



Leavenworth USD 453

Certified

Employee Handbook

2024-25



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Certified Handbook Approved May 2024



MESSAGE FROM THE SUPERINTENDENT

Leavenworth USD 453 Staff,

Welcome to the 2024-25 school year! The purpose of this handbook is to provide information that will support a successful year in the Leavenworth School District. The handbook is an extension of district policy and provides guidance for many of the situations that are encountered throughout the year. Please take the time to review the information herein and help us by contacting your direct supervisor or building principal if you have any issues or concerns.

There are great things happening in Leavenworth classrooms on a daily basis, and we are so excited that you are part of the Leavenworth USD 453 team.

Thank you in advance for your commitment and dedication to the students of Leavenworth, and helping to prepare them for success in every classroom, every day.

It's a Great Day to be a Pioneer,
Kellen J. Adams
Superintendent of Schools



MESSAGE FROM THE BOARD OF EDUCATION

Dear Leavenworth Staff:

Thank you for all that you do for the students of this District.

You are an important part of a team dedicated to preparing students for success in every classroom, every day. This ongoing effort requires commitment, passion, enthusiasm, and professional collaboration. The Leavenworth School District is fortunate to have a community of learners working together to support the academic success and well-being of our students.

Good luck on a successful and enjoyable school year, and again, thank you for all you do.

Sincerely,

The Board of Education

LEAVENWORTH SCHOOL DISTRICT

Our Mission

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

Our Vision

Leavenworth Public Schools is a community dedicated to partnerships in support of student well-being and success.

Our Statements of Belief

- **Students:** We believe all students can learn and are entitled to an equitable education which ensures quality, nurtures self-esteem, and allows students to reach their greatest potential.
- **Staff:** We believe that effective schools have employees who embody the vision and mission of the school district and are committed to providing an equitable and quality education for all children.
- **Board:** We believe that effective schools have a School Board which provides an equitable and quality education for all children through its leadership and commitment to the staff and community.
- **School Families:** We believe that effective schools have parents and family members whose active involvement in the educational process supports their children and the school community.



- Community: We believe the quality of life in a community depends on the education of its citizens. We believe the quality of schools depends on the partnerships and support provided by its community.

Our Goals

- Improve the academic performance of each student.
- Attract and retain quality teachers and administrators.
- Enhance learning through the use of technology.
- Improve the public perception of our school district.
- Ensure adequate facilities and safe schools.

GENERAL INFORMATION

Leavenworth Board of Education

The Leavenworth School District, as all districts in Kansas, is governed by a seven-member Board of Education. In Leavenworth, school board members are elected at large by the entire community. The only legal qualification for a citizen to be eligible for the board of education is that they be a registered voter in the school District. School board members serve four-year staggered terms, so there is a stream of consistency and history and not all board members are new at the same time. School board elections are held the first Tuesday in April of each odd year.

There are four main goals of a Board of Education: establish clear policy for a school system; set short and long term goals for the system; select and evaluate the superintendent; and hold the superintendent accountable for accomplishing the goals of the District. You may contact members of the Board of Education regarding issues of concern, but it is important to know that decisions are made with a quorum of the Board when it is in session. Board members commit time, energy, and vision in making Leavenworth the best school District in the state of Kansas. The Board of Education changes every two years, and we have been fortunate to have determined and committed members to provide advocacy and support for students, parents, community, and teachers/staff.

Please check the District website for the meeting schedule for the upcoming year. Parents and community members are encouraged to attend the meetings and to learn about your school District.

Members of the Leavenworth School Board

- Mr. Mike Carney
- Mrs. Alisa Murphy
- Mrs. Karen Overbey
- Mrs. Judi Price
- Mrs. Vanessa Reid
- Mrs. Dannielle Wells
- Mrs. Jessica Wilson



2024- 2025 DISTRICT CALENDAR

5/23/24

'24 AUGUST					SEPTEMBER					OCTOBER					NOVEMBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	2	2	3	4	5	6	7	8	9	10	11	12	13	14	15
5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
12	13	14	15	16	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
19	20	21	22	23	23	24	25	26	27	28	29	30	31		31				
26	27	28	29	30	30														
DECEMBER					'25 JANUARY					FEBRUARY					MARCH				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6			1	2	3	3	4	5	6	7	3	4	5	6	7
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14	10	11	12	13	14
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21	17	18	19	20	21
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28	24	25	26	27	28
30	31				27	28	29	30	31						31				
APRIL					MAY					CALENDAR LEGEND									
M	T	W	T	F	M	T	W	T	F	<ul style="list-style-type: none">No School For Students - All DayOffices Closed - Holiday/BreakSee Important Dates Section For DetailsEnd of QuarterStaff Blackout DaysAfter School Staff/PLC Meeting									
		1	2	3				1	2	SCHOOL HOURS									
7	8	9	10	11	5	6	7	8	9	<i>Elementary:</i> 8:15 a.m. - 3:35 p.m.									
14	15	16	17	18	12	13	14	15	16	<i>Intermediate/Middle/High School:</i> 7:45 a.m. - 3:05 p.m.									
21	22	23	24	25	19	20	21	22	23	Half Day Release Times:									
28	29	30			26	27	28	29	30	<i>Elementary:</i> 12:00 p.m.									
										<i>Intermediate/Middle/High School:</i> 11:30 a.m.									
										Late Start:									
										<i>Elementary:</i> 10:15 a.m.									
										<i>Intermediate/Middle/High School:</i> 9:45 a.m.									

