)) as provided in K.S.A. 72-8603 during the following 30 day periods:

- August 1 to September 1 effective with the September payroll.
- January 1 to February 1 effective with the February payroll.

These dates are effective for new programs or for adjustments in present programs.

B. Tax sheltered account contracts for individual employees shall not contain pure life insurance.

C. All companies must complete and sign the Investment Provider Agreement. The signed agreement must be submitted to the district's third party administrator.

D. A list of companies offering tax sheltered accounts in the district is available from the business office. A new company may be added to the list after they complete and sign the Investment Provider Agreement. Once these are signed, the company must present (15) fifteen contracts from Employees of the district before we begin withholding payroll deductions.



- E. An employee may not have a tax sheltered account with more than two companies.
- F. The business office must receive a salary reduction agreement during open enrollment periods in order to begin or change a payroll deduction. These forms are available from the investment provider company representatives.

## **LIABILITY INSURANCE**

The Board of Education provides comprehensive liability insurance coverage for all employees while acting within the scope of their duties.

## **EMPLOYEE ASSISTANCE PROGRAM**

### **Introduction**

Employees are unique individuals with a variety of needs and personal concerns. The Employee Assistance Program (EAP) is a benefit designed to assist employees in times of stress by providing confidential consultation and referral services. Professional Association provides this benefit on a contractual basis through your employer.

### **Eligibility**

The EAP is available to all employees and their family members.

### **Areas of Support Include:**

Alcohol/drug problems, legal issues, depression, family concerns, work related stress, financial difficulties, marital conflicts, death of a loved one.

### **How it Works**

The Employee Assistance Program is specifically designed to assist you in obtaining the right professional support for your area of need. When you contact the program, an EAP counselor will assess your concerns or situation and guide you on next steps or advise you of the available alternatives. Referrals to outside agencies are carefully screened to ensure quality care. Follow-up is conducted on an ongoing basis to determine whether further assistance is needed. Our goal is to promote employee well-being. This program is voluntary, although your supervisor may recommend your participation.

### **Job Security**

Participation in the EAP will not jeopardize your job security or promotional opportunities. In fact, since the EAP is designed to help you resolve personal difficulties that may be affecting your job performance, job security and career development are enhanced.

### **Confidentiality**



Your right to privacy is one of the most crucial aspects of this program. If you contact the program directly, no one will know – unless you tell them. If you are referred to the EAP based on performance difficulties, your supervisor will only know whether: (a) you have contacted the EAP, and; (b) you intend to comply with the recommendation(s). No information concerning the nature of the concerns will be released without your written consent.

### **Cost**

When you call the Employee Assistance Program counselor during business hours, there is no cost to you for that call. If you are willing to see a counselor in your area that has contracted with the EAP, the program will pay for the first three visits per family, per contract year. Visits to attorneys, financial advisors, hospice, or rehabilitation programs are not covered. However, we encourage you to call the EAP counselors for those referrals, as they can be quite helpful.

### **How to Contact the EAP**

You or your family members can reach an EAP counselor at Professional Association by calling (913) 651-8415. The office hours are 8:00 am to 6:00 pm. In case of an emergency, call (800) 600-4200. An EAP staff member is on call 24 hours a day to assist you.

## **FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY**

FMLA requires covered employers to provide up to 12 weeks of un-paid, job-protected leave to eligible employees for certain family and medical reasons.

An administrator is eligible for family and medical leave upon completion of 12 months of service in the Leavenworth USD 453 and employed at least 1,250 hours during the preceding year.

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period (or 26 weeks for certain military family leave). For purposes of this policy, a 12-month period shall be defined as the fiscal year beginning on July 1 and ending the following June 30. Spouses who are both employed by the district may be limited to a combined 12 weeks of leave for a birth or placement for adoption of a child or foster care parent of a healthy child or to care for a child with a serious health condition.

It is the policy of Leavenworth USD 453 to grant leaves of absence, in accordance with the requirements of the federal and state laws, to eligible team members for any of the following reasons:

(1) the birth of a child of the administrator and to care for the child after birth; (2) the placement of a child with the administrator for adoption or foster care; (3) the need to care for a spouse, parent, or child (*a child who is 18 or older must be incapable of self-care because of a physical or mental disability*) of the administrator because of a





serious health condition; or (4) a serious health condition of the administrator that prevents the employee from performing the job duties. (Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)

The leave shall normally be unpaid leave. However, if the administrator has any paid vacation, personal, sick or disability leave that is available for use, the paid leave *shall run concurrently with the unpaid FMLA leave*. The Human Resources Department will notify the administrator of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave. Family and medical leave runs concurrently with workers' compensation leave, where applicable.

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

When leave is foreseeable, the administrator shall notify Human Resources 30 days before the leave is to begin. If leave is not foreseeable, notice will be given as soon as practicable. Upon the employee providing notice of need for leave, Human Resources will provide the administrator the necessary forms to process the request. Human Resources will also provide the administrator with the procedure for the implementation of family and medical leaves of absence. A summary of the Family and Medical Leave Act is posted at each school.

Before returning to work, the administrator must present a written fitness for duty certification from an appropriate healthcare provider certifying the return to work, if the leave was granted because of the administrator's own serious health condition.

## **MILITARY FAMILY LEAVE POLICY**

Military family leave, as required by law, will be available to all administrators.

- **Qualifying Reason for Leave.** Eligible administrators are entitled to use their 12 weeks of leave because of certain qualifying contingencies arising out of the fact that the spouse, son, daughter, or parent of the administrator is on active duty, or has been notified of an impending call to active duty status. Qualifying contingencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- **Special Leave Entitlement.** An eligible employee who is the spouse, son,



daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during a single 12-month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Please contact the Human Resources Department at the Board of Education for additional information.

### **EXTENDED UNPAID MEDICAL LEAVE POLICY FOR ADMINISTRATORS**

Leavenworth USD #453 provides extended unpaid medical leave, beyond family and medical leave, under certain conditions. Extended unpaid medical leave is not automatic, but is granted on a case-by-case basis depending on various factors, including, but not limited to, the needs of the school district. The extended leave is unpaid if the employee has no accrued paid vacation, personal, sick or disability leave available.

#### **Definition:**

Extended unpaid medical leave is approved time away from the job due to an employee's serious health condition, which exceeds the twelve weeks provided under the provisions of FMLA.

