

2024-2025
Administrator/Director
Handbook

Unified School District #385
Andover, KS



POLICY DISCLAIMER

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

NOTICE OF NON-DISCRIMINATION

Andover USD 385 does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability in admission, access to, or treatment in its programs and activities. Any persons having inquiries concerning USD 385's compliance with regulations implementing Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, may contact the Assistant Superintendent for Human Resources, 1432 N. Andover Road, Andover, Kansas, 67002, (316-218-4661), who has been designated to coordinate the district's efforts to comply with these laws.

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Handbook for Administrator/Director Employees

Introduction

Purpose

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

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

The Mission of USD #385

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

Portrait of a Graduate

- Academic preparation**
 - Has skills and knowledge to pursue life goals
 - Has real-world experience to succeed after high school
- Collaboration and communication**
 - Works well with others
 - Values teamwork
- Innovative thinking**
 - Thinks critically and independently
 - Solves problems creatively
- Integrity and character**
 - Has strong work ethic
 - Does the right thing
- Resilience**
 - Learns from mistakes and failures
 - Adapts to an ever-changing world



Section I: *Definition of Personnel*

USD #385 administrators and directors shall include all staff members who are building or district office administrators, or those who are a director of a specific work group.

Glossary of Terms for Administrators and Directors

Group I Positions (260 Work Day)

A full-time administrator or director who is scheduled to work 260 work days a year. This normally applies to district office administrators, secondary principals and all directors.

Group II Positions (252 Work Day)

An administrator or director who is scheduled to work 252 work days a year. This normally applies to elementary principals and secondary assistant principals.

Section II: *Employment*

USD #385 is an equal opportunity employer. Discrimination on the basis of disability, race, color, creed, national origin, sex, age, or religion is prohibited under federal and state laws and board policy GAAA. Consideration for full-time, part-time, and seasonal employment will be based only on those factors which directly affect the applicant's ability to perform the job that would not conflict with any applicable federal or state law.

Building Administrators

Employees who have been issued an administrator contract with responsibilities within a specific student attendance center(s) in the district.

Contracts

All administrators and directors will be issued a contract for a one, two, or three-year basis. This arrangement is extended at the Board's option and can be canceled by the Board as stated in the work contract and/or Kansas law. Salary increases may be granted as determined by the Board.

Directors

Employees who have been issued an administrator/director contract with supervisory responsibilities for a specific work group in the district.

District Administrator

Employees who have been issued an administrator or director contract with responsibilities throughout the district.

Employment Status

All administrators and directors are employed on a contractual basis based on the terms stated in their employment contract.

Orientation

All new administrators and directors shall receive an orientation as designed by the superintendent or superintendent designee including access to this handbook.

Physical Health Examination

As a condition to entering employment, new employees are required to have a routine physical examination. A routine physical is defined per the "Report of Physical Examination" form. The required physical form and letter to the physician may be obtained at the District Office. The employee must present a district-approved form to the clerk that states "there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established...If at any time there is a reasonable cause to believe that any employee of the school district is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health." (K.S.A. 72-6266).

The expense of obtaining the initial certificate of health will be the responsibility of the employee. The Board of Education will reimburse the employee up to \$30.00 upon submission of the designated physician's billing statement and after completion of 30 working days of employment.

Positions

USD #385 will hire administrator and director personnel as the needs of the district dictate. Group I and II administrative and director employees will be employed by the Board from July 1 through June 30, or from August 1 through July 31, but will be subject to varying duty days contingent upon the needs of the district. Only in emergencies, and with the superintendent's approval, will spouses be assigned to work in the same building or location.

Qualifications and Duties

Comprehensive job descriptions for each administrator and director position are available in offices or with the Assistant Superintendent for Human Resources.

Recruitment

The district will recruit administrator and director personnel to fill existing or proposed vacancies. An applicant file will be maintained for all positions, and vacancy announcements for open jobs will be posted. Candidates for positions will be screened, and those with the best qualifications will be interviewed by the respective supervisors or board members. Following the interviews, a recommendation will be made to the board. All current staff members who would like to be considered for vacancies or transfers shall submit a written request to the Assistant Superintendent of Human Resources. All such requests will be handled in the same manner as outside applications.