IMPORTANT DATES			
<u>August</u> July 29- Aug 1 New Teacher Academy 2 Mandated Training (Virtual or Onsite) 5 District Professional Development (PD) 6 .5 Building PD/ .5 Teacher Work Day 7 .5 Convocation/.5 Work Day/ Pre-K Back to School Night 8 .5 Building PD/ .5 Teacher Work Day/ Back to School Night K- 8th 9 .5 Building PD/ .5 Teacher Work Day 12 Student Orientation/ PD 12- 19 Kindergarten Soft Start 13 First Day of School 20 LHS Open House 6 PM	<u>September</u> 2 Labor Day (No School) 9 .5 PD/ .5 Professional Learning Community (PLC) (No School) <u>October</u> 11 Homecoming/ .5 PD 15 End of First Quarter 16 Parent Teacher Conferences (No School) 17 Parent Teacher Conferences (No School) <u>November</u> 1 Building & District PD (No School) 11 Veterans Day Observed (No School) 25-29 Thanksgiving Break	<u>December</u> 9 .5 PD/.5 PLC (No School) 19 End of Second Quarter 20 Flex Work Day (No School) 23-Jan 3 Winter Break (No School) <u>January</u> 3 Flex Work Day (No School) 6 First Day 2nd Semester 20 Martin Luther King, Jr. Day (No School) <u>February</u> 10 .5 PD/.5 PLC (No School) 17 Presidents Day (No School)	<u>March</u> 11 End of Third Quarter 12 Work Day/ Parent Teacher Conferences PM 13 Parent Teacher Conferences 14-21 Spring Break <u>April</u> 18 Non Working Holiday (No School) 21 .5 PD/.5 PLC (No School) <u>May</u> 17 Graduation (Saturday) 22 .5 Last Day of School/ .5 Work Day 23 No School (Snow Make-Up Day) 26 Memorial Day (No School) 27 No School (Snow Make-Up Day)
Leavenworth Public Schools		www.usd453.org	
This calendar may be altered at the discretion of the Board of Education and/or the administration. Adopted by the Board of Education 12/2023.			



INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Leavenworth USD 453 and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. The policies, procedures, and programs outlined are designed to serve as guidelines to keep you informed of relevant facts about your employment. You should read, understand, and comply with all provisions of this handbook. One of our key objectives is to provide a work environment that is conducive to both personal and professional growth. While the policies and procedures outlined in this manual should give employees answers to most of the general questions they might have about their job or the Leavenworth USD 453 programs and procedures, it cannot cover every situation that might arise. If employees have questions about these guidelines or need further information about any subject, they should consult with their supervisor.

No employee handbook can anticipate every circumstance or question about policy. Therefore, Leavenworth USD 453 reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur. Please read the handbook and complete the signature page confirming you have received the handbook.

DISCLAIMER:

This Employee Handbook is for your use as a source of information for employees of the Leavenworth School District. Nothing in this Handbook creates or is intended to create a contract of employment, either expressed or implied, nor do the Handbook provisions establish an employment relationship where one would not exist. No employee has authority to create an employee contract by modification of this document. Please note that you are subject to the policies of the Leavenworth Board of Education. Some, but not all, of those policies are included in this Handbook. In the event that a Board of Education policy and/or Negotiated Agreement conflicts with a provision in this Handbook, policy and/or law shall control.

In the event that this Licensed Personnel Handbook should contain any language or policies that conflict with the Negotiated Agreement between the Leavenworth National Education Association (LNEA) and Leavenworth USD 453 and/or any Leavenworth USD 453 Board Policy, the Negotiated Agreement and Board Policy shall prevail.

Supervening Local Law

The Leavenworth USD 453 Employee Handbook is designed to provide accurate and authoritative information on the policies and procedures of Leavenworth USD 453; however, where local, state, or federal law conflicts with these policies and procedures, Leavenworth USD 453 will comply with the applicable local, state, or federal law. If



there are questions or concerns regarding this aspect of the District's Employee Handbook, please contact Human Resources.

SUPPORT SERVICES

HR Department Phone: (913) 684-1400 - Email: alice.shakespeare@lvpioneers.org

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 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 Human Resources at (913) 684-1400 or by emailing hr@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.

Bullying

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent toward a student or by any student, staff member or parent toward a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the Board of Education of the School District in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD #453 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.



Similarly, a “staff member” means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See Policies EBC, GAAC, GAACA, JGEC, JGECA and KN)

Classroom Management

Teachers are expected to be in control of their classrooms and to maintain an atmosphere that is conducive to learning. Teachers are expected to enforce fairly and uniformly their classroom rules as well as those rules and regulations established by the



Administration and/or the Board of Education. Accurate records are important and are considered legal documents required to be kept by local schools. Extreme care should be used to insure the accuracy and confidentiality of all student grades, attendance, and other records that each teacher is required to maintain. Teachers are expected to maintain accurate, up-to-date seating charts and lesson plans to ensure a productive student day in case they should be forced to be absent as well as to facilitate their own planning. Lesson plans may be periodically reviewed by the administration.

Communication with Law Enforcement

Prior to contacting law enforcement authorities directly for school-related matters on campus, or at district events/activities, staff are required to notify school administration. Examples of school related matters could include, but are not limited to, instances of: theft of property, threats, trespassing, verbal or physical altercations, etc.

Complaints

The Board encourages all complaints regarding the District to be resolved at the lowest possible administrative level. Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing; filed within ten (10) working days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent or designee. The superintendent's or designee's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document. Please refer to Board Policy GAE and KN.

Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, national origin, gender, age, religion, marital status, gender orientation, veteran status, disability. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator, Dr. Kellen Adams, Superintendent of Schools, for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Emergency Operations

A copy of the District Emergency Operations Plan (EOP), including fire and tornado drill information, for each school will be provided for each faculty member in the building. The EOP should be kept in a central location in the room that is easily accessible. Each faculty member should read over the EOP early in the school year and expected to be knowledgeable with its contents.

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 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.

Hallway Expectations

Teachers and staff should be at their classroom door or in the hallways monitoring student behavior during the passing periods. Passing periods are part of instructional minutes and supervision of students is expected and mandatory. Students in classrooms are to be supervised at all times. Students left/sent out into the hallway are still under a teacher's supervision responsibilities and should be monitored. No students should be left alone in the hallway unattended.

Licensing

It is an essential job function for a licensed employee, whose duties require state licensing, to hold a valid Kansas license at all times (see position job description). It is the employee responsibility to keep the license renewed. An employee who allows his/her license to expire could be removed immediately from their teaching position. The absence of a valid Kansas license could constitute grounds for cancellation of the teacher's contract.

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees have the responsibility to perform their duties to the best of their ability and to the standards set forth in their job description or as otherwise established.

USD 453 understands it is sometimes necessary to deal with infractions of school rules, board policy, law or other acts disruptive of the educational process. For this reason, a



progressive discipline system will be utilized in the District. Our progressive discipline policy has been designed consistent with Article 13 of the Negotiated Agreement as well as employment laws. Administrators will have the discretion to decide which component is most appropriate to the behavior of the teacher, depending on the nature and/or frequency of the offense. The specific components of this progressive discipline system include, but are not limited to, those items below.

- a) Verbal Warning
- b) Written Memo
- c) Written Reprimand

Reporting Student Crimes and Protecting Student Privacy Rights

The Kansas Legislature recently enacted a law requiring students who are suspended for an extended term or expelled be reported to law enforcement. This law requires the release of information that is part of the student's record. The administration must report the crimes because the acts mentioned in the law resulting in the student suspension or expulsion are crimes. Parents, however, must sign a release to allow a student's records to be viewed by others before a school can release this information.

School Staff Member

If you see a crime at school, or on school property, file the necessary report as soon as you can with a school administrator.

School Administrator

Report all crimes to law enforcement, but if you take disciplinary action against a student who commits a crime, the paperwork is private and requires parental permission before it can be released to law enforcement or any other third party.

The overriding concern is the Kansas School Safety and Security Act (72-89b01.) Board policy EBC provides guidance on this matter. Simply put, any school employee "...who knows or has reason to believe a crime has been committed at school, or at a school event, shall immediately report this information to local law enforcement." The age of the child is not the issue. If a young student commits an act that would be considered a crime if they were old enough to be charged, the report still must be made to law enforcement. School employees are granted some immunity if they make these required reports in good faith, and may be subject to criminal penalties if they choose to ignore policy EBC.

The Family Educational Rights and Privacy Act (FERPA) does not prohibit release of information gained through observation of student behaviors (crimes). Always report student behavior that constitutes a crime to law enforcement.

If a student is subsequently suspended or expelled for the behavior, information about the suspension or expulsion is protected by FERPA. If a parent signs a new FERPA waiver and allows for the release of the student's record (the suspension or expulsion); law enforcement can be informed of the suspension or expulsion. If the parent will not



consent to release the information, FERPA prohibits further reporting to law enforcement; however, school officials still must report the crime that led to the suspension or expulsion.

- Always follow the safety and security act (policy EBC) and report all crimes at the time they occur.
- Respect students' privacy rights (FERPA) and do not release educational records about the student's suspension or expulsion without the written permission from the student's parent(s).
- Remember, when parents sign the FERPA waiver at enrollment, they are generally allowing only for release of directory information. All other information created by the school is confidential and the parent must sign a release before the administration can release additional information to a third party, including law enforcement.

Staff Conduct

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

- Physical or verbal abuse of, or threat of harm to, anyone.
- Causing damage, or threat of damage, to District property.
- Forceful or unauthorized entry to or occupation of District facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol, tobacco, or of drugs or other illegal substances.
- Use of profane or abusive language, symbols, or conduct.
- Failure to comply with lawful direction of District officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- A violation of District policies and regulations.
- Any conduct violating federal, state, or applicable municipal law or regulation.
- Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the District, or any other activity sponsored by the board.

It is recognized that all that staff do, say and are or appear to be affects students. It is recognized that the conduct, appearance (image) and professionalism of all staff in public schools is a public concern, and a concern of the profession of teaching. To that end, in addition to the foregoing, all staff members are expected to:

- Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained with the policies of the board.



- Conduct themselves in a manner consistent with effective and orderly education and to protect students and District property.
- Maintain order in a manner consistent with District policies and regulations.
- Comply promptly with all orders of the superintendent and the administrator who is their immediate supervisor.
- Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school. The District makes reasonable accommodations for dress or grooming directly related to an employee's religion, ethnicity, or disabilities.
- District employees who violate these rules are subject to disciplinary action.

Staff Identification Badges

An identification badge shall be issued to each employee at the time of initial employment. Badges shall be worn when the employee is on duty, and shall be displayed between the hip and the shoulder on the outer garment or on a lanyard. The loss of an ID badge shall be reported to Human Resources immediately so its ability to allow building access can be shut off. A badge that has been lost or damaged beyond normal wear and tear can be replaced by Human Resources for the replacement cost of \$20 for each occurrence. In order to keep the badge in working condition, and help prevent damage to the security chip inside the ID, do not pierce, bend, cut, make holes in, flex, or expose to direct or extreme temps. It is best practice to leave the badge inside the protective sleeve.