#### **Eligibility Requirements for Employees that meet FMLA:**

- Employee has worked for Leavenworth USD 453 for at least one year.
- Employee has worked at least 1,250 hours over the previous 12 months to the date the FMLA leave starts.
- Employee has exhausted the twelve weeks of FMLA.
- Extended unpaid medical leave is applicable only for the serious health condition of the employee.

#### **Eligibility Requirements for Employees that do not meet FMLA:**

- Employee has worked for Leavenworth School district for at least one year.
- Employee has worked at least 630 hours in a KPERs covered position.
- Extended unpaid medical leave is applicable only for the serious health condition of the employee.

#### **Leave Available after FMLA:**

The maximum allowable time period for extended unpaid medical leave (*Leave beyond the 12 week FMLA leave*) is computed in the following manner:

- Any additional period covered by accrued sick or vacation time.
- The combination of FMLA and extended unpaid medical leave is not to exceed 6 months away from the job. Employees are required to utilize available vacation and sick days for each workday missed while on FMLA and/or extended unpaid



medical leave. The extended leave is unpaid once accumulated leave is exhausted.

- After unpaid medical leave reaches 6 months, you must apply for KPERS long term disability; refer to the unable to return to work section.

Note: Under the FMLA policy and this extended unpaid leave policy, certain key employees may be denied reinstatement. The key employees must be among the 10 percent highest-paid employees and whose job restoration would cause substantial and grievous economic injury to the Leavenworth USD 453. Leave and the benefits of leave are available to these employees.

**Procedure:**

- Administrators requesting extended unpaid medical leave must make a written request to the Human Resources Department, not later than two weeks before the end of their FMLA leave. The request must include a medical certification supporting the need for unpaid leave.
- Approval for extended medical leave will be made by the Human Resources Department.
- Periodic status reports regarding the administrator's condition and intent to return to work will be submitted to the Human Resources Department on a weekly basis.

**Continue benefits while on extended leave after FMLA:**

- Employees on extended unpaid medical leave will continue the elected benefits of employment in the same manner as when on the initial FMLA. During the period of any extended unpaid medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost of health and other employee benefits shall be paid by the employee to the Benefits Assistant on the payroll date or other time as the employee and Director of Accounts and Reports may agree. The Board may terminate group health coverage and other employee benefits if the employee payment is not received within 30 days of the due date. Other employee benefits are listed below:
  - Dental
  - Vision
  - Section 125 Benefits
  - Long-Term Care
  - Pre-Paid Legal
- Employees on approved extended unpaid leave will be returned to their former or equivalent position when released by their medical provider.
- Employees on approved extended unpaid leave that wish to maintain their dependent health and/or other supplemental benefits must make arrangements in the Business Office with the Benefits Assistant.
- Paid holidays that fall during the period of the extended unpaid leave are not paid out but do not count towards extended leave days.



- No vacation or sick leaves are earned while on unpaid medical leave without pay.

### **Return to Work**

Employees must submit a written release to return to work from their medical provider as soon as the return date is known and give notice 2 days in advance of when they are to return to the Human Resources Department and their supervisor.

### **Unable to Return to Work**

The following options/benefits will be provided to employees who are unable to return to work at the end of their extended unpaid medical leave.

- Employees and their covered dependents will have the option to extend their health insurance coverage through COBRA, and will be notified of their choices and premium rates by Benefits Assistant in accordance with COBRA regulations.
- Employment will be terminated for employees unable to return to work at the end of the extended unpaid leave time.
- After termination you have the option of re-employment, explained below.

### **Leave for employees with less than one year of service**

Employees with less than one year of service are not eligible for FMLA and other extended unpaid medical leave benefits. However, certain limited unpaid medical leave benefits are available as provided below to these employees during this period.

- Extended unpaid medical leave benefits are not available for employees who have not completed their 60-day evaluation period.
- Employees who have completed the initial evaluation period and uphold the Standards of Conduct may be considered for up to two weeks of unpaid medical leave if approved by the Leavenworth USD 453. The unpaid medical leave may be granted for the employee's serious health condition. Employees are required to utilize available vacation and sick days for each workday missed while on extended unpaid medical leave. The two-week period may be extended if the "return to work" date is shorter than the time required recruiting a replacement.
- Access to the sick leave pool for employees with less than a year of service is determined by the policies and procedures of the sick leave pool committee.
- Extended unpaid medical leave approval from the Leavenworth USD 453 will be based upon a medical certification supporting the need for unpaid leave due to a serious health condition affecting the employee.
- Refer to Continue Benefits While on Extended Leave section.
- Refer to Return to Work section.
- Refer to Unable to Return to Work section.

### **Re-employment:**



Employees whose employment is terminated due to exhaustion of their extended unpaid medical leave may be eligible for re-employment if they are able to return to work within one year of the termination date. To be considered for re-employment the individual must have separated from the district in good standing and must make application for a posted vacant position for which he or she is qualified. Individuals will be considered for open positions along with all other applicants and there is no guarantee of re-employment. Re-employment provides the following benefits:

- Retains the prior work credit for determining accrual of service recognition that had been accrued at the time to termination.
- Re-employment would be allowed into any position for which the former employee applies and is qualified. Salary into lower, or higher, positions than the one vacated at termination would be determined based upon the qualification of the former employee and according to other compensation guidelines.
- Re-employment into the position vacated at termination will be at the rate of pay at the date of termination.

## **WORKERS' COMPENSATION**

As required by law, Leavenworth USD 453 employees are covered by workers' compensation insurance. When an employee is unable to work due to a job related injury, accumulated sick leave and vacation time may be used. The employee may elect not to use leave during such circumstances. The wages of Leavenworth USD 453 employees who received workers' compensation will be reduced by the amount that the employee receives in benefits. During the period of any unpaid workers' compensation claim, the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost of health and other employee benefits shall be paid by the employee to the Benefits Assistant on the payroll date or other time as the employee and Director of Accounts and Reports may agree. The board may terminate group health coverage and other employee benefits if the employer payment is not received within 30 days of the due date.

Any employee injured at work must inform the supervisor immediately. A personal injury that occurs during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties, are not covered under workers' compensation. Injuries occurring at work due to horseplay are also not covered under this policy. If an emergency situation occurs, the supervisor will call 911. The supervisor will direct the employee to the district's Business Department when medical care is needed. The employee must provide copies of all doctor and/or hospital orders to the Business Department. The employee must complete the district accident form that is available in each building and submit the form to the district's Business Department as soon as possible. In the event that the injury results in the employee being absent from work, the school district will require a statement from the doctor insuring that the employee is fit for duty before the employee can return to work. The statement should



specify the employee's fitness for work to include any work limitations. If the physician specifies work limitations, the district will make a reasonable effort to accommodate the restrictions.