Required Employment Documentation

Each employee must have the following records/forms on file in the District Office before the first day of employment:

- Application for employment
- KPERS Enrollment form – if employee is eligible
- K-4 withholding allowance certificate (State)
- W-4 withholding allowance certificate (Federal)

- Oath of Affirmation of Office or Employee form
- Certificate of Health for School Personnel form
- Immigration and Naturalization Services form
- Social Security Number
- Driver's license and/or driving record – if required for the position
- Background Check form

Any name, address or telephone changes must be updated online in the employee portal as soon as possible after a change has occurred. It is the employee's responsibility to ensure their employee information is updated in a timely manner.

Personnel files maintained by the district shall be confidential and in the custody of the appropriate supervisor and/or the district personnel designee. Employees have the right to inspect their files during regular business hours upon proper notification and under the supervision of a district office administrator.

Section III: *Benefits and Compensation*

Annuity Plan

All administrator and director employees may be eligible to participate in a "tax sheltered" annuity plan. Employees are responsible for informing their annuity companies and the payroll office of changes in their annuity plans. The change will become effective after all paperwork is submitted and completed.

Committee Pay

Building administrators and directors serving on paid district committees will be compensated for time outside the normal working hours at the following rates: Chair - \$1,000; total meeting time less than 6 hrs – no compensation; total meeting time 6 – 11 hrs - \$300; total meeting time 12+ hrs - \$600.

District administrators will not receive additional compensation for committee work. Committee work within individual buildings, i.e. site council, school improvement teams, etc., will not qualify for committee pay.

Direct Deposit

Direct Deposit payroll is provided for all employees at any participating banking institution of their choice. An enrollment form must be obtained from, completed, and submitted at the District Office.

Employee Assistance Program (Guardian Integrated Behavioral Health)

The Board provides an employee assistance program. For information about the program, contact your immediate supervisor or the Assistant Superintendent for Human Resources.

Family Medical Leave

(Reference Board Policy [GARI](#))

District employees shall be eligible for family and medical leave as set forth in federal law and regulations and pursuant to the plan approved by the board. All employees who qualify for leave are allowed 12 weeks during a 12-month period. All leave will require medical certification and will be

unpaid leave. Any approved Family and Medical Leave will run concurrently with any unused sick or vacation leave.

Leave will be documented using the “Rolling Year” method. The 12-month period is measured backward from the date an employee uses any FMLA leave. Each time the employee takes FMLA leave, the amount of leave available would equal the difference between any leave already used in the immediately preceding 12 months and the full allotment of 12 weeks.

Flex Work Days

Administrators and directors have the opportunity to “flex” the ½ day work days occurring at the end of the first and third nine weeks (October and March) by choosing to work either the four hours of contract time during the designated afternoons, or at other times in the calendar week where the ½ day work day falls, as determined by the administrator/director. While the Dr. Martin Luther King, Jr. day in January is a calendared work day, administrators and directors may trade a contract day (when school is not in session) or use other appropriate flex time for that day with approval of the Superintendent.

Health Insurance Plan

The board shall contribute toward the district health plan as designated on the individual’s employment contract.

Holidays

Level I and II administrators and directors will receive seventeen holidays per the annual administrative calendars. When the holiday falls on a weekend day, the district will designate an alternate date. Normally these holidays will include:

- Spring Break (5 days)*
- Memorial Day*
- Independence Day (Fourth of July)*
- Labor Day*
- Thanksgiving (3 days)*
- Winter Break (5 days)*
- New Year’s Day*

Jury Duty

Employees of the school district shall be excused for jury duty with no jeopardy to their employment. Under this arrangement, the employee may keep the compensation for jury or witness duty performed, and submit a copy of the compensation stub to the payroll department. This amount will be deducted from the employee’s pay.

