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1 **G** **Personnel Policy Organization**

G

2
3 These policies are arranged in the following manner:

4
5 GA policies apply to all employees of the district.

6 GB policies apply to certified staff subject to the negotiated agreement.

7 GC policies apply to classified/non-certified staff.

8
9 For the purposes of the board's personnel policies

- 10 • the term 'certified staff' means any professional employee who has achieved at least a
11 bachelor's degree and is required to hold a license issued by a state agency for
12 employment with the district; and
13 • the term 'classified staff' means any employee paid on an hourly basis and/or those
14 employees paid via the professional/technical salary schedule.

15
16 Approved: June 12, 2001

17 Revised: November 25, 2003

18 Reviewed: March 29, 2011

19 Revised: November 12, 2019

1
2
3
4
5
6
7

GA Expense Reimbursement and Credit Cards

GA

See Policy GANA – Expense Reimbursement and Credit Cards.

Approved: November 25, 2003
Revised: March 29, 2011
Revised: October 14, 2014

1 **GAA Goals and Objectives**

GAA

2 (See BDA, CM and JA)

3
4 The goal of the personnel policies set forth in this policy section is to create the best
5 possible educational climate for the students of the school district. To this end, these personnel
6 policies are designed to prevent misunderstanding by the district's personnel of their duties,
7 responsibilities, and privileges.

8
9 All employees shall follow all applicable board policies, rules, regulations, and
10 supervisory directives.

11
12 All personnel handbooks shall be approved by the board and adopted, by reference, as a
13 part of these policies and rules.

14
15 Approved: January 20, 1982
16 Revised: August 15, 1990
17 Revised: June 12, 2001
18 Reviewed: March 29, 2011
19 Revised: October 11, 2022

1 **GAAA Equal Employment Opportunity and Nondiscrimination**
2 (Certified/Classified Staff)

GAAA

3
4 The board shall hire all employees on the basis of ability and the district's needs.

5
6 The district is an equal opportunity employer and shall not discriminate in its
7 employment practices and policies with respect to hiring, compensation, terms, conditions, or
8 privileges of employment because of an individual's race, color, religion, sex, national origin,
9 disability, age, or genetic information. Discrimination on any of these characteristics will not be
10 tolerated. The district will make reasonable accommodations to applicants and employees who
11 need them for medical or religious reasons, as required by law.

12
13 Inquiries regarding compliance may be directed to the Human Resources Department at
14 1511 Gypsum, PO Box 797, Salina, KS 67402, 785-309-4700 or to

15
16 Equal Employment Opportunity Commission
17 Gateway Tower II
18 400 State Ave., Suite 905
19 Kansas City, KS 66101
20 (913) 551-5655
21 kansascityintake@eeoc.gov

22
23 or

24
25 Kansas Human Rights Commission
26 900 SW Jackson, 568-S
27 Topeka, KS 66612-2818
28 (785) 296-3206
29 khrc@ks.gov

30
31 or

32
33 United States Department of Education
34 Office for Civil Rights
35 One Petticoat Lane
36 1010 Walnut Street, Suite 320
37 Kansas City, MO 64106
38 (816) 268-0550
39 OCR.KansasCity@ed.gov

40
41 Approved: January 20, 1982
42 Revised: August 15, 1990
43 Revised: February 19, 1992
44 Revised: June 12, 2001
45 Revised: October 24, 2006
46 Revised: March 29, 2011
47 Revised: November 8, 2016
48 Revised: November 12, 2019

1 **GAAB Complaints of Discrimination**

GAAB

2 (See GAAC, GAACA, JDDC, JGEC, JGECA, KN and KNA)

3
4 The district is committed to maintaining a working and learning environment free from
5 discrimination, insult, intimidation and harassment due to race, color, national origin, religion,
6 sex, age, genetic information, or disability.

7
8 Discrimination against any individuals on the basis of race, color, national origin, sex,
9 disability, age, genetic information, or religion in the admission to, access to, treatment, or
10 employment in the district's program and activities is prohibited. The executive director of
11 human resources/legal services, 1511 Gypsum, P.O. Box 797, Salina, KS 67402-0797,
12 compliance.coordinator@usd305.com, 785-309-4726 has been designated to coordinate
13 compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil
14 Rights Act of 1964 (with the exception of discrimination on the basis of sex), Section 504 of the
15 Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Age
16 Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of
17 1996, and the Food Stamp Act of 1977, as amended.

18
19 Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX
20 of the Education Amendments of 1972 and other federal and state laws regulating such
21 discrimination and discriminatory harassment, shall be handled in accordance with the
22 procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX
23 Coordinator at executive director of human resources/legal services, 1511 Gypsum, P.O. Box
24 797, Salina, KS 67402-0797, compliance.coordinator@usd305.com, 785-309-4726. More
25 information may be obtained on discrimination on the basis of sex by contacting the Title IX
26 coordinator.

27
28 Complaints alleging discrimination in child nutrition programs offered by the district
29 shall be handled in accordance with the procedures outlined in board policy KNA, and more
30 information may be obtained on procedures for filing such a complaint by contacting the district
31 compliance coordinator.

32
33 Unless otherwise provided in board policy, general complaints, those not alleging acts of
34 discrimination, will be resolved using the district's general complaint procedures in policy KN.

35
36 Any employee who engages in discriminatory, harassing, or retaliatory conduct shall be
37 subject to disciplinary action, up to and including termination.

38
39 Except as otherwise provided in this policy and board policies GAAC, JGEC, and KNA,
40 any incident of discrimination in any form shall promptly be reported to an employee's
41 immediate supervisor, the building principal, or the district compliance coordinator for
42 investigation and corrective action by the building or district compliance officer. Complaints
43 alleging discriminatory and/or harassing conduct on the part of the superintendent shall be
44 addressed to the board of education.

45
46 Except as otherwise provided in board policy regarding complaints of discrimination on

47 **GAAB Complaints of Discrimination**

GAAB-2

48 (See GAAC, GAACA, JDDC, JGEC, JGECA, KN and KNA)

49
50 the basis of sex or regarding child nutrition programs, complaints about discrimination, including
51 complaints of harassment, will be resolved through the following complaint procedures.

52
53 **Informal Procedures**

54 The building principal shall attempt to resolve complaints of discrimination or
55 harassment in an informal manner at the building level. Any school employee who receives a
56 complaint of such discrimination or harassment from a student, another employee, or any other
57 individual shall inform the individual of the employee’s obligation to report the complaint and
58 any proposed resolution of the complaint to the building principal. The building principal shall
59 discuss the complaint with the individual to determine if it can be resolved. If the matter is
60 resolved to the satisfaction of the individual, the building principal shall document the nature of
61 the complaint and the proposed resolution of the complaint and forward this record to the district
62 compliance coordinator. Within 20 days after the complaint is resolved in the manner, the
63 principal shall contact the complainant to determine if the resolution of the matter remains
64 acceptable.

65
66 If the matter is not resolved to the satisfaction of the individual in the meeting with the
67 principal, or if the individual does not believe the resolution remains acceptable, the individual
68 may initiate a formal complaint.

69
70 **Formal Complaint Procedures**

- 71
- 72 • A formal complaint shall be filed in writing and contain the name and address of the
73 person filing the complaint. The complaint shall briefly describe the alleged violation.
74 If an individual does not wish to file a written complaint, and the matter has not been
75 adequately resolved through the informal procedures described herein, the building
76 principal may initiate the complaint. Forms for filing written complaints are available
77 in each school building office and the central office.
 - 78 • A complaint should be filed as soon as possible after the conduct occurs but not later
79 than 180 days after the complainant becomes aware of the alleged violation, unless
80 the conduct forming the basis for the complaint is ongoing.
 - 81 • If appropriate, an investigation shall follow the filing of the complaint. If the
82 complaint is against the superintendent, the board may appoint an investigating
83 officer. In other instances, the investigation shall be conducted by the building
84 principal, the compliance coordinator, or another individual appointed by the board or
85 the superintendent. The investigation shall be informal but thorough. The complainant
86 and the respondent will be afforded an opportunity to submit written or oral evidence
87 relevant to the complaint and to provide names of potential witnesses who may have
88 useful information.
 - 89 • A written determination of the complaint’s validity and a description of the resolution
90 shall be issued by the investigator, and a copy shall be forwarded to the complainant
91 and the respondent within 30 days after the filing of the complaint. If the investigator
92 anticipates a determination will not be issued within 30 days after the filing of the
complaint, the investigator shall provide written notification to the parties including

93 **GAAB Complaints of Discrimination**

GAAB-3

94 (See GAAC, GAACA, JDDC, JGEC, JGECA, KN and KNA)

95
96 an anticipated deadline for completion. In no event shall the issuance of the written
97 determination be delayed longer than 10 days from the conclusion of the
98 investigation.

- 99 ○ If the investigation results in a recommendation that a student be suspended or
100 expelled, procedures outlined in board policy and state law governing student
101 suspension and expulsion will be followed.
- 102 ○ If the investigation results in a recommendation that an employee be
103 suspended without pay or terminated, procedures outlined in board policy, the
104 negotiated agreement (as applicable), and state law will be followed.
- 105 ● Records relating to the complaints filed and their resolution shall be forwarded to and
106 maintained in a confidential manner by the district compliance coordinator.

107
108 **Formal Complaint Appeal**

- 109 ● The complainant or respondent may appeal the determination of the complaint.
- 110 ● Appeals shall be heard by the district compliance coordinator, a hearing officer
111 appointed by the board or the superintendent, or by the board itself.
- 112 ● The request to appeal the resolution shall be made within 20 days after the date of the
113 written determination of the complaint at the lower level.
- 114 ● The appeal officer shall review the evidence gathered by the investigator at the lower
115 level and the investigator’s report and shall afford the complainant and the respondent
116 an opportunity to submit further evidence, orally or in writing, within 10 days after
117 the appeal is filed.
- 118 ● The appeal officer will issue a determination of the complaint’s validity on appeal
119 and a description of its resolution within 30 days after the appeal is filed.

120
121 If it has been determined at any level that discrimination or harassment has occurred, the
122 district will take prompt, remedial action to prevent its reoccurrence. The district prohibits
123 retaliation or discrimination against any person for opposing discrimination, including
124 harassment; for participating in the complaint process; or making a complaint, testifying,
125 assisting, or participating in any investigation, proceeding, or hearing.

126
127 Use of this complaint procedures is not a prerequisite to the pursuit of any other remedies
128 including the right to file a complaint with the Office for Civil Rights of the U.S. Department of
129 Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights
130 Commission.

131
132 Approved: June 12, 2001
133 Revised: December 8, 2009
134 Revised: March 29, 2011
135 Revised: March 13, 2012
136 Revised: November 10, 2015
137 Revised: November 12, 2019
138 Revised: October 13, 2020

139 **GAAB Complaints of Discrimination** **GAAB-4**
140 (See GAAC, GAACA, JDDC, JGEC, JGECA, KN and KNA)
141
142 Revised: February 14, 2023

1 **GAAC Sexual Harassment**

GAAC

(Certified/Classified Staff)

2
3
4 The board of education is committed to providing a positive and productive working and
5 learning environment, free from discrimination on the basis of sex, including sexual harassment.
6 The district does not discriminate on the basis of sex in admissions, employment or the
7 educational programs or activities it operates and is prohibited by Title IX from engaging in such
8 discrimination. Discrimination on the basis of sex, including sexual harassment, will not be
9 tolerated in the school district. Discrimination on the basis of sex of employees or students of the
10 district in any district education program or activity is strictly prohibited.