Badges remain the property of Leavenworth USD 453 and shall be returned to Human Resources at the time of resignation, retirement, or termination.

The badge will serve as a pass for the employee only to district-sponsored activities with the exception of specified athletic tournament and KSHSAA events.

Staff-Student Relations

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual or racial harassment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age, status, or consent. Please refer to Board Policy GAF.

Substitute Folder

Each teacher will prepare a substitute folder that will be used in an absence. This file will be kept in the main office and should include a seating chart, class roll, bell schedule, lunch/class schedules, classroom policy/procedures, attendance reporting slips, before/after school duties, emergency lesson plans, and crisis expectations. The updated substitute folder for the current school year is due to the appropriate Principal by August 20 of that school year. For planned absences, teachers are expected to include, in the plans for the substitute, up to date and specific classroom directions with a copy going to the department chairperson, for secondary, and your grade level team member, for elementary. Also if time permits, each teacher should brief their



classes regarding an absence, the work to be done, and behavior expected. As a courtesy, please email the department chairperson if you know you are going to be absent. Other considerations or information that may be included are:

- Names of students who are dependable members of the class.
- Help students see the value in assignments given especially if the emergency lesson plans were utilized.
- Instructions and an answer sheet should be included if objective papers are to be graded.

Transfers

The Board reserves the right to assign, reassign, or transfer all employees (Board Policy GACE). An employee who desires to apply for a vacancy shall file an application online using the District's website. The applicant shall be notified as to the disposition of his or her request when the vacancy has been filled. An administrative-initiated transfer will be made when such transfer is in the best interest of the school district, and only when the transferred teacher holds proper certification for that position. A teacher transferred by administrative action may resign within 21 days of such notice. Such resignation will not be subject to any penalty or to the resignation fee set forth in Article 14.

FACILITIES

Service Center Phone: (913) 684-1560

Facility Usage

If you have a group wanting to utilize the building, application must be made through the Building and routed to the District Office for final approval. The requestor should receive a copy of the request indicating if the request is approved or denied, and if any changes are associated with the use. Individual utilization of the facility for any reason must be cleared through administration on a Building Use Form. All facility use during the holiday break will need to be preceded by a Building Use Request. There is no maintenance or custodial support on scheduled holidays.

- Do not prop open doors – faculty members are responsible for their students.
- Custodians will be on duty only part of the break time.
- All students should enter and exit through one entrance.
- Follow procedures regarding building usage during Winter Break.
- Observe KSHSAA Winter Break (NO PRACTICE).
- Building permit forms are required for all outside groups.
- All teams and activity groups must have their schedules on file with the Athletic/Activities Director.

Remote Keys and Access to the Building



Teachers and staff are responsible for their keys. Under normal circumstances, keys should never, for any reason, be placed in the hands of students. This policy includes student aides/teacher helpers, stage assistants, athletic managers, etc. Have the necessary doors open prior to beginning your work and keep your keys in your possession. When rooms are vacated they should be kept locked. Special care should be taken to see that the windows are closed and the lights turned off when leaving for the day. Encourage students to leave lockers closed. Rooms with Venetian blinds are to be left in the following manner: the blinds should be lowered all the way and turned in an open position. This is in cooperation with the local police and is a security measure.

Mailboxes

All staff members should check their mailboxes at least once a day. Important messages, including telephone messages, are placed in the mailboxes throughout the day. A class will be interrupted for phone calls or messages only in emergency situations. Students are not to pick up materials from mailboxes. A mass distribution through the mailboxes should be approved by the administration.

Postage Policy

Any staff member who has mail related to approved school business should use school postage. If your mailing is over two hundred (200) pieces, bulk mail should be considered. The bookkeeper's office can help with this. We have one standard letterhead for the school. All business correspondence pertaining to the school should be on this letterhead. Return address label must contain the name of the department that originates the correspondence. Postage for club activities will be charged to each club's account.

Copy Machine Use & Care

If the copy machine malfunctions due to items inside the machine, contact an administrator and he/she will contact the company and a technician will be sent to service the machine. District owned copy machines should be used only for projects related to District business.

BUSINESS AND FINANCE

Business Office Phone: (913) 684-1400

Attendance

Regular attendance is an essential job function and is required for all employees subject to leave provisions in District policy and/or the Negotiated Agreement, as appropriate. Minimum contracted days and length of the school day for Licensed Personnel shall be defined in the Negotiated Agreement. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment subject to state and federal law.



Employee Assistance Program (EAP)

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. Profession Association provides this benefit on a contractual basis through your employer.

Eligibility

The Employee Assistance Program is available to all employees and their family members.

Areas of Support Include:

Alcohol/Drug Problems
Family Concerns
Marital Conflicts

Legal Issues
Work Related Stress
Death of a Loved One

Depression
Financial Difficulties

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.

Compensation, Supplemental, and Stipend Pay

Licensed Personnel, hired prior to the school year beginning, are paid on a monthly basis beginning August 20 of the current school year and continuing for 12 months, ending July 20. In the instance where a licensed employee is hired after the school year begins, the Business Office will determine the starting pay date and notify the employee. Licensed Personnel will be paid through direct deposit of funds to either a savings or checking account at the financial institution of their choice.