### **Leavenworth USD 453 Work Comp Process**

- Employee must notify supervisor as soon as injury occurs. If emergency situation occurs Supervisor will call 911.
- Supervisor will send employee to see school nurse if one is on site.
- Supervisor will complete first report of injury.
- Nurse will assess if employee needs further medical treatment. (Employee can see approved medical provider, even if nurse says further treatment is not necessary).
- Supervisor will contact Business Office.
- Business Office will set up appointment with approved medical provider.
- Business Office must have the first report of injury before any workers' compensation bills will be paid. Please make sure these forms are complete. In case of emergency, employee should be taken to the closest emergency room. The paperwork should be completed when the employee's condition is stable. Please contact Business Office to report the emergency.

Leavenworth USD 453  
WORKERS COMPENSATION  
Authorized" Care Provider  
Providence Medical Group - Leavenworth  
Saint John Pavilion  
3500 South 4th Street, Suite 200  
Leavenworth, KS 66048

### **Provide prompt, appropriate medical care.**

To assure prompt medical care (with the exception of emergencies), prior to sending employee to the clinic, please call the Business Office. They will make the appointment for the injured employee.

### **Notify Business Office at the Board of Education (913) 684-1400 as quickly as possible.**

### **Communication & accurate facts are essential.**

Employees must report ALL accidents, no matter how minor, to their respective supervisor. All essential information regarding possible loss of work time and work restrictions/limitations must be communicated to the supervisor, as well as the Benefits Assistant.

Report by Injured Employee, Report by Eyewitness and Supervisor's Accident Investigation Report should be completed within 24 hours, if at all possible, so that accurate facts may be gathered and management can make timely decisions.



Supervisors are responsible for ensuring that all necessary paperwork is completed by themselves, employee and, if applicable, eyewitnesses, and forwarded to the Department Head and Principal for review and signature.

Forward all completed reports to the Business Office for submission of claim.

## **TRAVEL EXPENSES AND REIMBURSEMENT**

The board may provide reimbursement for expenses incurred in travel related to the duties of administrators when approved in advance by the Superintendent. Building principals and central office administrators shall receive a monthly payment for travel expenses incurred when using a personal vehicle for school business within the district. Travel expenses to national convention every three years for principals and assistant principals will be reimbursed. In order for an administrator to be eligible for this benefit, they must have been employed by the district for two years and may not take a trip if they have resigned. Expenses must be included in the building budget and will be so charged.

### **A. Travel Expense Reimbursement Procedure**

For authorized travel outside the District, and when using a personal vehicle, the administrator must complete and submit Form 2000 for actual mileage reimbursement. The district sets the reimbursement annually in January based on IRS allowable rates. **Reimbursement will not be made after 60 days.**

When administrators attend out-of-district meetings or conferences, they are to keep a running record of expenses for which they may be reimbursed.

**Within 60 days of the expenditures**, complete and submit a Form 3003 according to the following directions:

- List meal reimbursements according to the meal reimbursement chart (overnight stay only).
- Identify city traveled to and from and complete mileage reimbursement calculation.
- Itemize miscellaneous expenditures as necessary and attach appropriate receipts (i.e., hotel bill, turnpike toll receipts, etc.).
- Reimbursement will not be made if request is submitted later than 60 days after the expenditure.

### **B. Tuition Expense Reimbursement Procedure**

The board may provide reimbursement of 50% of tuition expenses incurred for graduate classes leading to a degree in the appropriate discipline (maximum of \$3,000 per year). The administrator must submit a tuition receipt to the business office on or before June 30 to be considered for reimbursement.



### **C. Professional Organization Membership Reimbursement Procedure**

The board may provide reimbursement of up to \$300 for job appropriate professional organization membership. The administrator must submit a paid membership receipt to the business office on or before June 30

## **SECTION C: EDUCATION SERVICES**

### **ADMINISTRATIVE MEETINGS**

A schedule of meetings of the building and district office administrators is established at the beginning of the school year. Meetings are not scheduled for a specific length and generally last no more than a half day. Individual administrators will have an opportunity to introduce topics at the meeting and, in addition, may contact the Director of Teaching and Learning, or designee, in advance of the meeting to request that a given item be placed on the agenda.

### **KANSAS EDUCATION SYSTEMS ACCREDITATION (KESA)**

KESA employs a familiar process for achieving growth (formerly referred to in Quality Performance Accreditation Manual as the school improvement process).

KESA provides a framework – The Five R's – that serves as a common lens through which to view and assess (rubrics) the practices that encompass education system quality.

Foundational Structures: Districts/systems must have system-wide structures (curricula, plans, processes, programs) in place to support the following best practices and the Rose Capacities (RC).

1. Tiered framework of supports/interventions
2. Stakeholder engagement
3. Diversity/equity in education and cultural competence related to students
4. (RC) Communication/basic skills
5. (RC) Civic and social engagement
6. (RC) Physical and mental health; includes school counseling programs
7. (RC) Arts and cultural appreciation
8. (RC) Postsecondary and career preparation; includes library/media programs
9. Curricula that allow students to meet the Kansas Board of Regents qualified admissions requirements and the state scholarship program

### **EVERY STUDENT SUCCEEDS ACT (ESSA)**

ESSA (Dec. 2015) replaces Flexibility Waiver and NCLB. ESEA was enacted in 2002.

President Obama signed the Every Student Succeeds Act (ESSA) on December 10, 2015. This bipartisan measure reauthorized the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students.





The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country.

## ESSA HIGHLIGHTS

ESSA includes provisions that will help to ensure success for students and schools. Below are just a few. The law:

- Advances equity by upholding critical protections for America's disadvantaged and high-need students.
- Requires—for the first time—that all students in America be taught to high academic standards that will prepare them to succeed in college and careers.
- Ensures that vital information is provided to educators, families, students, and communities through annual statewide assessments that measure students' progress toward those high standards.
- Helps to support and grow local innovations—including evidence-based and place-based interventions developed by local leaders and educators—consistent with our Investing in Innovation and Promise Neighborhoods
- Sustains and expands this administration's historic investments in increasing access to high-quality preschool.
- Maintains an expectation that there will be accountability and action to effect positive change in our lowest-performing schools, where groups of students are not making progress, and where graduation rates are low over extended periods of time.