11
12 Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the
13 Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts
14 Against Discrimination. All forms of sexual harassment are prohibited at school, on school
15 property, and at all school-sponsored activities, programs or events within the United States.

16
17 It shall be a violation for any employee to discourage a student or another employee from
18 filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under
19 the provisions of this policy. Violation of this policy by any employee shall result in disciplinary
20 action, up to and including termination.

21
22 Sexual harassment shall include conduct on the basis of sex involving one or more of the
23 following: (1) a district employee conditioning the provision of an aid, benefit, or service of the
24 district on an individual's participation in unwelcomed sexual conduct; (2) unwelcome conduct
25 determined by a reasonable person to be so severe, pervasive, and objectively offensive that it
26 effectively denies a person equal access to the district's educational program or activity; or (3)
27 sexual assault, dating violence, domestic violence, or stalking.

28
29 Sexual harassment may result from verbal or physical conduct or written or graphic
30 material. Sexual harassment may include, but is not limited to, verbal harassment or abuse of a
31 sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or
32 demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement
33 accompanied by implied or explicit threats concerning an employee's job status.

34
35 The district encourages all victims of sexual harassment and persons with knowledge of
36 such harassment to report the harassment immediately. Complaints of sexual harassment will be
37 promptly investigated and resolved. Any person may make a verbal or written report of sex
38 discrimination by any means and at any time.

39
40 The executive director of human resources has been designated to coordinate compliance
41 with nondiscrimination requirements contained in Title IX of the Education Amendments of
42 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and
43 the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and
44 the rights provided thereunder, or about the application of Title IX to the district is available
45 from the Title IX Coordinator:

49 (Certified/Classified Staff)

50
51 Executive Director of Human Resources
52 1511 Gypsum
53 P.O. Box 797
54 Salina, KS 67402-0797
55 compliance.coordinator@usd305.com
56 785-309-4726
57

58 Inquiries about the application of Title IX to the district may also be referred to the
59 Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights,
60 400 Maryland Avenue, SW, Washington D.C. 20202-1100, 800-421-3481, or at OCR@ed.gov,
61 or both.
62

63 Response to Harassment Complaints

64 The district takes all reports of sexual harassment seriously and will respond
65 meaningfully to every report of discrimination based on sex, including sexual harassment, of
66 which the district has actual knowledge. Employees who believe they have been subjected to
67 sexual harassment should discuss the problem with their immediate supervisor, the executive
68 director of human resources or the superintendent. If an employee’s immediate supervisor is the
69 alleged harasser, the employee should report the problem to the Title IX Coordinator or the
70 superintendent.
71

72 All employees receiving reports of alleged sexual harassment shall notify the Title IX
73 Coordinator.
74

75 Definitions

76 The following definitions apply to the district in responding to complaints of sexual
77 discrimination including sexual harassment as defined by Title IX of the Education Amendments
78 of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.
79

80 The “complainant” means an individual who is alleged to be a victim of conduct that
81 could constitute sexual harassment.
82

83 “Dating violence” means violence committed by a person who is or has been in a social
84 relationship of a romantic or intimate nature with the victim where the existence of such a
85 relationship shall be determined based on a consideration of the length of the relationship, the
86 type of relationship, and the frequency of interaction between the persons involved.
87

88 The “decision-maker” reviews all the evidence and prepares an impartial written
89 responsibility determination as to whether the alleged conduct occurred and provides an
90 opportunity for the parties and their representatives to prepare written questions to be answered
91 by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.
92

93 “Domestic violence” includes crimes of violence committed by a person who is a current
94 or former spouse, partner, person with whom the victim shares a child, or who is or has
95 cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the

97

98

99 victim under Kansas or applicable federal law, or by any other person against an adult or youth
100 victim having protection from such person's acts by Kansas or applicable federal law.

101

102 A "formal complaint" means a document filed by a complainant or signed by the Title IX
103 Coordinator alleging sexual harassment against a respondent and requesting that the district
104 investigate the allegation of sexual harassment.

105

106 The "investigator" is the person who carries out the investigation after the formal
107 complaint is filed and conducts interviews of the witnesses, collects and documents evidence,
108 and drafts an investigative report.

109

110 A "respondent" is an individual who has been reported to be the perpetrator of conduct
111 that could constitute sexual harassment.

112

113 "Sexual assault" means an offense classified as a forcible or non-forcible sex offense
114 under the uniform crime reporting system of the Federal Bureau of Investigation.

115

116 "Stalking" means engaging in a course of conduct directed at a specific person that would
117 cause a reasonable person to fear for his or her safety or the safety of others or to suffer
118 substantial emotional distress.

119

120 The "Title IX Coordinator" is the individual designated at the district level who has
121 responsibility to coordinate compliance with Title IX of the Education Amendments of 1972,
122 Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the
123 Kansas Act Against Discrimination. The Title IX Coordinator's responsibilities include, but are
124 not limited to, developing materials and ensuring professional development occurs for staff
125 involved in Title IX compliance, creating systems to centralize records, gathering relevant data,
126 contacting the complainant (and/or parents or guardians, if applicable) once the district has actual
127 knowledge of alleged sexual harassment, coordinating the implementation of supportive
128 measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies
129 are implemented.

130

131 The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates
132 an informal resolution process shall not have a conflict of interest or bias for or against the
133 complainant or respondent. These individuals shall receive training on the definition of sexual
134 harassment; the scope of the education program and activities; how to conduct an investigation,
135 including appeals and informal resolution processes; and how to serve impartially, including
136 avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive
137 training on issues of relevance of questions and evidence, including when questions and evidence
138 about the complainant's sexual predisposition or prior sexual behaviors are not relevant.
139 Investigators shall receive training on issues of relevance of questions and evidence in order for
140 them to create investigative reports that fairly summarize relevant evidence.

141

142 Any employee who witnesses an act of sexual harassment or receives a complaint of
143 harassment from another employee or a student shall report the complaint to his/her immediate

145 (Certified/Classified Staff)

146

147 supervisor, the Title IX Coordinator, or the superintendent. Employees who fail to report
148 complaints or incidents of sexual harassment to appropriate school officials may face
149 disciplinary action. District officials who fail to investigate and take appropriate corrective
150 action in response to complaints of sexual harassment may also face disciplinary action.

151

152 Complaints received will be investigated to determine whether, under the totality of the
153 circumstances, the alleged behavior constitutes sexual harassment under the definition outlined
154 above. Unacceptable conduct may or may not constitute sexual harassment, depending on the
155 nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unac-
156 ceptable but do not constitute harassment may also result in employee discipline.

157

158 If discrimination or harassment has occurred, the district will take prompt, remedial
159 action to stop it and prevent its reoccurrence.

160

161 The Title IX Coordinator shall promptly respond in a meaningful way to any reports of
162 sexual discrimination including sexual harassment of which the district has actual knowledge as
163 follow:

164

- 165 • contact the complainant within 10 business days and discuss the availability of
166 supportive measures, with or without the filing of a formal complaint, and consider
167 the complainant's wishes as to supportive measures; and
- 168 • inform the complainant of the right to a formal complaint investigation consistent
169 with Title IX and the informal resolution process.

169

170 Supportive Measures

171 The district will treat the complainant and respondent equitably by offering supportive
172 measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as
173 reasonably available, and without cost to the complainant or the respondent. Supportive
174 measures are designed to restore or preserve equal access to the education program or activity
175 without unreasonably burdening the other party. "Support Measures" shall include, but not be
176 limited to, measures designed to protect the safety of all parties, to protect the district's
177 educational environment, or to deter sexual harassment. These measures may include counseling,
178 extensions of deadlines or course-related adjustments, modifications of work or class schedules,
179 escort services, mutual restrictions on contact between the parties, changes in work locations,
180 leaves of absence, increased security and monitoring, and other similar measures. The Title IX
181 Coordinator is responsible for coordinating the effective implementation of supportive measures.

182

183 Formal Complaint

184 No investigation of alleged sexual harassment may occur until after a formal complaint
185 has been filed.

186

187 A formal complaint is a document filed by the complainant or signed by the Title IX
188 Coordinator alleging sexual harassment and requesting an investigation. The procedures for
189 filing a formal complaint are as follows.

190

192 (Certified/Classified Staff)

193

- 194 • At the time of filing a formal complaint, a complainant must be participating in or
195 attempting to participate in the education program or activity of the district
196 concerning which the formal complaint is filed.
- 197 • A formal complaint should be filed in writing and contain the name and address of
198 the person filing the complaint. The complaint should briefly describe the alleged
199 violation. Filing of the complaint with the Title IX Coordinator may be done in
200 person, by mail, or by email. If an individual does not wish to file a written
201 complaint, and the matter has not been adequately resolved, the Title IX Coordinator
202 may initiate the complaint. Forms for filing written complaints are available in each
203 school building office and the central office.
- 204 • A complaint should be filed as soon as possible after the conduct occurs, but not later
205 than 180 calendar days after the complainant becomes aware of the alleged violation,
206 unless the conduct forming the basis for the complaint is ongoing.
- 207 • An investigation shall follow the filing of the complaint. If the complaint is against
208 the superintendent, the board shall appoint an investigating officer. In other instances,
209 the investigation shall be conducted by a qualified individual designated by the Title
210 IX Coordinator or another individual appointed by the board. The investigation shall
211 be thorough. All interested persons, including the complainant and the respondent,
212 will be afforded an opportunity to submit written or oral evidence relevant to the
213 complaint.

214

215 **Formal Complaint Notice Requirements**216 Upon filing of a formal complaint, the district shall provide written notice to the known
217 parties including:

- 218 • notice of the allegations of sexual harassment including sufficient details to prepare a
219 response before any initial interview including:
 - 220 ○ the identities of the parties involved, if known;
 - 221 ○ the conduct allegedly constituting sexual harassment; and
 - 222 ○ the date and location of the alleged incident, if known.
- 223 • the district's investigation procedures, including any informal resolution process;
- 224 • a statement that the respondent is presumed not responsible for the alleged conduct
225 and that a determination regarding responsibility will be made by the decision-maker
226 at the conclusion of the investigation;
- 227 • notice to the parties they may have an advisor of their choice and may inspect and
228 review any evidence; and
- 229 • notice to the parties of any provision to the district's code of conduct or policy that
230 prohibits knowingly making false statements or knowingly submitting false
231 information.

232

233 If, in the course of an investigation, the investigator decides to investigate allegations
234 about the complainant or respondent that are not included in the notice initially provided, notice
235 of the additional allegations shall be provided to known parties.