Those who work at designated events that occur after school will be paid according to the extra duty assignments section of the Negotiated Agreement. Teachers may sign up with the Athletic Director's secretary, or building secretary for extra-curricular events. Major responsibilities may include:

- Event Tickets
- Supervision at various activities
- Clock/Scoreboard

Complete an Extra Duty Time Sheet upon completion of supplemental responsibility. These should be completed at the conclusion of each month. The forms require pre-processing through the Athletic Director's office or Principal prior to moving on to the District office. All extra duty positions are handled through the Athletic Director / Principal and their secretary.

Travel Expense Reimbursement Procedure

When using a personal vehicle, the District reimburses mileage for Licensed Personnel who travel between buildings at the rate established by the IRS. Within 60 days, the licensed employee must complete and submit Form 2000 for actual mileage reimbursement. **Reimbursement will not be made after 60 days.**

When attending out-of-district meetings or conferences, Licensed Personnel 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 after 60 days.**

*If a District-provided vehicle is available for out-of-district meetings, it should be considered. If not, a personal vehicle may be used and mileage reimbursement will be provided.

Leave of Absence/Time Off

Licensed employees who are members of the bargaining unit shall be governed by the Negotiated Agreement. In the event that a Board of Education policy, Negotiated Agreement article, or federal/state law conflicts with any item in the section, policy and/or law shall control.

Teachers will be provided leave benefits according to the following provisions:

- 1) Each full-time teacher will be granted ten (10) days leave per year cumulative to 100 days. Leave will not be paid to a teacher who has met the 180-day waiting period and is eligible to receive KPERS disability.
- 2) Teachers on a partial or part-time contract will receive a pro-rated number of leave days and a pro-rated accumulation.
- 3) Teachers will be credited with leave entitlement effective the teacher's first contract day. The teacher need not be present for leave to become effective.
- 4) If any teacher is unable to fulfill his/her contract because of resignation, extended illness or any other reason, the leave time of the teacher will be adjusted and the teacher will be docked full salary for leave days taken which were not actually earned.
- 5) The board may withhold the payment of salary for leave days that have not been earned if such payment would exceed the amount of salary actually earned to that time.
- 6) Restrictions on the use of leave:
 - a. First and last five days – Leave for absences during the first five (5) and last five (5) student days will be provided only for personal illness of the teacher, for serious illness or death in the immediate family (spouse/partner, parents, children, grandparents, grandchildren, siblings, in-laws and anyone else who resides in the home) or for extenuating situations beyond the teacher's control. Absences for any other reason during these times will require a deduction of full salary of the teacher.
 - b. Leave may not be used during Parent-Teacher Conferences. Chargeable leave for absences on Parent Teacher Conference days will require a deduction of two leave days for each day taken – unless because of



personal illness of the teacher or for serious illness or death in the immediate family (spouse/partner, parents, children, grandparents, grandchildren, siblings, in-laws and anyone else who resides in the home). An exception may be granted by the superintendent or his/her designee for extenuating situations beyond the teacher's control, provided that the teacher makes arrangements to confer with parents on his or her own time. Such plan for conferring with parents must be presented to and approved by the Superintendent or his/her designee. In these circumstances, the teacher will take one leave day for each day taken.

- c. Accumulated leave – Requests for leave for days absent in a given year that exceeds the current leave entitlement must state the reason for the absence and will be subject to the approval of the superintendent. Absences requiring the use of accumulated leave shall be approved for personal illness of the teacher, serious illness or death in the immediate family (spouse/partner, parents, children, grandparents, grandchildren, siblings, in-laws and anyone else who resides in the home,) and may be approved for extenuating circumstances beyond the teacher's control.
 - d. Leave Without Pay - Requests for leave for days absent in a given year that exceeds the current leave entitlement must state the reason for the absence and will be subject to the approval of the superintendent. Absences requiring the use of leave without pay shall be approved for personal illness of the teacher, serious illness or death in the immediate family (spouse/partner, parents, children, grandparents, grandchildren, siblings, in-laws and anyone else who resides in the home,) and may be approved for extenuating circumstances beyond the teacher's control.
- 7) Leave requests should be filed in advance for all absences. When it is not possible to file the form in advance, the form must be filed immediately upon return to work. Requests for leave during the first and last five student days, and the leave requiring the use of accumulated leave or leave without pay, must state the reason for the absence. The district may require that the teacher furnish certification supporting the reason stated. Leave cannot be taken for the purpose of carrying on other employment. Failure to complete the request form for leave as noted, or to furnish documentation as requested, may result in disciplinary action.
- 8) The minimum leave reduction will be one-half day. Cost to the district for a substitute for hourly absences (less than one-half day) when approved in advance by the principal, will be deducted from the absent teacher's salary and no deduction will be made in leave.

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

Work Related Injuries

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 employee 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 School District 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.



CURRICULUM, INSTRUCTION, AND ASSESSMENT

Curriculum

All licensed staff shall adhere to the District Pre-K-12 Instructional Program, which will be composed of grade level and/or course curricula that allow students to meet the goals and objectives set forth in the educational program. It is to include District instructional goals and learning objectives and be based on valid educational research and current State Board of Education requirements.

Additions, deletions or alterations to the curriculum shall be approved by the Board. Outside resources and District personnel may be used in curriculum development.

All District curriculum material is the property of Leavenworth USD 453. Please inventory all materials and abide by the building check-out procedure for student distribution. All inventory and check-out materials are the responsibility of the employee.

Professional Learning Communities (PLC)

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.