## DISTRICT ASSESSMENTS

In addition to classroom assessments, the Leavenworth USD 453 School District has developed a comprehensive assessment plan reflecting research-based assessments to assist in supporting student learning. This plan contains all district-adopted assessments in the area of: outcomes assessments, college and work readiness assessments, screening assessments, progress-monitoring assessments, and diagnostic assessment. All assessment testing windows are established prior to each school year.

Building Administration is required to fully adhere to all local, state, and national testing protocol. Principals and/or Building Testing Coordinators are required to attend yearly Kansas State Assessment Program (KAP) training and provide training to all building personnel involved in the proctoring, administration, and testing security activities (see Kansas Assessment Examiners Manual on <https://ksassessments.org/>).

## STUDENT GRADING

According to Board Policy IHA, *The district shall have board-approved methods for assessing and reporting the quality of student academic progress. Information shall be published in appropriate handbooks.* In addition, building principals must promote prompt evaluation of student progress and require faculty to update online grade



books in a timely manner so as to facilitate accurate and up-to-date information for both parents and students. It is suggested that all faculty grade books are updated and reflect current standing at the 15<sup>th</sup> and 30<sup>th</sup> of each month.

## **KANSAS INDIVIDUAL DATA ON STUDENTS**

The Kansas Individual Data on Students (KIDS) system was implemented by the Kansas State Department of Education during the 2004-2005 school year. KIDS maintains student confidentiality while allowing for the submission of timely, accurate data in multiple formats.

KIDS assigns a unique, randomly-generated state identification number for every student attending accredited public or private schools in Kansas. This ID number follows the student throughout his/her preK-12 education in Kansas schools. Through the use of the state identification number, KIDS reduces the time needed for data collection and allows quicker responses to data requests.

KIDS allows a school or district to send data stored in the local student information system to the State by using secure batch file submissions. No direct data entry into the KIDS system is required. KIDS provides a number of reports to allow schools to review and verify the data submitted.

Multiple record types allow KIDS data are collected early in the year and separated from assessment data collected during the school year and accountability data collected at the end of the year. Multiple record types also accommodate the unique relationships that a student may have with different school buildings for accountability, funding, and attendance reasons. A student's unique state identification number enables the data to be linked across time and geographic locations to provide a more complete picture of the student.

Principals are required to register by going to <https://apps.ksde.org/authentication/login.aspx>. After registration, principals are required to submit multiple reports during the academic year. Administrators needing help with logins or Web Applications are encouraged to call the KSDE Web Applications Help Desk at 785-296-7935.

## **PARENT SURVEY**

All Building Principals must conduct an annual Parent Feedback Survey during the fall parent-teacher conferences.

## **TEACHER WEB PAGES**

Teachers are required to keep updated teacher web pages (see Teacher Webpage Instructions document). Building Administration is encouraged to monitor and promote the use of teacher web pages as it engages parents, students, and community



members in the learning process. Building Administrators should adhere to copyright laws.

## PROFESSIONAL DEVELOPMENT

Providing and ensuring high quality professional development is an essential role of administrators in Leavenworth USD 453. Professional development for teachers should be ongoing, job-embedded, and focused on student learning. District-level professional development support and priorities are the responsibility of the Director of Teaching and Learning.

Building Principal and building administrators with direct supervisory roles must adhere to all Kansas statutes and Leavenworth Board of Education Policy in regards to professional development and the required duties involved.

Building administrators, along with Professional Development Council (PDC) Members, must approve/deny all requests for Individual Development Points, and approve/deny all Individual Development Plans with the use of Frontline Professional Growth.

In addition, building administration must utilize Frontline Professional Growth for the management of all building level professional development opportunities.

Request for Knowledge, Application, and Impact points for Individual Development Plan Points must be awarded on a consistent and authentic basis in collaboration with building level PDC members (see Leavenworth USD 453 Professional Development Plan).

## PROFESSIONAL LEARNING COMMUNITIES

Professional learning communities are focused on learning, a collaborative culture, and are results oriented. The fundamental questions revolve around mission, vision, values, and goals.

A **professional learning community, or PLC**, is a group of educators that meets regularly, shares expertise, and works collaboratively to improve teaching skills and the academic performance of students.

**While the specific activities and goals of a professional learning community may vary widely from school to school, the following are a few examples of common activities that may take place in meetings:**

- **Discussing teacher work:** Participants collectively review lesson plans or assessments that have been used in a class, and then offer critical feedback and recommendations for improvement.
- **Discussing student work:** Participants look at examples of student work turned in for a class, and then offer recommendations on how lessons or



teaching approaches may be modified to improve the quality of student work.

- **Discussing student data:** Participants analyze student-performance data from a class to identify trends—such as which students are consistently failing or underperforming—and collaboratively develop proactive teaching and support strategies to help students who may be struggling academically.
- **Discussing professional literature:** Participants select a text to read, such as a research study or an article about a specialized instructional technique, and then engage in a structured conversation about the text and how it can help inform or improve their teaching.

## STUDENT HANDBOOKS

Each school in the district is required to have a student handbook. The elementary schools have traditionally combined to produce these handbooks, while the middle and high schools produce their handbooks separately. The student handbooks contain a variety of subjects including, but not limited to, attendance and disciplinary rules, information on extracurricular activities, graduation requirements, library procedures, locker information, lunchroom procedures, progress reporting and many other subjects.

All handbooks must be approved by the Board of Education as they become a part of board policy by reference when this action is taken. This revision and adoption has typically occurred in the late spring of each school year.

## STUDENT MANAGEMENT

In terms of managing students, a great deal of guidance is provided by the State of Kansas. State laws in relation to students are too numerous to quote, and the entire Section J of the board policy handbook deals with all phases of student management. Student discipline, one phase of student management, unfortunately occupies a significant portion of administrative time. Once again, there is a great deal of guidance in the board policy handbook. Other sources of guidance are the activities' calendar, which contains information on expected student conduct, the handbooks of the schools, and a publication from the Kansas Association of School Boards entitled "Student Discipline in the Public Schools." This publication is a step-by-step discussion of all student discipline situations from short-term suspensions to expulsion. A copy has been distributed to all schools.