236

237

239 (Certified/Classified Staff)

240

241 Formal Complaint Investigation Procedures242 To ensure a complete and thorough investigation and to protect the parties, the
243 investigator shall:

- 244 • ensure that the preponderance of the evidence burden of proof and the burden of
245 gathering evidence is sufficient to reach a determination regarding responsibility rests
246 on the district and not the parties;
- 247 • provide an equal opportunity for the parties to present witnesses and evidence;
- 248 • not restrict either party's ability to discuss the allegations under investigation or to
249 gather and present relevant evidence;
- 250 • allow the parties to be accompanied with an advisor of the party's choice;
- 251 • provide written notice of the date, time, location, participants, and purpose of any
252 interview, meeting, or hearing at which a party is expected to participate;
- 253 • provide the parties equal access to review all the evidence collected which is directly
254 related to the allegations raised in a formal complaint, including the investigation
255 report, and the opportunity to respond to that evidence before a determination is
256 made;
- 257 • be impartial and objectively evaluate all relevant evidence without relying on sex
258 stereotypes;
- 259 • not have conflicts of interest or bias for or against complainants or respondent; and
- 260 • not make credibility determinations based on the individual's status as complainant,
261 respondent, or witness.

262

263 Formal Complaint Investigation Report264 The investigator shall prepare an investigative report that fairly summarizes relevant
265 evidence and share the report with the parties and their advisors for review and response.
266

267 Before completing the investigative report, the investigator must send each party and
268 their advisors the investigative report for review and allow the parties 10 days to submit a written
269 response for the investigator's consideration.

270

271 Decision-Maker's Determination

272 Upon receiving the investigator's report, the decision-maker must make a determination
273 regarding responsibility and afford each party the opportunity to submit written, relevant
274 questions that the parties want asked of any party or witness, provide each party with the
275 answers, and allow for additional, limited follow-up questions.

276

277 The decision-maker must issue a written determination regarding responsibility based on
278 a preponderance of the evidence. The decision-maker's written determination shall:

- 279 • identify the allegations potentially constituting sexual harassment;
- 280 • describe the procedural steps taken, including any notifications to the parties, site
281 visits, methods used to gather evidence, and interviews;
- 282 • include the findings of fact supporting the determination;
- 283 • address any district policies and/or conduct rules which apply to the facts;
- 284 • a statement of, and rational for, the result as to each allegation, including a

286 (Certified/Classified Staff)

287

- 288 • determination regarding responsibility; and
- 289 • the procedures and permissible bases for the complainant and/or respondent to appeal
- 290 the determination.

291

292 The written determination may, but is not required to, recommend disciplinary sanctions
293 and any remedies designed to preserve access to the educational program or activity that may be
294 provided by the district to the complainant.

295

296 A copy of the written determination shall be provided to both parties simultaneously.

297

298 The range of disciplinary sanctions and remedies may include, but may not be limited to,
299 supportive measures, short-term suspension, long-term suspension, expulsion for students, and/or
300 termination for employees. Complainants and respondents shall be treated equitably by providing
301 remedies to a complainant where a determination of responsibility for sexual harassment has
302 been made. The Title IX Coordinator is responsible for the effective implementation of any
303 remedies. If the investigation results in a recommendation that a student be suspended or
304 expelled, procedures outlined in board policy and state law governing student suspension and
305 expulsion will be followed.

306

307 If the investigation results in a recommendation that an employee be suspended with or
308 without pay or terminated, procedures outlined in board policy, the negotiated agreement (as
309 applicable) and/or state law will be followed.

310

311 Records relating to complaints filed and their resolution shall be maintained by the Title
312 IX Coordinator for seven years.

313

314 The decision becomes final on the date the parties receive the results of an appeal, if any
315 appeal is filed, or on the date the opportunity for an appeal expires.

316

317 Appeals

318 The complainant or respondent may appeal the decision-maker's determination regarding
319 responsibility or a dismissal of a formal complaint, on the following bases:

320

- 321 • procedural irregularity that affected the outcomes;
- 322 • new evidence that was not reasonably available at the time that could affect the
323 outcome; and/or
- 324 • the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or
325 bias against either party that affected the outcome.

325

326 The request to appeal shall be made in writing to the Title IX Coordinator within 10 days
327 after the date of the written determination. Appeals shall be a review of the record by an
328 attorney, an independent hearing officer appointed by the board, or the board. The appeal
329 decision-maker may not be the Title IX Coordinator, the investigator, or the decision-maker from
330 the original determination.

331

333

334

335 The appeal decision-maker will issue a written decision within 30 days after the appeal is
336 filed. The appeal decision-maker will describe the result of the appeal and the rationale for the
337 result.

338

339 The appeal decision-maker shall:

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352 Informal Resolution Process

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354

355

356

353 At any time during the formal complaint process and prior to reaching a determination
354 regarding responsibility, the district may facilitate an informal resolution process, such as
355 mediation, that does not involve a full investigation and determination of responsibility.

356

357

358

359

357 The informal resolution process may be facilitated by a trained educational professional,
358 consultant, or other individual selected by the Title IX Coordinator under the following
359 conditions:

360

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370

- 360 • the parties are provided a written notice disclosing the allegations, the requirements
361 of the informal resolution process, information on when it may preclude the parties
362 from resuming a formal complaint arising from the same allegations;
- 363 • at any time prior to agreeing to a resolution, any party has the right to withdraw from
364 the informal resolution process and resume the investigation of the formal complaint
365 and be informed of any consequences resulting from participating in the informal
366 resolution process;
- 367 • the parties voluntarily and in writing consent to the informal resolution process; and
- 368 • the informal resolution process cannot be used to resolve allegations that an employee
369 sexually harassed a student.

371

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378

371 If the matter is resolved to the satisfaction of the parties, the facilitator shall document the
372 nature of the complaint and the proposed resolution, have both parties sign the documentation
373 and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the
374 complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to
375 determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if
376 the individual does not believe the resolution remains acceptable within 20 days after the
377 informal resolution document is executed, the individual or the Title IX Coordinator may
378 proceed with the formal complaint process.

380 (Certified/Classified Staff)

381

382 If discrimination or harassment has occurred, the district will take prompt, remedial
383 action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any
384 person for opposing discrimination, including harassment, for participating in the complaint
385 process, or making a complaint, testifying, assisting, or participating in any investigation,
386 proceeding, or appeal.

387

388 Use of this complaint procedure is not a prerequisite to the pursuit of any remedies,
389 including the right to file a complaint with the Office for Civil Rights of the U.S. Department of
390 Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights
391 Commission.

392

393 Initiation of a complaint of sexual harassment in good faith will not adversely affect the
394 job security or status of an employee, nor will it affect his or her compensation. Any act of
395 retaliation or discrimination against any person who has filed a complaint or testified, assisted, or
396 participated in an investigation, proceeding, or hearing involving discrimination including sexual
397 harassment is prohibited. Any person who retaliates is subject to immediate disciplinary action,
398 up to and including termination of employment.

399

400 To the extent possible, while still following the above procedures, confidentiality will be
401 maintained throughout the investigation and resolution of a complaint. The desire for
402 confidentiality must be balanced with the district's obligation to conduct a thorough
403 investigation, to provide supportive measures to both parties, to take appropriate corrective
404 action, and to provide due process to the complainant and the respondent.

405

406 False or malicious complaints of sexual harassment may result in corrective or
407 disciplinary action up to and including termination of employment.

408

409 A summary of this policy and the complaint procedures including how to report or file a
410 formal complaint of sex discrimination or sexual harassment shall be posted in each district
411 facility, shall be published in employee handbooks, on the district website, and as otherwise
412 directed by the superintendent. Notification of the policy may include posting information
413 notices, publishing in local newspapers, publishing in newspapers and magazines operated by the
414 school, or distributing memoranda or other written communications to students and employees.
415 In addition, the district is required to include a statement of nondiscriminatory policy in any
416 bulletins, announcements, publications, catalogs, application forms, or other recruitment
417 materials that are made available to participants, students, applicants, or employees.

418

419 Approved: April 6, 1994

420 Revised: June 12, 2001

421 Reviewed: December 9, 2003

422 Revised: July 12, 2005

423 Revised: March 29, 2011

424 Revised: November 10, 2015

425 Revised: February 26, 2019

426 Revised: October 13, 2020

427 Revised: August 10, 2021

1 **GAACA Racial and Disability Harassment: Employees**

GAACA

2 (Certified/Classified Staff) (See GAF, JGECA, KN)

3
4 The board of education is committed to providing a positive and productive working and
5 learning environment, free from discrimination, including harassment, on the basis of race, color,
6 national origin, or disability. Racial and disability harassment will not be tolerated in the school
7 district. Racial or disability harassment of employees or students of the district in any district
8 education program or activity is strictly prohibited.

9
10 Racial harassment is unlawful discrimination on the basis of race, color or national origin
11 under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination.
12 Disability harassment is unlawful discrimination on the basis of disability under Section 504 of
13 the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and
14 disability harassment are prohibited at school, on school property, and at all school-sponsored
15 activities, programs or events.

16
17 It shall be a violation for any employee to discourage a student or another employee from
18 filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under
19 the provisions of this policy. Violations of this policy by any employee shall result in
20 disciplinary action, up to and including termination.

21
22 Harassment prohibited by this policy includes racially or disability-motivated conduct
23 which

- 24 • affords an employee different treatment, solely on the basis of race, color, national
25 origin, or disability, in a manner which interferes with or limits the ability of the
26 employee to participate in or benefit from the services, activities or programs of the
27 school; or
- 28 • is sufficiently severe, pervasive or persistent so as to have the purpose or effect of
29 creating a hostile working environment; or
- 30 • is sufficiently severe, pervasive or persistent so as to have the purpose or effect of
31 interfering with an individual's work performance or employment opportunities.

32
33 Racial or disability harassment may result from verbal or physical conduct or written or
34 graphic material.

35
36 The district encourages all victims of racial or disability harassment and persons with
37 knowledge of such harassment to report the harassment immediately. Complaints of racial or
38 disability harassment will be promptly investigated and quickly resolved.

39
40 Employees who believe they have been subjected to racial or disability harassment
41 should discuss the problem with their immediate supervisor. If an employee's immediate
42 supervisor is the alleged harasser, the employee should discuss the problem with the building
43 principal or the executive director of human resources. Employees who do not believe the matter
44 is appropriately resolved through this meeting may file a formal complaint under the district's
45 discrimination complaint procedure in policy KN.

46 **GAACA Racial and Disability Harassment: Employees**
47 (Certified/Classified Staff)

GAACA-2

48
49 Complaints received will be investigated to determine whether, under the totality of the
50 circumstances, the alleged behavior constitutes racial or disability harassment under the definitions
51 outlined above. Unacceptable conduct may or may not constitute racial or disability harassment,
52 depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors
53 which are unacceptable but do not constitute harassment may also result in employee discipline.

54
55 If discrimination or harassment has occurred, the district will take prompt, remedial action to
56 prevent its reoccurrence.

57
58 Any employee who witnesses an act of racial or disability harassment or receives a
59 complaint of harassment from another employee or a student shall report the complaint to their
60 immediate supervisor, the executive director of human resources or the superintendent. Employees
61 who fail to report complaints or incidents of racial or disability harassment to appropriate school
62 officials may face disciplinary action. School administrators who fail to investigate and take
63 appropriate corrective action in response to complaints of racial or disability harassment may also
64 face disciplinary action, up to and including termination.