Kansas Public Employees Retirement System (KPERs)

Employees who work for the district 630 hours or more per year will be required to be members of the Kansas Public Employees Retirement System (KPERs). Complete information concerning this program is available at the District Office. A portion of the employee’s gross wage is withheld from each pay period for KPERs as defined in the KPERs Membership Guide.

Leaves and Absences

Group I and II administrators and directors will receive twelve days of leave per contract year. Leave will be documented electronically using the Absence Management (formerly AESOP) system. Employees have an option of receiving compensation for unused sick/personal days at a rate as indicated in their individual employment contract or administrators and directors may contribute unused days to the Sick Leave Bank. Once sixteen (16) days have been contributed on behalf of the individual, the person is vested in the bank. Eligibility for use of days from the bank shall be the same as that noted in the Negotiated Agreement for Licensed staff.

In the rare instance that an administrator/director is granted a release from contract that results in the assessment of liquidated damages, paying out of any sick/personal leave and/or vacation days will be solely at the discretion of the superintendent.

With approval from the superintendent or designee, administrators and directors are given the option to swap designated holidays and off-contract days on the administrator calendar with designated work days during times when school is not in session. The only exceptions are those days when all district buildings are closed (the designated holidays on the 12 month classified calendar). As an example, work days and designated holidays over Christmas break can be interchanged, provided the work days do not occur on the three days that district buildings are closed.

Longevity Pay

Longevity pay will be provided as outlined with the certified staff per the Negotiated Agreement.

Payroll Check Distribution Calendar

Payroll checks for administrators and directors will be issued on or close to the 15th of the month.

PUMP Act

The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express milk.

Professional Organizations

The district will furnish membership for professional organizations not to exceed \$500 per year.

Administrators and directors are encouraged to be active members in appropriate professional organizations and attend various workshops and training sessions within budget constraints.

Return to Work

Any employee who is off work due to surgery or hospitalization, or off more than five days due to illness, shall be required to provide the District Office with a written doctor's release before the employee is allowed to return to work.

Salary Reduction Plan

District employees may participate in a salary reduction plan as provided by the district.

School Closings

In the event schools are closed for weather or other reasons during a normal working day, administrators and directors are expected to work, or take those days as a leave day, vacation, or pay deduction unless otherwise directed by the superintendent.

Section 125 Cafeteria Plan

Eligible employees may participate in the IRS Code Section 125 Cafeteria Fringe Benefit Program. The major advantage of the IRS approved cafeteria plan is that payroll deduction amounts for insurance premiums are not subject to income taxes. However, the IRS requires that the plan follow certain rules to qualify for the tax advantage. Details pertaining to the cafeteria plan are available at the District Office.

Unemployment Compensation

The Board, as provided by current law, shall provide unemployment compensation for all eligible employees.

Vacations

Group I and II administrators and directors will receive 20 days of vacation per contract year. Building administrators are to schedule their vacation time when students are not attending school. Vacations are to be approved in advance by the individual's supervisor.

Workers' Compensation

The Board shall provide workers' compensation coverage for all employees according to current statute and board policy (GAOE). Employees must notify the employer within 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers' compensation may be obtained from your supervisor or the district office.

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

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

Section IV: *General Information and Board Policies*

Absences

It is the employee's responsibility to notify his/her immediate supervisor when he/she is absent or will be late to work. When possible, this notification should occur prior to the time the employee normally reports to work. Absences are to be entered into the Absence Management system (formerly Aesop) no less than one hour prior to the start of the duty day. Absences requiring prior approval must be entered well in advance of the absence.

Accidents, On-the-Job Injury

If an accidental injury to an employee arises out of and in the course of employment, a claim based

upon such injury may be compensable. If an employee is injured on the job, the supervisor must be contacted immediately and a report made.

Bloodborne Pathogens

(Reference Board Policy [GARA](#))

As mandated by law, USD #385 has a policy concerning Bloodborne Pathogens.