## EMERGENCY SAFETY INTERVENTIONS (ESI) BOARD POLICY (GAAF)

The board of education is committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. 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 (6) 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 secluded.

**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 effect 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.

A student shall not be subjected to an ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of an ESI. 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.

### **Seclusion**

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion room 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 an 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 ESI. The intensity of the training provided will depend upon the employee's position. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. Administrators, licensed staff members, and other staff deemed most



likely to need to restrain a student will be provided more intense training than 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 the parent on the same day the ESI was used. If the principal or designee is unable to contact the parent, the principal or designee shall attempt to contact the parent using at least two methods of contact. The same day notification shall be deemed satisfied if the principal or designee attempts at least two methods of contact. A parent may designate a preferred method of contact to receive the same-day notification from the school for multiple incidents occurring on the same day. Written documentation for the use of an ESI shall be completed and provided to the parent no later than the school day following the day on which the ESI was used. Documentation will include:

- The events leading up to the incident;
- Student behaviors that necessitated the ESI;
- Steps taken to transition the student back into the educational setting;
- The date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI;
- Space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- A statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future use of an ESI; and
- Email and phone information for the parent to contact the school to schedule the ESI meeting.

All documentation criteria listed above is included in the Emergency Safety Intervention (ESI) Parent Information handbook, along with a copy of the standards of when an ESI can be used, a flyer on the parent's rights; information on the parent's rights to file a complaint through the local dispute resolution process and the complaint process of the state board of education, and information that will assist the parent in navigating the complaint process, including information for the parent training and information center and protection and advocacy system.

The parent shall be provided the Emergency Safety Intervention (ESI) Parent Information handbook for all subsequent incidents of ESI.

If the school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. The school is not required to provide written documentation to the parent.



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, and
- 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 (3) 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 ten (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 ten (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, or 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 upon parent approval. 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 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department 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.

**For supplemental material, please reference the Emergency Safety Interventions (ESI) Guidelines located on the staff intranet under the Special Education Department, as well as the Emergency Safety Interventions (ESI) Parent Information Packet located on both the staff intranet under the Special Education Department and on the District website under Families.**

## PARENT INVOLVEMENT

### Title I – Parent Involvement Policy

Our Mission

Preparing every student for success in every classroom, every day.

The Kansas State School Board of Education endorses the six National Standards for Family – School Partnerships (NSFSP) to promote parent involvement in all Kansas schools. These standards include:

1. Welcoming all families into the school community;
2. Communicating effectively;
3. Supporting student success;
4. Speaking up for every child;



5. Sharing power; and
6. Collaborating with our community.

Leavenworth USD 453 is committed to the goal of providing quality education for every child in this district. We believe in establishing partnerships with parents and with the community. Everyone gains if the home and school work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. The support parents give their children and the school is critical to their children's success at every step along the way. We are incorporating these standards into our parent involvement policy at all elementary schools within Leavenworth USD 453.

### **WELCOMING ALL FAMILIES IN THE SCHOOL COMMUNITY**

1. Office staff will be friendly and willing to help parents and community members in a positive way.
2. Signs are posted to help parents, students, and community members navigate through the school.
3. Student work is shown in halls and exhibited in a user friendly way.
4. An open house will be held each year to invite parents and students in to the school the week school starts.
5. Each elementary building will host an annual Title I Parent Meeting in the form of Title I Information and Family Fun Night.
6. Kindergarten Round-up is held to assist in building the initial connection between schools and families and inform the parents about the teachers, school, and policies.

### **COMMUNICATING EFFECTIVELY**

1. A newsletter from the school's office will be sent home on a monthly basis.
2. Teachers are to contact parents by phone, note home, email, or face-to-face communication with positive news regarding their child(ren).
3. Assessment results are offered and shared with parents and community.
4. An informational form will be placed in the enrollment packet informing parents about services offered through our Title I Schoolwide programs and that their child might receive such services.
5. Conferences will be scheduled with all parents during the fall and spring.
6. Additional conferences will be scheduled as the need arises during the year. A report of student progress will be given at each conference.
7. Frequent progress reports will be sent to all parents. Students needing tutoring will be eligible to receive help through afterschool programs such as Pioneer Boost.
8. Parents will be notified about the school performance profile on the state assessment through news releases to the local paper and building newsletters.
9. Parents will be notified of all school events, activities, and calendar updates though the district's communication channels, including but not limited to,



auto-dialer system, Facebook, X (formerly known as Twitter), and the district website.

### **SUPPORTING STUDENTS SUCCESS**

1. Parent access to PowerSchool is available and encouraged. This system allows parents to look up information, such as grades, attendance, lunch balances, and teacher notes.
2. Reading logs are sent home for students within the K-5 building. Parents are expected to listen to their child read nightly.
3. Teachers and students involve parents/guardians in classroom learning activities and practices.

### **SPEAKING UP FOR EVERY CHILD AND SHARING POWER**

1. Site council is held once a month and is open for all parents to attend.
2. Parent teacher organizations meet regularly. All parents are encouraged to attend and become active in their child(ren)'s education.
3. Student, parent, and faculty surveys are sent out in the fall and spring each year to collect information on how to provide better services to our students.
4. Services such as speech, physical therapy, and SPED are offered to assist with cognitive delays.

### **COLLABORATING WITH COMMUNITY**

The Leavenworth Public Schools Education Foundation works in concert with the Leavenworth USD 453 to provide funding and support for programs which might not otherwise be funded through the budget...programs that follow the mission of "Changing Lives by Expanding Educational Horizons." The Foundation provides funding for annual programs and grants that truly impact the educational experience for the children of Leavenworth USD 453.

Community members will be invited to participate in building Site councils and be involved in the process of school review and improvement. The aim will be to evaluate the school, collect information in a variety of ways and make recommendations for school improvement.

There will be an annual evaluation of the content and effectiveness of the Title I parental involvement program, and parents will be asked for their input. The evaluation will be distributed in the spring so an assessment can be made as to how parental involvement is increasing and what barriers to parental participation still need to be overcome. The District will revise its Parental Involvement Policy on the basis of this annual review.

This commitment to family involvement has been approved by the Leavenworth USD 453 School Board. The policy will be coordinated by Title I and other school staff throughout the district and promoted by building principals.