65
66 Initiation of a complaint of racial or disability harassment in good faith will not adversely
67 affect the job security or status of an employee, nor will it affect his or her compensation. Any act
68 of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or
69 participated in any investigation, proceeding, or hearing involving a racial or disability harassment
70 complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to
71 and including termination from employment.

72
73 To the extent possible, confidentiality will be maintained throughout the investigation of a
74 complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a
75 thorough investigation, to take appropriate corrective action, or to provide due process to the
76 accused.

77
78 False or malicious complaints of racial or disability harassment may result in corrective or
79 disciplinary action against the complainant.

80
81 A summary of this policy shall be posted in each district facility and shall be published in
82 employee handbooks, on the district website, and as otherwise directed by the superintendent.
83 Notification of the policy shall be included in the school newsletter or published in the local
84 newspaper annually.

85
86 Approved: June 12, 2001
87 Reviewed: December 9, 2003
88 Revised: March 29, 2011
89 Revised: November 10, 2015
90 Revised: February 26, 2019
91 Revised: August 10, 2021

2
3 Any district employee who has reason to know or suspect a child has been injured as a
4 result of physical, mental, or emotional abuse or neglect or sexual abuse, shall promptly report
5 the matter to the local Kansas Department for Children and Families (DCF) office or to the local
6 law enforcement agency if the DCF office is not open. Employees may file a report of suspected
7 abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement
8 officials. The Code for Care of Children also provides civil immunity from prosecution if the
9 report is made in good faith.

10
11 The employee making the report will not contact the child's family or any other persons
12 to determine the cause of the suspected abuse or neglect.

13
14 DCF or Law Enforcement Access to Students on School Premises

15 The building principal shall allow a student to be interviewed by DCF or law
16 enforcement representatives on school premises to investigate suspected child abuse and shall act
17 as appropriate to facilitate the agency's access to the child and to protect the student's interests
18 during the process. State law grants the investigating agency the authority to determine whether a
19 school employee may be present while the interview is being conducted, taking into account the
20 child's best interests. If asked to sit in on the interview by the agency representative conducting
21 it, the building principal thereof shall oblige such request in order to provide comfort to the child
22 throughout the process and to facilitate the investigation.

23
24 Cooperation Between School and Agencies

25 Principals shall work with DCF and law enforcement agencies to develop a plan of
26 cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety
27 is not compromised, law enforcement officers investigating complaints of suspected child abuse
28 or neglect on school property shall not be in uniform.

29
30 Reporting Procedure

31 The employee shall promptly report to the local DCF office or law enforcement if DCF is
32 closed. The employee shall inform the building administrator immediately after the report is
33 made.

34
35 If appropriate, the principal may confer with the school's social worker, guidance
36 counselor or psychologist. At no time shall the principal or any other staff member prevent or
37 interfere with the making of a suspected child abuse report.

38
39 If available, the following information shall be given by the person making the initial
40 report: name, address, and age of the student; name and address of the parents or guardians;
41 nature and extent of injuries or description of neglect or abuse; and any other information that
42 might help establish the cause of the child's condition.

43
44 Any personal interview or physical inspection of the child by any school employee shall
45 be conducted in an appropriate manner with an adult witness present.

46
47 State law provides that anyone making a report in good faith and without malice shall be
48 immune from any civil liability that might otherwise be incurred or imposed.

50

51 Mobile Crisis Helpline

52 Crisis support for Kansas families and children to resolve an emotional, psychiatric, or
53 behavioral health crisis is available through the Department of Children and Families Mobile
54 Crisis Helpline, 1-833-441-2240, including:

55

- 56 • problem-solving to resolve behavioral health crisis;
- 57 • referral to community resources or recommendation to engage in stabilization
58 services;
- 59 • in-person support via mobile crisis response, and
- 60 • contacting mobile crisis response unit to assist in emergency situations.

61

62 Services are available to all Kansans 20 years of age or younger, including anyone in
63 foster care or formerly in foster care.

64

65 Annual Training

66 Annual training for all school employees on child abuse and neglect reporting
67 requirements shall be provided, and documentation of the training shall be maintained.

68

69 Approved: June 12 2001
70 Revised: November 13, 2007
71 Reviewed: March 29, 2011
72 Revised: November 13, 2012
73 Revised: October 13, 2020
74 Revised: April 12, 2022

1 **GAAE Bullying**

GAAE

2 (See GAAB, JCE, JGEC, JGECA, JDD and EBC)

3
4 The board prohibits acts of bullying in any form, including cyberbullying, on or with
5 district property, in district vehicles or at district-sponsored activities or events. The board
6 believes that a safe, healthy and supportive environment during all school-related functions is
7 necessary for students to learn and achieve high academic standards. Bullying, like other
8 disruptive or violent behaviors, is conduct that interferes with both a student’s ability to learn and
9 the district’s ability to educate students. All Salina USD 305 staff members, students, parents and
10 volunteers are expected to treat others with dignity, civility and respect and to refuse to tolerate
11 bullying in order to provide positive examples for acceptable student behavior.

12
13 Bullying is defined as any intentional gesture or any intentional written, verbal or
14 physical act or threat by any student, staff member or parent towards a student or towards a staff
15 member which is sufficiently severe, persistent or pervasive to create an intimidating, threatening
16 or abusive educational environment that a reasonable person, under the circumstances, knows or
17 should know will have the effect of

- 18
19 • harming a student or staff member, whether physically or mentally,
20 • damaging a student’s or staff member’s property,
21 • placing a student or staff member in reasonable fear of harm to the student or staff
22 member, or
23 • placing a student or staff member in reasonable fear of damage to the student’s or
24 staff member’s property.

25
26 “Cyberbullying” is defined as bullying by use of any electronic communication device
27 through means, including, but not limited to, email, instant messaging, text messages, blogs,
28 mobile phones, pagers, online games and websites.

29
30 “District vehicle” means any school bus, school van, other school vehicle and private
31 vehicle used to transport students or staff members to and from school or any school-sponsored
32 activity or event.

33
34 The board expects students to conduct themselves in a manner in keeping with their
35 levels of development, maturity, and demonstrated capabilities with a proper regard for the rights
36 and welfare of other students, school staff and volunteers.

37
38 The board believes the standards for appropriate student behavior must be established
39 cooperatively with input from students, parents/guardians, staff and the community. These
40 standards must encourage the development of student self-discipline in an atmosphere of respect
41 for self and others and respect for district and community property.

42
43 The board believes that the best discipline is acceptance of personal responsibility and is
44 self-imposed. It is the responsibility of staff to use disciplinary situations as opportunities for
45 helping students learn to assume responsibility and to learn from the consequences of their
46 behavior. Staff members who interact with students shall apply best practices designed to *prevent*
47 discipline problems and encourage students’ abilities to develop self-discipline.

49
50 The district prohibits both active and passive bystander support for acts of bullying. The
51 staff should encourage students to support students who walk away from these acts when this
52 would defuse the situation, constructively attempt to stop them, or report them to the designated
53 authority.

54
55 The board requires school administrators to develop and implement procedures ensuring
56 that individualized attention be given to both perpetrators and victims of bullying, when
57 incidents occur. It is important not to target either bully or victim for criticism, but rather to
58 make sure that all the factors contributing to the bullying are recognized and understood.

59
60 Complaint Procedures

61 It is the responsibility of all students, staff members and volunteers to report acts of
62 bullying. All reports of bullying will be taken seriously. Staff members receiving the reports will
63 record the details as reported. The school staff or administrator will support students, coworkers
64 and volunteers making such reports and protect against any potential retaliation. An investigation
65 to determine the facts will take place immediately or as soon as practicable in order to verify the
66 validity and seriousness of the report.

67
68 Filing a report in good faith will not reflect upon the individual’s status, nor will it affect
69 his or her grades, employment or volunteer status with the district. The district shall keep the
70 complaint confidential for both the accused and the accuser, until such time as the misconduct is
71 confirmed and sanctions are imposed.

72
73 The board specifically prohibits any person from falsely accusing another as a means of
74 bullying. The consequences and appropriate remedial action for a *student* found to have falsely
75 accused another as a means of bullying may range from positive behavioral interventions up to
76 and including suspension or expulsion. A *school employee* found to have falsely accused another
77 as a means of bullying shall be disciplined in accordance with district policies, procedures, and
78 agreements.

79
80 The board prohibits reprisal or retaliation against any person who reports an act of
81 bullying. The consequences and appropriate remedial action for a person who engages in reprisal
82 or retaliation shall be determined by the administrator after consideration of the nature, severity,
83 and circumstances of the act.

- 84
85 Approved: October 28, 2008
86 Reviewed: March 29, 2011
87 Revised: October 8, 2013
88 Revised: November 8, 2016
89 Revised: April 12, 2022

1 **GAAF Emergency Safety Intervention**

GAAF

2 (See GAO, JRB, JQ and KN)

3
4 The board is committed to limiting the use of Emergency Safety Intervention (ESI), such
5 as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a
6 student’s conduct necessitates the use of an emergency safety intervention as defined below.
7 The board encourages all employees to utilize other behavioral management tools, including
8 prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.
9

10 This policy shall be made available on the district website with links to the policy
11 available on any individual school pages. In addition, this policy shall be included in at least one
12 of the following: each school’s code of conduct, school safety plan, or student handbook.
13 Notice of the online availability of this policy shall be provided to parents during enrollment
14 each year.
15

16 Definitions

17 “Area of Purposeful Isolation” means any separate space, regardless of any other use of
18 that space, other than an open hallway or similarly open environment.
19

20 “Campus Police Officer” means a school security officer designated by the board of
21 education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.
22

23 “Chemical Restraint” means the use of medication to control a student’s violent physical
24 behavior or restrict a student’s freedom of movement.
25

26 “Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not
27 include physical escort or the use of time-out.
28

29 “Incident” means each occurrence of the use of an emergency safety intervention.
30

31 “Law Enforcement Officer” and “Police Officer” means a full-time or part-time salaried
32 officer or employee of the state, a county, or a city whose duties include the prevention or
33 detection of crime and the enforcement of criminal or traffic law of this state or any Kansas
34 municipality. This term includes a campus police officer.
35

36 “Legitimate Law Enforcement Purpose” means a goal within the lawful authority of an
37 officer that is to be achieved through methods or conduct condoned by the officer’s appointing
38 authority.
39

40 “Mechanical Restraint” means any device or object used to limit a student’s movement.
41

42 “Parent” means (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent
43 as defined in K.S.A. 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an
44 education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a
45 child with an exceptionality; or (7) a student who has reached the age of majority or is an
46 emancipated minor.
47

48 “Physical Escort” means the temporary touching or holding the hand, wrist, arm,

49 **GAAF Emergency Safety Intervention**

GAAF-2

50 (See GAO, JRB, JQ and KN)

51
52 shoulder, or back of a student who is acting out for the purpose of including the student to walk
53 to a safe location.

54
55 “Physical Restraint” means bodily force used to substantially limit a student’s movement,
56 except that consensual, solicited or unintentional contact and contact to provide comfort,
57 assistance or instruction shall not be deemed to be physical restraint.