Guest Speakers

During specific lessons, it may be to the student's advantage to utilize a guest speaker into the classroom setting. Guest speakers can be an invaluable resource to classroom teachers. It is important, however, that guest speakers are thoroughly vetted before entering our buildings. Therefore, guest speakers should not be allowed into classes without administrative approval. Teachers should work with the appropriate administrator to ensure the best possible experience for students. Other important items of note include:

- A speaker's topic must pertain to the District teaching and learning objectives of the sponsoring individual or group.
- Only invited speakers should be present.
- Evidence should be presented that the speaker is reputable and knowledgeable in the subject.
- The speaker should agree to speak to the current subject matter being dealt with in the class. If he or she does not, the students may be excused.
- No speaker shall be permitted to distribute literature of any kind to students unless it has been previously approved by the administration.
- The issue should be within the framework of the District's philosophy and program of the subject area.
- The issue should be within the level of the students' maturity.
- The discussion should contribute significantly to developing the skills of critical thinking and problem solving.
- The presentation should be balanced and/or impartial and objective.
- Preparation and follow-up is imperative for all of the students in attendance. In all cases of combining classes for discussion or film purposes, field trips, outside speakers, etc., it is essential that the students are fully prepared for the material or the exposure they are about to receive. In addition, they should know what is expected of them in the way of conduct, preparedness, questions, etc.

Parent Volunteers

Use of parent volunteers is encouraged. All volunteers, with the exception of school parties, are required to have a cleared background check. Forms may be obtained from the building office and approved by the building Principal. Remember that the classroom teacher is responsible for all instructional activities. Make certain the parent volunteer is capable of fulfilling your expectations before you allow the volunteer to work with a student outside of the classroom. This means that you should observe the volunteer as he/she works with children and provide feedback and guidance regarding appropriate methods of interaction. If a parent works with a child outside of the classroom, make sure tutoring occurs in an open area where the volunteer can be easily observed by others. The library is recommended. You need some method to determine student progress, which occurred as a result of tutoring with a parent volunteer. This documentation could take the form of worksheets completed by the student, notations of student progress provided by the volunteer, or notes taken



regarding a conversation that occurs between yourself and the parent volunteer. You must be able to justify the use of the parent volunteer in terms of what is best for the students.

Use of Video

Use of movies, videos, and skill streaming should be justified in terms of direct relationships to curricular objectives being taught in the classroom. Usage of such materials as busy work or fillers is not acceptable. Usage of videos as classroom rewards should be critically analyzed. Often, less time-consuming activities are just as effective and less intrusive on academic learning time. Video use shall be board approved.

Field Trips

Field trips are an excellent teaching aid and an important part of the curriculum. The trips should be well planned and an integral part of the curriculum. If you are taking a field trip, keep the following guidelines in mind.

- Organize the time and date. (Field trips are discouraged during certain times of the school year, i.e. finals week and the month of May)
- Obtain the necessary forms, complete the worksheet for all costs associated with the trip and travel, as well as secure the authorized signature on the Field Trip form.
- Forward the completed form and accompanying documents for approval from the Building Administrator.
- Make transportation arrangements by giving information to appropriate contact.
- Request a substitute teacher if applicable.
- Parent permission slips are required for all participants. These are due from students one week before the activity date so the sponsor can prepare a master list of students to be distributed in the building.
- Teachers have the right, with the Building Administrator's approval, to request that a student not participate in the activity.
- Provide a list of participating students to the appropriate secretary for attendance purposes. In addition, prior to the bus leaving, teachers will be expected to take roll and provide an updated roster of students who are attending the field trip.
- Confirm bus transportation arrangements the day before the activity.
- Medical Consent Forms are to be completed by each student and notarized if the trip is an over-night activity.
- Follow building procedures for obtaining medical supplies (i.e. inhaler, EPI pen, etc.).

It is important that the classroom teacher/coach conduct a pre-trip orientation because many students who go on field trips do not regularly ride a school bus. The field trip experience may be the first time that a student has a bus trip experience. Care should be taken to orient them about bus procedure.



- Review the guidelines for bus riders. Emphasize that the driver is in charge. Teachers and coaches are expected to assist the driver in management of the students and to ride the bus with the students.
- Parent sponsors who have little contact with bus procedure should be oriented with the same information as teachers and coaches.
- Aisles must be kept clear of musical instruments and all other items.
- No unauthorized passengers may accompany the field trip coach, sponsor, or teacher. Authorization must come from the Principal.
- Each person is responsible for care and safekeeping of all possessions taken on the bus.
- Adult supervision of all students is required at all times. Bus drivers are not to be used to supervise a student for disciplinary reasons.
- Teachers and coaches must be certain to have a copy of all necessary phone numbers.

Steps for missing student at bus departure time:

- Double check all buses and confirm the student is missing.
- Check for time/place the student was last seen.
- Sponsor must contact security and supervisors in charge of the activity/event.
- Sponsor must arrange temporary supervision for the rest of the group.
- Sponsor must help locate the missing person.
- Utilize any public address system.
- Check all rest rooms, and first aid locations.

If it becomes imperative that the group must leave:

- Steps should be taken to determine if part of the group could remain (if more than one bus).
- Sponsor must arrange for the group's return and stay to assist in locating missing person.
- The parent of the missing child should be contacted.
- Sponsor and site security must determine if police should be contacted.
- Sponsor should continue to contact an administrator and keep him/her updated.