## **POWERSCHOOL**

Leavenworth USD 453 uses PowerSchool as our student information system. PowerSchool helps administration access and maintain student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students. Administration is required to be adept at using PowerSchool and provide/facilitate the processes necessary for staff members to successfully implement its use.

## **TEACHER MENTORSHIP**

The mission of the Mentor Teacher Program is to provide high quality instruction for students by ensuring the success and on-going growth of teachers.

The purpose of the Mentor Teacher Program is to orient the novice teacher to the educational environment and share the vision of the profession by modeling and encouraging best practice through collaboration, collegiality and participation in a professional learning community.

The goals of the Mentor Teacher Program are to:

- Improve teaching performance;
- Enhance student achievement;
- Increase teacher retention;
- Promote the personal and professional well-being of novice teachers;
- Transmit the culture of the system to the novice teacher; and
- Increase professional collegiality among all staff.

Any first-year and second-year teacher new to the teaching profession must have a mentor with Leavenworth USD 453. District leadership will collaborate with building administrators to ensure systemic mentoring support is provided to all new teachers/school specialists, and all new educational leaders hired under an initial license in order for the State Board of Education to allow their movement from an initial license to a professional license. The Director of Teaching and Learning will monitor mentor/novice teacher progress and completion of timelines, assurances, and activities as outlined in the Leavenworth USD 453 Mentorship Handbook.

## **BUILDING TEAMS**

### **Site Councils**

The school site council plays an important role in decision-making, and helps develop, review, and evaluate school improvement programs. The members of the site council are teachers, parents, community members, students (secondary level) and the principal.

### **Purpose:**



The purpose of the school's site council is to advise the school on such matters as student learning, education programs, school improvement planning, and accreditation process. The site council also plays an advocacy role for the school regarding the same issues. Specifically, the purpose is to:

- Provide advice and counsel to the school in developing, implementing, and evaluating school performance goals and objectives, and
- Provide ongoing support for the students and staff of the school.

### **Membership**

- The site council should consist of at least six (minimum) to fourteen members (maximum) and includes the building principal, teachers, other school personnel, parents of students attending the school, students (secondary level), business owners and other community representatives.
- Membership on the site council should be intentionally representative of the community demographic the school serves.
- Site council members shall serve no more than three consecutive years.
- Community membership exceeds school staff membership, with special consideration provided to typically underrepresented groups.
- Each building principal shall submit the names of the individuals who will serve on the site council yearly to the Director of Teaching and Learning.

### **Meetings**

- Councils meet monthly at regularly scheduled times agreed upon by site council members.
- Councils meet at least six times annually, but optimally once a month, during the school year.
- Council agendas include discussion of student learning, educational programs, school improvement planning, and accreditation process.
- Each building principal shall submit copies of meeting agendas and minutes to the Director of Teaching and Learning.
- In order for the Site Council to function effectively, attendance is required. If a member misses three meetings, the member is subject to replacement.

### **Responsibilities of Site Council Members**

- The chair, in consultation with the building principal, or his or her designee(s), establishes agendas, and conducts meetings.
- Site council members participate in sanctioned school improvement meetings and visits in an advisory capacity.
- Site council members or a designee may periodically communicate with the school community.
- Site council member or a designee at least one time a year will communicate with the local board of education.



### **Building Leadership Team (BLT)**

The Building Leadership Team assists the administration in implementing school improvement processes that will result in increased levels of student achievement. The BLT meets consistently to collaborate on professional development, instructional strategies and instructional improvement processes. Members of the BLT are selected by the principal of the building.

### **Student Improvement Team (SIT)**

The Student Improvement Team collaborates to support students who are struggling academically or behaviorally to be successful. The team makes recommendations based on student data and the school's system of interventions. The team documents the student's response to interventions and when necessary recommends the student to the Director of Special Education to be considered for evaluation. The principal will select members of the SIT team.

### **Professional Development Council (PDC)**

The Professional Development Council coordinates and administers the District Professional Development Plan. The District Professional Development Plan has a five-year cycle, and is Board and KSDE approved in years 2022, 2027, etc. The PDC is representative of both administrators and teachers who are selected by the groups they represent. Teachers can outnumber administrators, but administrators cannot outnumber teachers.

## **PUBLIC RELATIONS**

The goal of the Public Relations Department is to support the district mission of preparing every student for success in every classroom, every day by promoting planned, ongoing, two-way communication between the school district and the community. It helps build honest, mutually beneficial relationships between the school district and the many publics it serves.

Principals are expected to serve in a supportive capacity in this goal.

In an effort to accomplish the objectives of the Public Relations Department, principals will:

- Designate a Family Engagement Liaison from their building who will be the main contact person with the Public Relations Department.
  - Family Engagement Liaison duties will be to research and promote positive school/classroom activities, lessons, or events and report to the Director of Public Relations monthly.
- Designate a staff member to update/maintain the school website (updates must be made at least monthly – calendar, newsletter, principal notes, etc.).
- Publish a monthly newsletter and send a copy to the Director of Public Relations.
- Ensure a high level of communication between teachers and parents.



- Send a copy of all school-wide correspondence sent home to parents to the Public Relations Department to keep on file.
- Handle school-based, local media efforts that are promotional in nature (please notify the Public Relations Department of any interaction).
- Refer all emergency or potentially delicate/negative media inquiries to the Director of Public Relations.
- Conduct special projects/events to build community and support a positive image of Leavenworth education.
- Utilize the District Auto-dialer program as a consistent communication tool with parents.

## **SOCIAL MEDIA GUIDELINES**

Leavenworth USD 453 recognizes the importance of using social media as a communication and learning tool. The purpose of these guidelines is to assist District employees in navigating the appropriate use of social media tools in their professional and personal lives.

All staff members are expected to serve as positive ambassadors for the District and appropriate role models for students. It is vital that staff maintain professionalism in their interactions with students and the community. Failure to do so could put you in violation of existing District policy and at risk of disciplinary action.

These social media guidelines provide guidance for use of social and/or digital media on behalf of the District. Social media, as used in these guidelines, includes all forms of electronic communication through which users share information, messages, and/or other content on the Internet, including, but not limited to, communication through Facebook, X (formerly known as Twitter), LinkedIn, YouTube, Pinterest, Google+, Tumblr, Instagram, and similar social media sites, as well as posting to your own or someone else's blog, online diary or journal, podcasts, virtual worlds, social networks, personal web site, or to a web bulletin board or a chat room, regardless of whether such a site has any direct connection with the District.