58
59 “Purposefully Isolate” when used regarding a student, means that school personnel are
60 not meaningfully engaging with the student to provide instruction and any one of the following
61 occurs: (1) removal of the student from the learning environment by school personnel; (2)
62 separation of the student from all or most peers and adults in the learning environment by school
63 personnel; or (3) placement of the student within an area of purposeful isolation by school
64 personnel.

65
66 “School Resource Officer” means a law enforcement officer or police officer employed
67 by a local law enforcement agency who is assigned to a district through an agreement between
68 the local law enforcement agency and the district.

69
70 “School Security Officer” means a person who is employed by a board of education of
71 any school district for the purpose of aiding and supplementing state and local law enforcement
72 agencies in which the school district is located, but is not a law enforcement officer or police
73 officer.

74
75 “Seclusion” means placement of a student for any reason other than for in-school
76 suspension, detention, or any other appropriate disciplinary measure in a location where both of
77 the following conditions are met: (1) school personnel purposefully isolate the student; and (2)
78 the student is prevented from leaving or has reason to believe that the student will be prevented
79 from leaving the area of purposeful isolation.

80
81 “Time-Out” means a behavioral intervention in which a student is temporarily removed
82 from a learning activity without being secluded.

83
84 **Prohibited Types of Restraint**

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

- 86 • Using face-down (prone) physical restraint;
- 87 • Using face-up (supine) physical restraint;
- 88 • Using physical restraint that obstructs the student’s airway;
- 89 • Using physical restraint that impacts a student’s primary mode of communication;
- 90 • Using chemical restraint, except as prescribed treatments for a student’s medical
91 or psychiatric condition by a person appropriately licensed to issue such
92 treatments; and
- 93 • Use of mechanical restraint, except
 - 94 ○ Protective or stabilizing devices required by law or used in accordance
95 with an order from a person appropriately licensed to issue the order for
96 the device;

97 **GAAF Emergency Safety Intervention**

GAAF-3

98 (See GAO, JRB, JQ and KN)

- 99
- 100 ○ Any device used by a certified law enforcement officer to carry out law
 - 101 enforcement duties; or
 - 102 ○ Seatbelts and other safety equipment when used to secure students during
 - 103 transportation.

104

105 **Use of Emergency Safety Intervention**

106 ESI shall be used only when a student presents a reasonable and immediate danger of

107 physical harm to such student or others with the present ability to effect physical harm. Less

108 restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed

109 inappropriate or ineffective under the circumstances by the school employee witnessing the

110 student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the

111 immediate danger of physical harm ceases to exist. Violent action that is destructive of property

112 may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for

113 the convenience of a school employee shall not meet the standard of immediate danger of

114 physical harm.

115

116 **ESI Restrictions**

117 A student shall not be subjected to ESI if the student is known to have a medical

118 condition that could put the student in mental or physical danger as a result of ESI. The existence

119 of such medical condition shall be indicated in a written statement from the student's licensed

120 health care provider, a copy of which has been provided to the school and placed in the student's

121 file.

122

123 Such written statement shall include an explanation of the student's diagnosis, a list of

124 any reasons why ESI would put the student in mental or physical danger, and any suggested

125 alternatives to ESI. In spite of the provisions of this subsection, a student may be subjected to

126 ESI if not subjecting the student to ESI would result in significant physical harm to the student or

127 others.

128

129 **Use of Seclusion**

130 When a student is placed in seclusion, a school employee shall see and hear the student at

131 all times. The presence of another person in the area of purposeful isolation or observing the

132 student from outside the area of purposeful isolation shall not create an exemption from

133 otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed

134 to an area of purposeful isolation, the student shall have reason to believe that the student is

135 prevented from leaving.

136

137 If the area of purposeful isolation is equipped with a locking door designed to prevent a

138 student from leaving the area of purposeful isolation, the door shall be designed to ensure that

139 the lock automatically disengages when the school employee viewing the student walks away

140 from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

141

142 An area of purposeful isolation shall be a safe place with proportional and similar

143 characteristics as those of rooms where students frequent. Such area shall be free of any

144 condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

145 **GAAF Emergency Safety Intervention**

GAAF-4

146 (See GAO, JRB, JQ and KN)

147
148 **Training**

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

156
157 Each school building shall maintain written or electronic documentation regarding the
158 training that was provided and a list of participants which shall be made available for inspection
159 by the state board of education upon request.

160
161 **Notification and Documentation**

162 The principal or designee shall notify the parent the same day as an incident. The same-
163 day notification requirement of this subsection shall be deemed satisfied if the school attempts at
164 least two methods of contacting the parent. A parent may designate a preferred method of contact
165 to receive the same-day notification. Also, a parent may agree, in writing, to receive only one
166 same-day notification from the school for multiple incidents occurring on the same day.

167
168 Documentation of the ESI used shall be completed and provided to the student's parents
169 no later than the school day following the day of the incident. Such written documentation shall
170 include: (1) the events leading up to the incident; (2) student behaviors that necessitated the ESI;
171 (3) steps taken to transition the student back into the educational setting; (4) the date and time the
172 incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who
173 used or supervised the ESI; (5) space or an additional form for parents to provide feedback or
174 comments to the school regarding the incident; (6) a statement that invites and strongly
175 encourages parents to schedule a meeting to discuss the incident and how to prevent future
176 incidents; and (7) email and phone information for the parent to contact the school to schedule
177 the ESI meeting. Schools may group incidents together when documenting the items in
178 subparagraphs (1), (2) and (3) if the triggering issue necessitating the ESI is the same.

179
180 The parent shall be provided the following information after the first and each subsequent
181 incident during each school year; (1) a copy of this policy which indicates when ESI can be used;
182 (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through
183 the local dispute resolution process (which is set forth in this policy) and the complaint process
184 of the state board of education; and (4) information that will assist the parent in navigating the
185 complaint process, including contact information for Families Together and the Disability Rights
186 Center of Kansas.

187
188 Upon the first occurrence of an incident of ESI, the foregoing information shall be
189 provided in printed form or, upon the parent's written request, by email. Upon the occurrence of
190 a second or subsequent incident, the parent shall be provided with a full and direct website
191 address containing such information.

193 **GAAF Emergency Safety Intervention**

GAAF-5

194 (See GAO, JRB, JQ and KN)

195
196 Law Enforcement, School Resource, and Campus Security Officers

197 Campus police officers and school resource officers shall be exempt from the
198 requirements of this policy when engaged in an activity that has a legitimate law enforcement
199 purpose. School security officers shall not be exempt from the requirements of this policy.
200

201 If a school is aware that a law enforcement officer or school resource officer has used
202 seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the
203 parent the same day using the parent’s preferred method of contact. A school shall not be
204 required to provide written documentation to a parent, as set forth above, regarding law
205 enforcement use of an emergency safety intervention or report to the state department of
206 education any law enforcement use of an emergency safety intervention. For purposes of this
207 subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.
208

209 Documentation of ESI Incidents

210 Except as specified above with regard to law enforcement or school resource officer use
211 of emergency safety interventions, each building shall maintain documentation any time ESI is
212 used with a student. Such documentation must include all of the following:

- 213 • Date and time of the ESI,
- 214 • Type of ESI,
- 215 • Length of time the ESI was used,
- 216 • School personnel who participated in or supervised the ESI,
- 217 • Whether the student had an individualized education program at the time of the
218 incident,
- 219 • Whether the student had a Section 504 plan at the time of the incident, and
- 220 • Whether the student had a behavior intervention plan at the time of the incident.
221

222 All such documentation shall be provided to the building principal, who shall be
223 responsible for providing copies of such documentation to the superintendent on at least a
224 biannual basis. At least once per school year, each building principal or designee shall review the
225 documentation of ESI incidents with appropriate staff members to consider the appropriateness
226 of the use of ESI in those instances.
227

228 Reporting Data

229 District administration shall report ESI data to the state department of education as
230 required.
231

232 Parent Right to Meeting on ESI Use

233 After each incident, a parent may request a meeting with the school to discuss and debrief
234 the incident. A parent may request such meeting verbally, in writing, or by electronic means. A
235 school shall hold a meeting requested under this subsection within 10 school days of the parent’s
236 request. The focus of any such meeting shall be to discuss proactive ways to prevent the need
237 for emergency safety interventions and to reduce incidents in the future.
238

239 For a student with an IEP or a Section 504 plan, such student’s IEP team or Section 504
240 plan team shall discuss the incident and consider the need to conduct a functional behavioral

241 **GAAF Emergency Safety Intervention**
242 (See GAO, JRB, JQ and KN)

GAAF-6

243
244 assessment, develop a behavior intervention plan or amend the behavior intervention plan if
245 already in existence.

246
247 For a student with a Section 504 plan, such student’s Section 504 plan team shall discuss
248 and consider the need for a special education evaluation. For students who have an
249 individualized education program and are placed in a private school by a parent, a meeting called
250 under this subsection shall include the parent and the private school, who shall consider whether
251 the parent should request an individualized education program team meeting. If the parent
252 requests an individualized education program team meeting, the private school shall help
253 facilitate such meeting.

254
255 For a student without an IEP or Section 504 plan, the school staff and the parent shall
256 discuss the incident and consider the appropriateness of a referral for a special education
257 evaluation, the need for a functional behavioral assessment, or the need for a behavior
258 intervention plan. Any such meeting shall include the student’s parent, a school administrator for
259 the school the student attends, one of the student’s teachers, a school employee involved in the
260 incident, and any other school employees designated by the school administrator as appropriate
261 for such meeting.

262
263 The student who is the subject of such meetings shall be invited to attend the meeting at
264 the discretion of the parent. The time for calling such a meeting may be extended beyond the ten
265 day limit if the parent of the student is unable to attend within the time period. Nothing in this
266 section shall be construed to prohibit the development and implementation of a functional
267 behavior assessment or a behavior intervention plan for any student if such student would benefit
268 from such measures.

269
270 **Local Dispute Resolution Process**

271 If a parent believes that an emergency safety intervention has been used on the parent’s
272 child in violation of state law or board policy, the parent may file a complaint as specified below.

273
274 The board encourages parents to attempt to resolve issues relating to the use of ESI
275 informally with the building principal and/or the superintendent before filing a formal complaint
276 with the board. Once an informal complaint is received, the administrator handling such
277 complaint shall investigate such matter, as deemed appropriate by the administrator. In the event
278 that the complaint is resolved informally, the administrator must provide a written report of the
279 informal resolution to the superintendent and the parents and retain a copy of the report at the
280 school. The superintendent will share the informal resolution with the board and provide a copy
281 to the state department of education.

282
283 If the issues are not resolved informally with the building principal and/or the
284 superintendent, the parents may submit a formal written complaint to the board by providing a
285 copy of the complaint to the clerk of the board and the superintendent within thirty days after the
286 parent is informed of the incident.

287
288

289 **GAAF Emergency Safety Intervention**
290 (See GAO, JRB, JQ and KN)

GAAF-7

291
292 Upon receipt of a formal written complaint, the board president shall assign an
293 investigator to review the complaint and report findings to the board as a whole. Such
294 investigator may be a board member, a school administrator selected by the board, or a board
295 attorney. Such investigator shall be informed of the obligation to maintain confidentiality of
296 student records and shall report the findings of fact and recommend corrective action, if any, to
297 the board in executive session.