Fundraising

All fundraisers must be approved by the building Principals and District administration. Ensure that whether sales tax may or may not be collected is considered when pricing items for fundraising. The District discourages fund-raising activities that call for students to sell goods or services by going door to door in their neighborhoods.

Receipts must be issued for any monies collected. Receipt books are available in the office. These receipt books are to be returned to the school secretary at the conclusion of the school year for auditing purposes.



All money collected shall be deposited daily with the school secretary. No bank accounts outside of the school are permissible.

Copyright

This is the House Report 94-1476, pp. 68-70 which accompanies the new law. It reads as follows:

AGREEMENT ON GUIDELINES
FOR CLASSROOM COPYING
IN NOT-FOR-PROFIT
EDUCATIONAL INSTITUTIONS
With Regard to Books and Periodicals

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future: that certain types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

Guidelines

- I. Single Copying for Teachers: A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:
 - A. A chapter from a book;
 - B. An article from a periodical or newspaper;
 - C. A short story, short essay or short poem,
 - D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.
- II. Multiple Copies for Classroom Use: Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:
 - A. The copying meets the tests of brevity and spontaneity as defined below;
 - B. Meets the cumulative effect test as defined below, and,
 - C. Each copy includes a notice of copyright.

Definitions

Brevity



- (i) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages, or
(b) from a longer poem, an excerpt of not more than 250 words.
- (ii) Prose: (a) Either a complete article, story or essay of less than 2,500 words, or
(b) an excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in *i* and *ii* above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
- (iii) illustration: One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.
- (iv) "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10 percent of the words found in the text thereof, may be reproduced.

Spontaneity

- (i) The copying if at the instance and inspiration of the individual teacher, and
(ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

- (i) The copying of the material is for only one course in the school in which copies are made.
- (ii) Not more than one short poem, article, story or two excerpts may be copied from the same author, not more than three from the same collective work or periodical volume during one class term. (The limitations stated in *ii* and *iii* above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

III. Prohibitions as to I and II above: Notwithstanding any of the above, the following shall be prohibited:

- Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitute may occur whether copies of various works or excerpts there from are accumulated or reproduced and used separately.
- There shall be no copying of or from works intended to be consumable in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- Copying shall not:
 - substitute for the purchase of books, publishers' reprints or periodicals.
 - be directed by higher authority;



- be repeated with respect to the same item by the same teacher from term to term.
- No charge shall be made to the student beyond the actual cost of the photocopying.

Assessment

The District educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, teachers' classroom formative and summative assessments, District benchmark assessments, and state required tests. The board requires all licensed staff members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments. In short, all staff must follow test security guidelines and ethical practices as dictated by the district and/or Kansas State Department of Education.

Use of District Computers/Privacy Rights

Computer systems are for educational and professional use. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy.

No software, including freeware or shareware, may be installed on any District computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any District server or computer.

Staff shall not install unapproved hardware on District computers, or make changes to software settings that support District hardware.

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

Employees and/or students shall have no expectation of privacy when using District e-mail or other official communication systems. Any e-mail, computer application, or information in District computers or computer systems is subject to monitoring by the administration.

Bring Your Own Device (BYOD) Policy for USD 453 Staff

Purpose:



The purpose of a Bring Your Own Device (BYOD) policy is to allow staff members to bring a personally-owned computing device (phone, laptop, tablet device, etc.) and access the Internet for work-related purposes with such device via the district network.

These devices will have access to the Internet through the Guest Portal. The Acceptable User Policy will still be enforced, and personally owned computing devices should be used for work-related purposes during work hours in order to prevent unnecessary bandwidth utilization and to ensure regular performance of staff duties. If personal use of such device is found to be interfering with the employee's assigned duties, such employee may be subject to disciplinary action, up to and including termination, suspension of the employee's authorization to bring such device to work, or both.

Limitations:

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use communication devices when they are responsible for supervising students unless any of the following conditions occurs:

- The device is being used to instruct the students being supervised at the time.
- The use is necessary to the performance of an employment-related duty.
- The employee has received specific and direct permission from a supervisor.
- There is an emergency.

Note: Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

- Technology support staff will not respond to setup or repair requests related to devices beyond instructions provided.
- Personal computing devices will only be used by the staff member and are not for student use. Employees shall not allow students to use their device, whether through the course of instruction or not, and in allowing such use, they do so at their own risk.
- The security of personal computing devices is solely the responsibility of the staff member. Any loss resulting from damage or theft or personal technology in the school setting is not the responsibility of the district.

Emergency Safety Interventions (ESI) Board Policy (GAAP)

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 confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;



- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

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

Seclusion Restrictions

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

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of 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 positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety



interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than 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, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year: (1) a copy of this policy which indicated when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

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

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

Local Dispute Resolution Process

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

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

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



Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt 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.

Committees

Building Leadership Team (BLT)

The Building Leadership Team (BLT) assists the administration in implementing 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 principals 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 students to the Director of Special Education to be considered for evaluation. The principal will select members of the SIT team.

Site Council

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

Specifically, the purpose is to:

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

In addition, school site councils may:

1. Make recommendations regarding budgetary matters for efficient and effective administrative and management functions.



2. Assist the School Board in analyzing the unique environment of schools, enhance the efficiency and maximize limited resources.

Membership

The site council consists of at least seven members and includes the Principal, teachers, other school personnel, parents of students attending the school, the business community, and other community groups. Local school board policies clearly delineate site council member selection, rotation, terms of service, eligibility for service and selection of leadership.

Membership on the site council is representative of the demography the school serves. Community membership exceeds school staff membership with special attention given toward underrepresented groups.