The following principles apply to use of social and/or digital media by District employees:

- You are solely responsible for what you post online. Before creating online content, it is important to use your best judgment and consider whether the content can adversely affect your job performance, the performance of fellow employees and/or students, or whether it adversely impacts others at your building, as well as individuals in the community, students, and others. Content that negatively impacts the District's legitimate interests or the interests of its students may result in disciplinary action, up to and including termination.
- Employees must adhere to the Employee Handbook and other District policies when using social and/or digital media. Employees should be aware of the effect their actions may have on the District's image. Information employees



post or publish may be seen as posting on behalf of the District. Inappropriate posts can include discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct. This type of posting cannot be tolerated and may subject you to disciplinary action, up to and including termination.

- Employees should use their best judgment to ensure anything shared on social and/or digital media is not harmful to District employees, students, parents, vendors, donors, board members, etc.

Please remember that you have no right to privacy when using the District's communications systems, including, but not limited to, computers and other electronic equipment, the District's internet connection, and e-mail system. In addition, the District reserves the right to monitor public communications and content on employees' social networking profiles, as well as employees' public posts on social media websites.

### **Be Professional and Respectful**

Always be fair, courteous, and professional to fellow employees, students, parents, vendors, and anyone working on behalf of the District, both online and offline. Avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that are disparaging of the District's aims or goals, or that might constitute harassment or bullying of people with whom you work in any capacity.

Examples of such conduct might include:

- offensive posts meant to intentionally harm an employee, non-employee, student, or parent's reputation;
- posts that could contribute to a hostile work environment on the basis of race, color, religion, national origin, sex, ancestry, age, disability, or any other status protected by law or our policies;
- threats made to stalk, haze, physically injure, or damage the person or properties of an employee, non-employee, student, or parent;
- posting pornography.

Work-related complaints can often be resolved by speaking directly with your co-workers or by directing your complaints to the District's Human Resources Department.

### **Be Honest and Accurate**

Please be honest and accurate if you are posting information or news, and if you make





a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted posts can be searched. Never post any information or rumors that you know, or suspect, to be false about the District, about fellow employees, students, parents, or others working with or on behalf of the District.

### **Post Only Appropriate and Respectful Content.**

Your social media posts should:

- Maintain appropriate privacy and confidentiality requirements of the District.
- Not link from your blog, website, or other social media site to the District's website without first seeking permission from the District's Central Office Administration.
- Express only your personal opinions. Do not represent yourself as a spokesperson for the District. If the District should be the subject of the content you are creating, be clear and open about the fact that you are employed by the District, but also make it clear that your views do not represent those of the District, your fellow employees, or others working on behalf of the District. If you do publish a blog or post online related to the work you do or subjects associated with the District, make it clear that you are not speaking on behalf of the District. Please include the following disclaimer if you identify yourself in a social media post as an employee of the District: "The views expressed on this website are my own and do not necessarily reflect the views of Leavenworth School District."
- Respect the law, including copyright law.

To assist you with the principles above, below are specific considerations to follow when using social media:

1. **You are Always a School Employee**  
The lines between public and private, personal and professional are sometimes blurred in the digital world. Even when you have a disclaimer or use a different username, you will always be considered to be a District employee. Whether it is clearly communicated or not, you will be publicly identified as working for and sometimes representing the District in what you do and say online.
  - Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the District.
  - Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.
  - Do not share confidential information whether it is internal school discussions or specific information about students or other staff. What



your post will be seen by others and can be forwarded or shared in just a few clicks.

## 2. Be Professional

Represent the District values of respect, responsibility, integrity, citizenship, honesty and teamwork. Express your ideas and opinions in a respectful manner and consider carefully what you post through comments and photos.

- Respect copyright and fair use guidelines. Be sure to cite your source when quoting.
- Do not use any school logo or image without permission from the District's Central Office Administration.
- If you make a mistake, admit it and correct it quickly. Clearly state if you've corrected a previous post and apologize if appropriate. Even though damage may be done, it is best to admit your mistake and correct it.
- Be cautious about posting personal video. Video is an especially rich form of communication that often tells more about you than you might realize. Assume the video you post is public and will be viewed by everyone in your personal and professional worlds.

## 3. Respect Others and Ensure the Safety of Students

Respect the privacy and the feelings of others and do not, under any circumstance, post offensive comments about students, colleagues, or the District in general. Negative comments about people may amount to cyber-bullying and could be deemed a disciplinary offense.

- You are responsible for what you post publicly, so be certain it is accurate and supports, or remains neutral of your organization. If you are about to publish something that makes you hesitate, wait a day and talk to a colleague or supervisor. Once posted you can't take it back.
- Employees who join or engage in social networks that include students have the responsibility for monitoring content and addressing appropriate behavior or activity, including the protection and safety of minors. All aspects of mandated reporting responsibilities apply, and should also be shared with a building administrator if there is any concern related to student safety and well-being.
- Permission should be sought when posting photos or movies of fellow employees when possible. Permission should be sought when posting photos or movies that single out or personally identify a student.

## 4. Manage Staff/Student Relationships Carefully



Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Do not fraternize with students as though they are your peers or friends.

- Unprofessional relationships include writing personal letters, email or text messages; calling students on cell phones or allowing students to make personal calls to you unrelated to class work or school activities; sending inappropriate pictures to students; discussing or revealing personal matters about your private life or inviting students to do the same; engaging in sexualized dialogue in any form.
- Inappropriate or offensive content posted to social networks by employees and viewed by students, parents or other staff may be investigated by school and District officials and, if warranted, may result in disciplinary action.
- Usage of school email, and district-provided communication devices, is not private. All communications by employees to students or parents at any time from any phone or electronic communication shall be expected to be professional. Email between employees and students and parents shall be done through the school provided email application and must conform to school email policies. All aspects of mandated reporting responsibilities apply, and should also be shared with a building administrator if there is any concern related to student safety and well-being.

5. Help Build our Community

Write what you know, be accurate, and add value to the discussion. A District's most valuable asset is its staff represented by its people and what you publish may reflect on the school.

- Speak in the first person with your own voice and perspective.

6. Personal Use

The line between professional and personal relationships can be blurred within a social media context. Employees should exercise good judgment and common sense while maintaining their professionalism as a District employee.