CDL-Drug and Alcohol Testing

(Reference Board Policy [GAOD](#))

All employees who are performing safety-sensitive jobs for the district which require a commercial driver's license (CDL) shall be tested for drug and alcohol use. USD #385 Board of Education, as mandated by law, has a policy pertaining to drug and alcohol testing for employees who transport students or operate any district vehicle.

Complaints

(Refer to Board Policies [GAAB](#), [GAE](#))

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability. Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing, filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.

Personnel Evaluation

(Reference Board Policy [CEI/CGI/GBI/GCI](#))

The district shall maintain a formal performance evaluation plan for all employees.

Directors shall be evaluated at least annually. Upon completion, the report is to be signed by the evaluator and the employee, submitted to the superintendent and a copy given to the employee.

Licensed Administrators should be evaluated in compliance with state requirements and board policy.

Travel Reimbursements

The Request for Leave/Travel form must be completed and approved for travel to be reimbursed. When traveling, meals are reimbursed using per diem rates as allowed by the IRS. Itemized receipts and superintendent's approval will be required for any reimbursements that are not per diem. For use of a personal vehicle, including approved travel between buildings, staff members shall be reimbursed at the mileage rate allowed by the IRS. Mileage reimbursements must be submitted by the 15th of the month following the use of a personal vehicle. Travel within Butler and Sedgwick counties will be included in mileage allowance if included in the employee's contract.

Section V: *Code of Conduct*

Advertising & Promotion in Schools

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

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

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

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

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

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

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

Communicable Diseases

(Reference Board Policy [GAR](#))

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent or designee so that a proper reporting may be made to the county or joint board of health as required by current law. An employee afflicted with a communicable disease, dangerous to the public health, shall be required to be absent from duty for the duration of the contagiousness in order to give maximum health protection to other district or school employees and to students.

The board reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of a communicable disease.

No information regarding an employee with communicable diseases shall be released by district personnel without the employee's consent except to comply with state or federal law.

Conflict of Interest

(Reference Board Policy [GAG](#))

District employees are prohibited from engaging in any activity which may conflict with or detract from the effective performance of their duties.

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

Employees shall not engage in outside employment which impairs the effectiveness of their service.

Decision Making

Administrators and directors are allowed a great deal of decision making autonomy in the process of running their schools or departments. It is critical to remember, however, that the district is a "system" and it is necessary to have a systemic viewpoint when considering the factors that affect facilities, curricula, grounds, technology, etc. Decisions that impact any of these areas, regardless of funding source (grants, PTO, donations, budget, etc.) must be reviewed and approved by the appropriate district administrator prior to implementation.

Dress Code

The board expects appropriate professional dress for all administrators and directors. The immediate supervisor has the authority to determine appropriate dress for specific positions.

Drug-Free Schools and Communities Act/Drug Free Workplace

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

The possession, use, sale, distribution, or being under the influence of controlled substances and/or alcohol by school employees at school, on or while utilizing school property, or at school sponsored activities or events are prohibited. As a condition of employment in the district, employees shall abide by the terms of the board policy on drug and alcohol free schools/workplace.

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages on, in, or while utilizing school property or at any school-sponsored activities, programs, or events. An employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. Within 30 days after the notice of the conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings.

This is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish personnel disciplinary actions which may be taken under existing board policies or this

handbook.

Gifts

(Reference Board Policy [GAJ](#))

Employees are prohibited from receiving gifts from vendors or sales representatives. Premiums resulting from sales projects sponsored by the district shall become the property of the district. All other premiums, price reductions, and additional merchandise awarded based on district business shall become the property of the district.

Harassment - Sexual, Racial & Disability

(Ref. Board Policy [GAAC](#), [GAACA](#))

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

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

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

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

Keys (including Key Cards/Fobs)

Administrators and directors will be responsible for issuing door keys and maintaining an accurate up-to-date list of all people who have been issued keys. Building administrators are responsible for retrieving all keys provided to any employee when the employee is no longer a district employee or is assigned to another building.