The following chart outlines membership on the site council:

Principal or Principal's Representative
Teacher
Staff Member
Community/Parent/Business Member
Community/Parent/Business Member
Community/Parent/Business Member
Community/Parent/Business Member

Meetings

- Councils meet 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 issues.

Responsibilities of Site Council Members

- The chair, in consultation with the building Principal or his or her designee(s), establishes agendas, conducts meetings, and communicates site council advisement.
- Site council members participate in sanctioned school improvement meetings and visits in an advisory capacity.
- Site council members periodically communicate with the school community and, at least annually with the local board, on site council activities and other council matters.
- Site council members take part in ongoing training to build their knowledge and skills related to site council work.

The following are job descriptions for the Site Council:



- Chairperson
 - will not be the Principal
 - sets agenda for the SITE council meetings
 - publishes site council agenda
 - conducts site council meetings by doing the following:
 - reviewing and prioritizing agenda
 - setting time limits on each discussion
 - outlining procedures for reaching decisions
 - facilitating communications among site council members
 - summarizing decisions
- Vice Chairperson
 - appointed in event the chairperson is absent
- Secretary
 - will take minutes at site council
 - takes attendance at site council meetings
 - will distribute minutes in a timely manner
 - will keep minutes in a central notebook for the year
 - records permanent data, such as committee assignment, and schedule of next meeting
 - maintains or arranges maintenance of file containing all site council business
 - keeps minutes of meetings and publishes summary of them in the monthly newsletter
 - action items – for agenda

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.

Membership

- PDC membership will be determined on an annual basis.
- PDC members may resign by submitting a letter of resignation to the PDC Chair. The PDC Chair will then notify building Principals of such resignation.
- PDC membership is voted at the building level once per year.
- Each building will vote two members for building representation on the District PDC.
- The LNEA will appoint one member to the District PDC.



Responsibilities

The PDC will:

- Participate in annual training related to roles and responsibilities of council members, including implementing Kansas Professional Development Regulations.
- Review/Develop operational procedures.
- Review and recommend approval or disapproval of Individual Development Plans for renewal or certification.
- Recommend staff development activities for the District.
- Establish an appeals process for unapproved Individual Development Plans.
- Validate points awarded based on staff development form completion and PDP plan.

Meetings

- The PDC will meet a minimum of four times each year.
- Extra meetings will be held if necessary.
- All decisions will be decided by consensus.
- Agenda items may be submitted by any PDC member prior to distribution of the agenda and may be added to the bottom of the agenda.
- Persons missing two or more meetings may be asked to find an alternative representative to take his/her place.
- At the beginning of the meeting, agenda items may be added by the PDC Chair or the superintendent subject to the approval of the PDC.

RELEVANT PUBLICATIONS FOR REQUIRED READING AND KNOWLEDGE

Leavenworth USD 453 and Leavenworth NEA Negotiated Agreement

The Negotiated Agreement between Leavenworth USD 453 and the Leavenworth NEA is a rather important document for all faculty members to be familiar with. The agreement is ratified and approved each year and is available in electronic form via the District's website.

Leavenworth USD 453 Board Policy

Board Policy is approved annually and updated periodically through the assistance of the Kansas Association of School Boards. The policy can be located online via the District's website.

Leavenworth USD 453 Policy and Procedure Practice Facility Guidelines

The Facility Guidelines is a must read for faculty as it pertains to the many changes that have occurred during the construction and transition process.

Leavenworth USD 453 Parent and Student Handbook

Parents and students reference the Handbook often. It is good practice to be familiar with the particulars found in this District publication.



Emergency Operations Plan

The Emergency Operations Plan (EOP) is a necessary document for the safety and security of all school community members. Updates are published annually and the manual is a vital part of drills and preparation.

Leavenworth USD 453 School Improvement Notebook

School Improvement is a continuous process and requires the collaboration of all stakeholders to ensure student achievement. Each building is required to update and revise school improvement plans on an annual basis, a process that involves faculty members.

Leavenworth USD 453 Professional Development Plan

KSDE requires a five year professional development plan for each District. Currently, Leavenworth USD 453 is in the final stages of updating the plan for the next five-year cycle. Information included in the plan provides faculty members the specifics regarding individual development points and their use.

Leavenworth USD 453 Technology Plan

Technology is a strategic focus for Leavenworth USD 453. The technology plan outlines the District's short and long term vision for instructional technology focused on student achievement.

Leavenworth USD 453 Section 504 Notebook

The purpose of the Section 504 Notebook is to describe the policy and procedures related to section 504 which are in effect in Leavenworth USD 453.

School and District Improvement Plan

Leavenworth USD 453 is required by KSDE to have School Improvement Plans that are active and living. Each building has a School Improvement Plan that coordinates well with the District Improvement Plan.

NOTICE OF NON-DISCRIMINATION

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, Section 504, Age Discrimination Act, and the Boy Scouts of America Equal Access Act is directed to contact 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, Section 504, Age Discrimination Act, and the Boy Scouts of America Equal Access Act. 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 V), Title IX, Section 504, Age Discrimination Act, or the Boy Scouts of America Equal Access Act. The local Office for Civil Rights is located at 1010 Walnut Street, Suite 320, Kansas City, MO 64106; Phone (816) 268-0550 or 877-521-2172 (TTY); Email: OCR.KansasCity@ed.gov.

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.

SOCIAL MEDIA GUIDELINES

The Leavenworth School District 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 certified 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 you 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.