298
299 Any such investigation must be completed within thirty days of receipt of the formal
300 written complaint by the board clerk and superintendent. On or before the 30th day after receipt
301 of the written complaint, the board shall adopt a report containing written findings of fact and, if
302 necessary, appropriate correction action. A copy of the report adopted by the board shall be
303 provided to the parents, the school, and the state board of education and shall be mailed to the
304 parents and the state department within 30 days of the board's receipt of the formal complaint.

305
306 If desired, a parent may file a complaint under the state board of education administrative
307 review process within thirty days from the date a final decision is issued pursuant to the local
308 dispute resolution process.

309
310 Approved: October 8, 2013
311 Revised: November 10, 2015
312 Revised: November 8, 2016
313 Revised: October 9, 2018
314 Revised: February 26, 2019
315 Revised: August 8, 2023

1 **GACA Positions**

2 (Certified/Classified Staff)

3

4 Employment positions shall be authorized by the board.

5

6 Approved: June 12, 2001

7 Revised: March 29, 2011

8 Reviewed: February 26, 2019

GACA

1 **GACB Job Descriptions**

GACB

2 (Certified/Classified Staff)

3

4 The superintendent shall develop a job description for each category of employee. Any
5 newly-created employee category shall be approved by the board before anyone is hired for the
6 position. Job descriptions shall be filed with the human resources department and may be
7 published in handbooks.

8

9 Approved: August 15, 1990

10 Revised: June 12, 2001

11 Revised: March 29, 2011

12 Revised: November 12, 2019

2
3 Recruitment

4 The board delegates recruiting authority to the superintendent. In carrying out this
5 responsibility, the superintendent may involve administrators and other employees.
6

7 Hiring

8 The board shall approve the hiring of all employees. No staff member’s employment is
9 official until the contract or other document is signed by the candidate and approved by the
10 board.
11

12 Hiring Sequence

- 13 • Conditional offer of employment is extended to the candidate in writing subject to
14 revocation or, if provisional employment has already begun, termination of
15 employment based upon unsatisfactory results of any reference and/or
16 background checks performed;
- 17 • Written acceptance by the candidate is received;
- 18 • Contract or other appropriate document sent to the candidate and candidate’s
19 acceptance signified by a signed document returned to the superintendent; and
- 20 • Approval of the contract or other documents by the board.
21

22 Approved: January 20, 1982
23 Amended: November 19, 1986
24 Revised: August 15, 1990
25 Revised: February 23, 1999
26 Revised: June 12, 2001
27 Revised: November 25, 2003
28 Revised: March 29, 2011
29 Revised: October 14, 2014
30 Revised: November 12, 2019
31 Revised: October 11, 2022

1 **GACCA Nepotism (Certified/Classified Staff)**

GACCA

2
3 The intent of the board is that all employees be selected on the basis of their merit and/or
4 ability. However, as a general rule, the board will not employ anyone full-time who is the father,
5 mother, brother, sister, spouse, child, step-child, son-in-law, or daughter-in-law of any board
6 member or any individual who is residing with any board member.
7

8 This provision shall not apply to any person who has been regularly employed by the board
9 prior to the adoption of this policy or to any person who has been regularly employed by the board
10 prior to the election or appointment of a new board member to whom the person is related.
11

12 Exceptions to this policy may be granted by the board whenever it is deemed to be in the
13 best interests of the school district.
14

- 15 Approved: January 20, 1982
- 16 Revised: August 15, 1990
- 17 Revised: June 12, 2001
- 18 Revised: November 13, 2007
- 19 Revised: March 29, 2011
- 20 Reviewed: October 8, 2013
- 21 Revised: November 12, 2019

22
23 **GACCA-R Nepotism**

GACCA-R

24
25 The superintendent shall make every reasonable effort to determine whether candidates for
26 employment in the district are related to or residing with a board member. If a candidate for
27 employment is related to or residing with a member of the board as defined above, the
28 superintendent will make this fact known to the board before any recommendation is made to fill a
29 vacancy.
30

- 31 Approved: January 20, 1982
- 32 Revised: August 15, 1990
- 33 Revised: June 12, 2001
- 34 Reviewed: November 13, 2007
- 35 Revised: March 29, 2011
- 36 Reviewed: October 8, 2013
- 37 Revised: November 12, 2019

1 **GACD Employment Eligibility Verification (Form I-9)**

GACD

2 (Certified/Classified Staff)

3
4 All district employees at the time of employment shall provide verification of identity
5 and employment status to the superintendent.

6
7 Approved: June 12, 2001

8 Revised: October 28, 2008

9 Reviewed: March 29, 2011

10
11 **GACD-R Employment Eligibility Verification (Form I-9)**

GACD-R

12
13 The superintendent shall maintain a file on all of the district's employees hired after
14 November 6, 1986, proving that each employee has verified his/her identity, employment status,
15 U.S. citizenship, or legal alien status.

16
17 For additional information see: <http://www.uscis.gov>.

18
19 Approved: June 12, 2001

20 Revised: October 28, 2008

21 Reviewed: March 29, 2011

1 **GACE Assignment and Transfer**

GACE

2 (Certified/Classified Staff)

3

4 The board reserves the right to assign, reassign or transfer all employees. The board may
5 delegate this authority to the superintendent.

6

7 Approved: June 12, 2001

8 Revised: March 29, 2011

9 Revised: November 12, 2019

1 **GAD Employee Development Opportunities** **GAD**
2 (Certified/Classified Staff)
3

4 All plans for self-improvement involving expenditure of district funds or which require
5 time away from the employee’s assigned responsibilities shall be approved in advance by the
6 superintendent.
7

8 Approved: June 12, 2001
9 Revised: March 29, 2011
10 Reviewed: October 9, 2018

1 **GAE Complaints**

GAE

2 (Certified/Classified Staff)

3 Any employee may file a complaint with his/her supervisor concerning a school rule,
4 regulation, policy or decision that affects the employee. The complaint shall be in writing, filed
5 within ten (10) days following the event complained of and specify the basis of the complaint.
6 The supervisor shall meet with the employee and provide a written response within ten (10) days.
7 If the employee disagrees with the decision, the employee may appeal to the superintendent. The
8 superintendent's decision shall be final.

9
10 Approved: June 12, 2001
11 Revised: March 29, 2011
12 Reviewed: November 12, 2019

1 **GAF** **Staff-Student Relations**

GAF

2 (Certified/Classified Staff) (See JGEC, JGECA, GAAC, GAACA, KN)

3
4 Staff members shall maintain professional relationships with students which are
5 conducive to an effective educational environment. Staff members shall not have any interaction
6 of a romantic and/or sexual nature with any student at any time regardless of the student's age or
7 consent.

8
9 Approved: June 12, 2001
10 Revised: November 25, 2003
11 Revised: November 13, 2007
12 Reviewed: March 29, 2011
13 Revised: November 8, 2016
14 Revised: August 10, 2021

1 **GAG Conflict of Interest**

GAG

2 (See GBRE, GBRGA, GBRGB, GBU & GCRF)
3 (All Staff)
4

5 The board believes that public employment is a public trust. Because maintaining public
6 confidence is essential to the district's mission, employees must avoid any conduct that creates or
7 gives the appearance to the public of a conflict of interest.
8

9 Definition

10 For purposes of this policy, a conflict of interest is any real or seeming incompatibility
11 between an employee's private interests and his/her district employment that is prejudicial to the
12 district's interests.
13

14 Types of Conflict

15 Following are some of the common conflicts of interest which employees may confront. The
16 list is not meant to be exhaustive. Should an employee be uncertain whether a particular course of
17 action may create a conflict of interest within the meaning of this policy, he/she shall present a
18 written inquiry to the executive director of human resources.
19

20 Misuse of Status or Influence

21 An employee shall not 1) exploit professional relationships with students, colleagues, parents,
22 or school board members for personal gain or private advantage; 2) accept gifts, money or favors
23 from any person or group desiring or doing business with the school district except for nominal gifts
24 such as honorariums for participating in meetings, instructional products or advertising items or
25 meals that have a retail value no greater than \$100.00; 3) compromise his/her position by accepting
26 gifts from individuals or special interest groups within the community when such gifts are intended to
27 influence the business of the school or school district; 4) use institutional privileges for promotion or
28 partisan political activities.
29

30 Improper Relationships

31 An employee shall not 1) be responsible for the direct supervision of, or be evaluated by, a
32 member of that employee's family; 2) engage in a romantic, physically intimate, or sexual
33 relationship with a supervisor, supervisee or a student.
34

35 Misuse of District Resources and Information

36 An employee shall not 1) use district facilities, equipment, supplies, employees, or students
37 for purposes unrelated to his/her employment except for the occasional necessary communication; 2)
38 disclose or use any confidential information acquired in the course of employment to further his/her
39 personal, financial, or other interests.
40

41 Non-School Employment

42 District employees are prohibited from engaging in any activity which may conflict with or
43 detract from the effective performance of their duties.
44

45 Approved: June 12, 2001
46 Revised: March 29, 2011
47 Revised: April 10, 2018
48 Reviewed: November 12, 2019
49 Revised: August 13, 2024

1 **GAH Participation in Community Activities** **GAH**
2 (Certified/Classified Staff)

3
4 Prior permission must be obtained from the superintendent for participation in any non-
5 school community activity which takes place during duty hours.

6
7 Approved: June 12, 2001
8 Reviewed: March 29, 2011

2
3 Holding Public Office

4 Staff members elected or appointed to a public office which requires an absence from
5 school and/or restricts the employee’s ability to complete contractual obligations shall be
6 required to take unpaid leave for a period of time determined by the board which may be a period
7 of leave equal to the duration of the public office.

8
9 Staff members holding a public office which, in the judgment of the board, is less than
10 full-time shall request unpaid leave from the superintendent at least one week in advance.

11
12 Political Activity in the Schools

13 Staff members shall not use school time, school property, or school equipment for the
14 purpose of furthering the interests of any political party, the campaign of any political candidate,
15 or the advocacy of any political issue.

16
17 For the purposes of this policy, “advocacy of any political issue” shall not be deemed to
18 include providing information on educational matters to elected officials.

- 19
20 Approved: June 12, 2001
21 Revised: March 29, 2011
22 Revised: November 10, 2015
23 Revised: November 12, 2019

1 **GAI** Solicitations (See KDC)

GAI

2 (Certified/Classified Staff)

3
4 The board is committed to minimizing disruptions to instructional time and the
5 educational environment; therefore, solicitation of and by staff members during duty hours is
6 discouraged.

7
8 Outside organizations or sales representatives may not solicit employees during school or
9 on school property without prior written approval from the superintendent.

10
11 No staff member may solicit school employees or students for personal gain.

12
13 Any individuals or organizations violating this policy shall be reported to the
14 superintendent. Violators may be denied further access to school premises and school
15 employees.