- Do not use District contact information (email, address, phone, etc.) when using social media for personal use.
- Do not connect with students via personal social media. Doing so puts you in a teacher-student relationship.
- Do not use District equipment or the District network as primary tools for maintaining personal accounts.

7. Classroom Use



Social media networks are powerful teaching and communication tools that can add great value to classroom instruction. Teachers are encouraged to use social media tools where appropriate in addressing an educational goal of the classroom.

- Inform your building administrator when creating social networks for classroom use and make sure parents are aware of the use and educational purpose.
- Use District contact information (email, address, phone, etc.) for creating and maintaining accounts, including student accounts. For any social media sites used in the classroom, provide your username and password to your building administrator.
- Abide by the user guidelines set by the social media site including account age requirements.
- Treat the social media network like a classroom. Monitor closely the interactions between students and deal with inappropriate use immediately.

8. Other Uses - Coaches, Advisors, Fundraisers, Programs

Social media networks can be helpful for groups in interacting and sharing information.

- Inform your building administrator when creating social networks for any school-related use.
- Use District contact information (email, address, phone, etc.) for creating and maintaining accounts. For any social media sites used in the classroom, provide your username and password to your building administrator.
- Be proactive by stating clearly that the network you create is school related.
- Abide by the user guidelines set by the social media site including account age requirements.
- Treat the social media network like a classroom. Monitor closely the interactions between students and deal with inappropriate use immediately.
- Consult with the Community Relations office if further guidance as needed.

### **Retaliation Is Prohibited**

The District prohibits taking negative action against any employee for reporting a possible deviation from these guidelines or for cooperating in an investigation related items covered in this handbook. Any employee who retaliates against another employee for reporting a possible deviation from these social media guidelines, or for cooperating in an investigation, will be subject to disciplinary action, up to and including termination.



## **Discussion of the Terms and Conditions of Employment and Free Speech**

Nothing in the social media guidelines should be construed to limit any employee's right to discuss terms and conditions of employment or prohibit any employee from engaging in concerted activity as that term is defined in Section 7 of the National Labor Relations Act. Similarly, nothing in the social media guidelines should be construed to limit any employee's right to free speech that is protected by applicable federal, state, and local laws.

## **CALENDAR AND PUBLICATIONS**

The Board of Education develops and adopts the school calendar during the spring for the following school year. Input is sought from various sources including parents, patrons, administrators and teachers. In addition, the number of holidays is subject to negotiation with the Leavenworth National Education Association (LNEA).

The "Pride" is a district newsletter that is distributed throughout the district quarterly. This publication will typically have news stories from the schools, articles from the Superintendent, summaries of board meetings and the numerous other items of public information which make for an involved and informed patron base.

## **TECHNOLOGY**

The technology department will need at least a week's notice if you need technology setup for a staff meeting, testing, building specific staff development, or special events (music program, etc.) Please email [Brenda.Mowery@lvpioneers.org](mailto:Brenda.Mowery@lvpioneers.org) and cc [Tony.Ramirez@lvpioneers.org](mailto:Tony.Ramirez@lvpioneers.org) with the details (PowerPoints, microphones, laptops, etc.) of the accommodations you will need.

Please keep the following in mind when it comes to the use of technology:

- Google maintenance: Delete old email on a regular basis and empty your deleted folder.
- Have teachers keep their classroom doors locked when they are not in them. This will help secure the technology and other items in the classroom.
- Do not move teacher/student desks from where the network drops are located without consulting with the technology department first.
- Have teachers refrain from attaching hooks, stickers, or magnets on the technology equipment.

All staff are requested to use the online work order system to submit any technology requests/repairs. Please do not call the building technician or leave notes for him/her instead of using the online system. In the instance of an immediate need, call the technology department directly.

Building administrators are required to cover internet safety with students and staff annually. All students should have a signed Acceptable Use Policy on file at the building level. Staff copies are maintained by Human Resources.



## SECTION D: POLICIES

### COPYRIGHT GUIDELINES

It is the intent of the Board of Education of Leavenworth USD 453 that staff and students adhere to the provisions of current copyright laws and Congressional guidelines. Employees and students are expected to adhere to all provisions of Title 17 of the United States Code, entitled "Copyrights," and other relative federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

It is the expectation that administration follow the Leavenworth USD 453 Copyright Guidelines, found in the Administrative Advance folder located on the intranet.

### BOARD POLICY

The Board of Education subscribes to the KASB policy service and hence maintains a thorough and exhaustive set of policies. The board periodically reviews these policies and makes such changes as it thinks advisable. All building administrators are responsible to refer to and review all board policies located on the district website at [www.usd453.org](http://www.usd453.org). One of the first places an administrator should seek guidance within these policies, as it is superseded only by the negotiated agreement and law.

### THE NEGOTIATED AGREEMENT

Public school districts in the state of Kansas are required, pursuant to K.S.A. 72-5413 et. seq., to negotiate with their instructional personnel on conditions of employment. The result of these negotiations is an agreement between the teachers' association, presently the Leavenworth National Education Association (LNEA), and the Board of Education. This agreement has the force of law and must be adhered to by the board and its representatives, and by the instructional staff. Administration is responsible for ensuring that the agreement is followed.

### ADMINISTRATIVE EXCEPTION

Any contractual arrangements approved by the Board of Education shall supersede those provided in this handbook.

### AMENDMENT TO POLICIES

The board, at all times, reserves the right to add to, delete from, alter, or amend those policies contained in this Administrators handbook.

### LIMITATIONS

Nothing in these policies or handbook is intended, nor should be construed as a contract of employment, nor shall these policies be deemed to create any promise or expectation of continued employment on the part of any employee. This administrative handbook of policies is not all-inclusive.



## NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Leavenworth USD 453 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender, age, religion, marital status, gender orientation, veteran status, handicap or any other legally protected status in admission or access to, or treatment or employment in, its programs and activities. As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law. Any person having inquiries concerning Leavenworth USD 453 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Leavenworth USD 453, 200 N 4th Street, (913) 684-1400. Mrs. Amy Sloan has been designated to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Asst. Secretary for Civil rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. Section 12131 states:

1. Public entity

The term public entity means

a) any State or local government;

b) any department, agency, special purpose district, or other instrumentality of a State or States or local government; and

c) the National Railroad Passenger Corporation, and any commuter authority (as defined in section 24102(4) of title 49).

2. Qualified individual with a disability

The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.



# SECTION E:

## ESI PARENT NOTIFICATION HANDBOOK