Administrators and directors must notify the IT Department immediately if a key card/fob has been lost, stolen, or not turned in by an employee no longer with the district.

Building administrators shall submit a written request to the Director of Operations for additional keys. No keys shall be duplicated without permission.

Staff members shall not loan keys to students. A complete inventory of all keys shall be made at least once each year. Any loss of keys shall be reported immediately to the principal so that measures may be taken to protect district property.

Liquidated Damages / Resignation Incentive Payments

In order to assure adequate time to recruit and hire highly qualified personnel, requests for a release from contract made after May 1st of a contract year shall be subject to a case-by-case review by the Board of Education. In those cases where a release is granted, administrators/directors wanting release from their contract for any reason other than physician-certified medical disability shall pay to the Board liquidated damages as follows:

- A. If the administrator/director resigns after May 1 and on or before May 15, the parties agree that liquidated damages shall be in the amount of \$750.00.
- B. If the administrator/director resigns after May 15 and on or before June 1, the parties agree that liquidated damages shall be in the amount of \$1,500.00.
- C. If the administrator/director resigns after June 1, and before the first contract day, the parties agree that liquidated damages shall be in the amount of \$3,000.00.
- D. If the administrator/director resigns after the first contract day, the parties agree that the liquidated damages shall be in the amount of \$4,000.

It is further agreed that the amount of liquidated damages shall be paid by the administrator to the Board of Education prior to the Board granting a release from contract, unless the Board owes the administrator additional salary amounts, in which case the administrator consents and agrees to the deduction of the amount of the liquidated damages from the amount owed to the administrator by the Board.

Administrators/directors who will not be returning to work in USD 385 for the following contract year are eligible for incentive payments as follows:

- A. If the administrator resigns or retires on or before January 15, the parties agree that an incentive payment shall be received in the final paycheck in the amount of \$700.
- B. If the administrator resigns or retires after January 15, and on or before February 15, the parties agree that an incentive payment shall be received in the final paycheck in the amount of \$600.
- C. If the administrator/director resigns or retires by March 15, the parties agree that an incentive payment shall be received in the final paycheck in the amount of \$500.
- D. If the administrator/director resigns or retires after March 15, and on or before April 15, the parties agree that an incentive payment shall be received in the final paycheck in the amount of \$400.

Personal Property

The district does not provide insurance on employees' personal property and, therefore, does not assume any responsibility or liability for lost or stolen personal property. If an employee's personal property is broken, damaged, or stolen while the employee is on the job, replacement is the employee's responsibility.

Personnel Information

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of the privacy rights of personnel could result in disciplinary actions being taken against the employee, up to and including termination.

School Safety and Security

(Reference Board Policy [EBC](#))

Administrators are to notify all other school employees when they have knowledge of the following student behaviors:

1. the identity of any student who has been expelled for conduct which endangers the safety of others;
2. the identity of any student who has been expelled for commission of felony-type offenses;
3. the identity of any student who has been expelled for possession of a weapon;
4. the identity of any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life, and;
5. the identity of any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.
6. the identity of any student who may be a harm to him/herself and others.

Solicitation of Employees

(Reference Board Policy [GAI/GAG](#))

Unless permission is granted by the appropriate supervisor, solicitation of employees by a vendor, student, other school district employee or patron during normal duty hours is prohibited.

No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which may directly or indirectly benefit the school employee. No employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the building administrator.

Staff Protection

(Reference Board Policy [GAO](#))

An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance which threatens physical injury to others.

Staff-Student Relations

(Reference Board Policy [GAF](#))

Employees shall maintain relationships with students which are conducive to an effective educational environment. Employees shall not have any interaction of a sexual or racial nature with any student at any time regardless of the student's age or consent.

Student Information

(Reference Board Policy [IDAE](#))

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule which violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination.

Summer 4 Day Work Week

The district may elect to have a four day work week in the summer for administrators and classified staff.

Tobacco and Nicotine Delivery Device Use

(Reference Board Policy [GAOC](#))

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