16
17 Approved: January 20, 1982

18 Revised: August 15, 1990

19 Revised: October 20, 1993

20 Revised: June 12, 2001

21 Revised: March 29, 2011

1 **GAJ Gifts to Staff Members** (SEE KH)
2 (Certified/Classified Staff)

GAJ

3
4 Staff members are prohibited from receiving personal gifts from vendors, salespersons, or
5 other such representatives whenever the intent of the gift is to influence the school or school district
6 to purchase products from their firms. Questions arising concerning the appropriateness of a gift
7 should be directed to the superintendent.

8
9 Approved: January 20, 1982
10 Revised: August 15, 1990
11 Revised: June 12, 2001
12 Revised: March 29, 2011
13 Reviewed: August 13, 2024

14
15 **GAJ-R Gifts to Staff Members** (SEE KH)
16 (Certified/Classified Staff)

GAJ-R

17
18 If an employee of the district is found to have accepted a gift from any person as outlined in
19 the policy on gifts, the superintendent may recommend to the board that said employee be subject to
20 disciplinary action. However, accepting meals consumed at school, a school-sponsored activity, or a
21 related event, and/or accepting free product samples having a retail value no greater than \$100.00,
22 will not be a violation of this policy or standard of conduct.

23
24 The superintendent will be responsible for the administration of this policy for all principals,
25 central staff members, certified staff members who travel between buildings, substitute teachers, all
26 supervisors and all noncertified employees not assigned to a building. The building principal will be
27 responsible for the administration of this policy for all assigned employees.

28
29 Approved: January 20, 1982
30 Revised: August 15, 1990
31 Revised: June 12, 2001
32 Reviewed: March 29, 2011
33 Revised: August 13, 2024

1 **GAK Personnel Records** (See GBI, CEI, CGI, and GCI)
2 (Certified/Classified Staff)

GAK

3
4 Employee Personnel Files Kept by the District

5 Personnel files required by the district shall be confidential and in the custody of the
6 superintendent. Employees have the right to inspect their files upon proper notice under the
7 supervision of an appropriate supervisor. All records and files maintained by the district should be
8 screened periodically by the custodian of records and obsolete materials may be discarded except
9 evaluation documents which may be removed only by approval of the board.

10
11 All personnel files and evaluation documents, including those stored by electronic means,
12 shall be adequately secured.

13
14 Request for References

15 Unless otherwise allowed by law, a request by a third party for release of any personnel
16 record shall require the written consent of the employee and shall be submitted to the record
17 custodian who shall respond to the request as the law allows.

18
19 Upon receipt of a written request district officials may provide information regarding past
20 and present employees to prospective employers in compliance with current law. Information that
21 may be provided will include

- 22
23
- 24 • employment date(s),
 - 25 • job description and duties while in the district's employ,
 - 26 • last salary or wage,
 - 27 • wage history,
 - 28 • whether the employee was voluntarily or involuntarily released from service and the
29 reasons for the separation.

30 Immunity Provided

31 Unless otherwise provided by law, an employer who responds in writing to a written request
32 concerning a current or former employee from a prospective employer of that employee shall be
33 absolutely immune from civil liability for disclosure of the information noted earlier in this policy to
34 which an employee may have access.

35
36 Prohibition on Aiding and Abetting Sexual Abuse

37 Pursuant to the federal Every Student Succeeds Act, the board prohibits the board,
38 individual board members, and any individual or entity who is a district employee, contractor or
39 agent from assisting a district employee, contractor, or agent in obtaining a new job if the board,
40 individual, or entity knows, or has probable cause to believe that such school employee, contractor
41 or agent engaged in sexual misconduct regarding a minor or student in violation of the law. For the
42 purposes of this policy, it shall not be deemed assisting in obtaining a new job if the aforementioned
43 individuals or entities participate in the routine transmission of administrative and personnel files in
44 accordance with law and this policy.

45
46 Approved: January 6, 1993
47 Revised: June 12, 2001
48 Revised: May 27, 2003

49 **GAK Personnel Records** (See GBI, CEI, CGI, and GCI)

GAK-2

50

51 Revised: March 29, 2011

52 Revised: June 13, 2017

1 **GAM Personal Appearance**

GAM

2 (Certified/Classified Staff)

3

4 Appropriate dress and personal appearance is essential for all district employees.

5

6 Approved: June 12, 2001

7 Reviewed: March 29, 2011

1 **GAN Travel Expenses (See BBBF and GBRC)**

GAN

2 (Certified/Classified Staff)

3
4 The board shall provide reimbursement for expenses incurred in travel related to the
5 duties of the district's employees when approved in advance by the superintendent. Mode of
6 travel will be based on, but not limited to, the availability of transportation, distance and number
7 of persons traveling together.

8
9 Requests for reimbursement shall have the following attached: receipts for
10 transportation, parking, hotels or motels, meals and other expenses for which receipts are
11 ordinarily available. For the authorized use of a personal car, including approved travel between
12 buildings, staff members shall be reimbursed at a mileage rate established by the board.

13
14 Approved: January 20, 1982
15 Revised: August 15, 1990
16 Revised: June 12, 2001
17 Reviewed: November 25, 2003
18 Revised: March 29, 2011

1 **GANA Expense Reimbursement and Credit Cards**

GANA

2 (See CEF, GA, GAN)

3
4 Staff use of a district credit card, if authorized by the staff member's immediate
5 supervisor, shall be confined to necessary school business and shall be subject to any guidelines
6 for such use established by the board or district administration. Unless otherwise specified in
7 guidelines established pursuant to this policy, staff members shall retain any receipt(s) for district
8 credit card expenditure(s) and shall provide them to the staff member's immediate supervisor as
9 soon as practicable following the expenditure.

10
11 The superintendent may designate administrative and other staff members to whom a
12 district credit card will be issued. Each card issued shall be subject to both a transactional and
13 monthly purchase limit as determined by the superintendent. In no case will credit card
14 expenditures in excess of these limits be authorized for any staff member without the prior
15 approval of the superintendent.

16
17 All reward points or cash back payments earned using district credit cards are district
18 property and shall be either applied to future district credit card purchases or remitted to the
19 district treasurer for accounting and deposit.

20
21 Accountings of district credit card use shall be provided to the board for review on a
22 monthly basis, and a record of district credit card usage shall be maintained. Expense for district
23 travel in personal vehicles or extended travel incurred in the performance of official duties shall
24 be reimbursed in accordance with the provisions of GAN.

25
26 Approved: October 8, 2013
27 Revised: October 14, 2014
28 Revised: November 10, 2015

1 **GAO Maintaining Proper Control**

GAO

2 (Certified/Classified Staff)

3

4 Each employee is responsible for maintaining proper control in the school. An employee
5 may use reasonable force necessary to protect a student or another person or to quell a
6 disturbance which threatens physical injury to him/herself or others.

7

8 Approved: August 15, 1990

9 Revised: June 12, 2001

10 Revised: March 29, 2011

1 **GAOA Drug-Free Workplace**

GAOA

2 (Certified/Classified Staff)

3
4 Maintaining a drug-free workplace is important in establishing an appropriate learning
5 environment for the students of the district. The manufacture, distribution, sale, dispensing,
6 possession, or use of illicit drugs, alcohol, any controlled substances or facsimiles thereof is
7 prohibited at school, on or in school district property; and at school-sponsored activities,
8 programs, and events. Possession and/or use of a controlled substance by an employee for the
9 purposes of this policy shall only be permitted if such substance was obtained directly or
10 pursuant to a valid prescription or order issued thereto, from a person licensed by the state to
11 dispense, prescribe, or administer controlled substances and any use is in accordance with label
12 directions.

13
14 As a condition of employment in the district, employees shall abide by the terms of this
15 policy.

16
17 Employees shall not manufacture, distribute, dispense, possess, or use illicit drugs,
18 alcohol, any controlled substances or facsimiles thereof in the workplace.

19
20 Any employee who is convicted under a criminal drug statute for a violation must notify
21 the superintendent of the conviction within five days after the conviction.

22
23 Within 30 days after the notice of conviction is received, the school district will take
24 appropriate action with the employee. Such action may include suspension, placement on
25 probationary status, or other disciplinary action including termination. Alternatively, or in
26 addition to any action short of termination, the employee may be required to participate
27 satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of
28 continued employment. The employee shall bear the cost of participation in such program. Each
29 employee in the district shall be given a copy of this policy.

30
31 This policy is intended to implement the requirements of the federal regulations
32 promulgated under the Drug-Free Workplace Act of 1988. It is not intended to supplant or
33 otherwise diminish disciplinary actions which may be taken under board policies or the
34 negotiated agreement.

35
36 Approved: August 1, 1990
37 Revised: June 12, 2001
38 Revised: March 29, 2011
39 Revised: November 13, 2012
40 Revised: October 11, 2022

3
4 The possession, use, sale, or distribution of illicit drugs, alcohol, controlled substances, or
5 any facsimiles thereof by school employees on, in, or while at school, on or in school district
6 property, and at school-sponsored activities, programs, and events is prohibited. Possession
7 and/or use of a controlled substance by an employee for the purposes of this policy shall only be
8 permitted if such substance was obtained directly or pursuant to a valid prescription or order
9 issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled
10 substances and any use is in accordance with label direction. This policy is required by the 1989
11 amendments to the Drug-Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

12
13 Employee Conduct

14 As a condition of continued employment in the district, all employees shall abide by the
15 terms of this policy. Employees shall not manufacture, distribute, dispense, possess, or use illicit
16 drugs, alcohol, controlled substances or facsimiles thereof on, in, or while using district property
17 or at any district activity. Compliance with the terms of this policy is mandatory. Employees who
18 are found violating the terms of this policy may be reported to the appropriate law enforcement
19 officers. Additionally, an employee who violates the terms of this policy will be subject to any of
20 the following sanctions:

- 21
22 1. short-term suspension with pay;
23 2. short-term suspension without pay;
24 3. long-term suspension without pay;
25 4. required participation in a drug and alcohol education, treatment, counseling, or
26 rehabilitation program; or
27 5. termination or dismissal from employment.
28

29 Prior to application of sanctions under this policy, employees will be afforded due
30 process rights to which they are entitled under the provisions of Kansas law. Nothing in this
31 policy is intended to diminish the right of the district to take any other disciplinary action which
32 is provided for in district policies or the negotiated agreement. This policy is not intended to
33 change any right, duty, or responsibilities in the current negotiated agreement.
34

35 If it is agreed that an employee shall enter into and complete a drug education or
36 rehabilitation program, the cost of such program will be borne by the employee and
37 documentation provided upon completion. Drug and alcohol counseling and rehabilitation
38 programs are available for employees of the district. A list of available programs along with
39 names and addresses of contact persons for the program is on file with the superintendent.
40

41 Employees are responsible for contacting the directors of the programs to determine the
42 cost and length of the program, for enrollment in the program, and for providing documentation
43 of successful completion of the program.
44

45 A copy of this policy shall be provided to all employees.

46
47 Approved: August 1, 1990
48 Revised: June 12, 2001

49 **GAOB Drug-Free Schools** (See JDDA)
50 (Certified/Classified Staff)
51
52 Revised: October 28, 2008
53 Revised: March 29, 2011
54 Revised: November 13, 2012
55 Revised: October 11, 2022

GAOB-2

1 **GAOC Tobacco-Free School Grounds for Staff (See JCDA and KMA)**
2 (Certified/Classified Staff)

GAOC

3
4 The use, possession, or promotion of any tobacco products by staff members is prohibited at
5 all times in any district facility; in school vehicles; at school-sponsored activities, programs, or
6 events; and on school owned or operated property.

7
8 The following definitions apply to this policy.

- 9 • “Tobacco product” means any product that is made from or derived from tobacco or that
10 contains nicotine which is intended for human consumption or is likely to be consumed
11 whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other
12 means, including, but not limited to, electronic nicotine-delivery system (hereafter
13 “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus.
- 14 • “Tobacco product” also means any component or accessory used in the consumption of
15 a tobacco product such as filters, rolling papers, pipes, charging devices, cartridges, and
16 any substances used in ENDS, whether or not they contain nicotine. This definition does
17 not include FDA-approved nicotine replacement therapies including transdermal
18 nicotine patches, nicotine gum, and nicotine lozenges prescribed to the employee by a
19 medical practitioner or obtained over the counter and used in accordance with label
20 requirements.
- 21 • “Electronic nicotine-delivery system” or “ENDS” means any device that delivers a
22 vaporized solution (including nicotine, THC, or any other substance) by means of
23 cartridges or other chemical-delivery systems. Such definition shall include, but may not
24 be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or
25 personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.
- 26 • “Promotion” includes, but is not limited to, product advertising via branded gear, bags,
27 clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

28
29 Approved: August 15, 1990
30 Revised: April 27, 1999
31 Revised: October 12, 1999
32 Revised: June 12, 2001
33 Revised: March 29, 2011
34 Revised: October 8, 2013
35 Revised: November 8, 2016
36 Revised: November 12, 2019
37 Revised: October 13, 2020

1 **GAOD Drug and Alcohol Testing**

GAOD

2
3 All district employees performing job functions which require the employee to maintain a
4 commercial driver’s license shall be tested for alcohol and drugs as a condition of initial
5 employment, and thereafter, as required by current federal law. Board-approved rules and
6 regulations necessary to implement the testing program shall be on file with the clerk of the board.
7

8 Each new employee who is required to undergo alcohol and drug testing shall be given a
9 copy of the appropriate district regulations.
10

11 Each new employee shall be informed that compliance with the required elements of the
12 testing program is a condition of employment as a driver in the district. All employees shall be
13 informed of this policy on an annual basis.
14

15 In addition, the board reserves the right to require drug testing or retesting of any employee
16 should there be reasonable suspicion to believe that the employee is in an impaired state while on
17 duty. A positive drug or alcohol screen is grounds for immediate termination of any employee. (See
18 GAOA)
19

20 Approved: October 11, 2022

2 (See KFD)

3
4 The district will participate in workers compensation as required by current statute. The
5 combined workers compensation benefits and salary received under allowed paid leave shall not
6 exceed one full day's pay.

7
8 All employees of the district shall be covered by workers compensation. Workers
9 compensation coverage is provided for all employees regardless of assignment, length of
10 assignment, and/or hours worked per day. Benefits are for personal injury from accident or
11 industrial disease arising out of and in the course of employment in the district.

12
13 An injured employee must notify the designated employer's workers compensation
14 coordinator or, if the coordinator is unavailable, his or her supervisor, either orally or in writing
15 within 30 days of the accidental injury or repetitive trauma in order to be eligible for benefits. If
16 the individual no longer works for the district, the former employee has 20 calendar days after
17 the individual's last day of employment with the district to report an injury suffered during a
18 work-related accident or repetitive trauma.

19
20 The workers compensation plan will provide coverage for medical expenses and wages to
21 the extent required by statute to those employees who qualify; however, the amount of workers
22 compensation benefits and paid leave benefits shall not exceed a regular daily rate of pay. An
23 employee using paid leave in combination with workers compensation will be charged for one
24 full or partial day of paid leave, as provided for the applicable leave policy or the negotiated
25 agreement, for each day of absence until the employee's paid leave is exhausted.

26
27 Any employee who is off work and receiving workers compensation benefits shall be
28 required to provide the designated workers compensation coordinator with a written doctor's
29 release before the employee is allowed to return to work. In addition, should the employee be
30 released to return to work by a doctor and fail to do so, all benefits under paid leave shall
31 terminate, and those benefits under workers compensation shall be restricted as provided by
32 current statute.

33
34 Whenever an employee is absent from work and is receiving workers compensation
35 benefits due to a work-related injury, the employee may use available paid leave to supplement
36 the workers compensation payment. Workers compensation benefits and FMLA benefits
37 provided in a board approved plan shall run concurrently if both are applicable.

38
39 In no event shall the employee be entitled to a combination of workers compensation
40 benefits and salary in excess of his/her full salary. Available paid leave may be used for this
41 purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work; 3)
42 the employee is released by the medical provider and a position is offered by the employer, but
43 the employee declines to return to work; or 4) employment is terminated. Paid leave shall be
44 calculated on a pro rata amount equal to the percentage of salary paid by the district.

47 **GAOE Workers Compensation**
48 (See KFD)

GAOE

49
50 Testing

51 The board, through its designated workers compensation coordinator, may require
52 employees who claim or are involved in an accident in the course of employment to submit to a
53 post-injury chemical test. This includes instances where the district administration or workers
54 compensation coordinator has actual knowledge of an accident whether the employee has or has
55 not requested medical treatment. If an employee refuses to submit to an employer requested post-
56 injury chemical test, the employee forfeits all related workers compensation benefits as provided
57 in K.S.A. 44-501(b)(1)(E). Testing and the procedures used therefor shall conform to all relevant
58 Kansas statutes.

59
60 Choice of Physician

61 The board shall have the right to choose a designated health care provider to provide
62 medical assistance to any employee who suffers an injury while performing their job. However,
63 if the injured employee chooses to go to a medical provider other than the designated provider,
64 the recovery for such expenses shall be limited to \$800.00.

65
66 Approved: June 12, 2001
67 Revised: May 27, 2003
68 Revised: December 8, 2009
69 Reviewed: March 29, 2011
70 Revised: November 10, 2015
71 Revised: November 12, 2019
72 Revised: October 8, 2024

1 **GAOF Salary Deductions**

GAOF

2 (Certified/Classified Staff)

3
4 Salary deductions shall be made if permitted by board policy, the negotiated agreement,
5 or required by law. The district shall comply with the salary basis requirements of the Fair Labor
6 Standards Act (FLSA). The superintendent shall develop forms to provide information needed to
7 make approved salary deductions. All requests for salary deductions shall be submitted to the
8 superintendent during enrollment periods established by the board.

9
10 Approved: June 12, 2001
11 Reviewed: March 29, 2011
12 Revised: October 8, 2013

1 **GAR Communicable Diseases**

GAR

(Certified/Classified Staff)

2
3
4 Whenever an employee has been diagnosed by a physician as having a communicable
5 disease as defined in current regulation, the employee shall report the diagnosis and nature of the
6 disease to the superintendent so that a proper reporting may be made to the county or joint board
7 of health as required by current law.

8
9 An employee afflicted with a communicable disease dangerous to the public health may
10 be excluded from district owned or operated property for the duration of the contagiousness in
11 order to give maximum health protection to other school employees and to students.

12
13 The employee shall be allowed to return to duty upon recovery from the illness, when the
14 employee is no longer contagious as authorized by the employee's physician or local health
15 officer, or after the expiration of any period of isolation or quarantine.

16
17 The board reserves the right to require a written statement from the employee's physician
18 or local health officer indicating that the employee is free from all symptoms of the communica-
19 ble disease.

20
21 If a school employee has been diagnosed as having a communicable disease and the
22 superintendent has been notified by the employee, the superintendent shall determine whether a
23 release shall be obtained from the employee's physician or local health officer before the
24 employee returns to duty.

25
26 Decisions regarding the type of employment setting for an employee with a communica-
27 ble disease shall be made by the superintendent based upon consideration of the physical
28 condition of the employee and the following factors:

- 29
- 30 • the nature of the risk,
 - 31 • the duration of the risk,
 - 32 • the severity of the risk, and
 - 33 • the probability that the disease will be transmitted or cause harm to the employee or
34 to others who will share the same setting.

35 No information regarding employees with communicable diseases shall be released by
36 school personnel without the employee's consent except as allowed by state or federal law.

37
38 Additional Certifications of Health

39 If at any time the board has reason to believe that an employee is suffering from an
40 illness detrimental to the health of pupils, the board reserves the right to require such employee
41 to provide the board with a new certificate of health in order to protect the health, safety, and
42 welfare of the school's students.

43
44 Approved: March 15, 1989
45 Revised: August 15, 1990
46 Revised: June 12, 2001
47 Revised: March 29, 2011
48 Revised: May 11, 2021

1 **GARA Bloodborne Pathogen Exposure Control Plan**

GARA

2 (Certified/Classified Staff)

3
4 The board shall adopt an exposure control plan.

5
6 The plan shall be accessible to all employees and shall be reviewed and updated at least
7 annually. All staff shall receive the training and equipment necessary to implement the plan.

8
9 Approved: March 15, 1989
10 Revised: August 15, 1990
11 Revised: June 12, 2001
12 Reviewed: March 29, 2011
13 Revised: November 10, 2015

1 **GARI Family and Medical Leave**

GARI

2 (Certified/Classified Staff)

3
4 Eligible district employees shall be provided family and medical leave through a plan
5 approved by the board. The plan for providing leave under this policy shall be filed with the
6 clerk of the board and made available to all staff at the beginning of each school year.

7
8 Approved: June 12, 2001

9 Revised: December 8, 2009

10 Reviewed: March 29, 2011

11 Reviewed: November 8, 2016

1 **GARIA Pregnant and Parenting Employees**

GARIA

2 (See GAAA and GAAB)

3
4 The board prohibits discrimination in employment on the basis of pregnancy, childbirth
5 or related medical conditions. Pregnant and nursing employees will be provided accommodations
6 as required by law.

7
8 **Reasonable Accommodations for Pregnancy-Related Limitations**

9 The Pregnant Workers Fairness Act requires employers to provide reasonable
10 accommodations to qualified applicants and employees with known limitations related to
11 pregnancy, childbirth or related medical conditions. An accommodation is not reasonable if it
12 would impose an undue hardship on the operation of the school system. No adverse action will
13 be taken against an applicant or employee for requesting or using a reasonable accommodation.

14
15 **Break Time to Express Milk**

16 Qualified employees will be provided reasonable break times to express breast milk each
17 time the employee has need to express milk. The principal or site supervisor will designate a
18 place, other than a bathroom, that the employee may use to express milk. Any such designated
19 place must be shielded from view, free from intrusion by others and be functional as a space for
20 expressing milk.

21
22 Approved: March 5, 2024

1 **GARID Uniformed Service Leave**

GARID

2
3 Employees are entitled to leave under the Uniformed Services Employment and Reemployment
4 Act of 1994. The Act applies to uniformed service that began on or after December 12, 1994, or
5 uniformed service that began before December 12, 1994, if the employee was a reservist or National
6 Guard member who provided notice to the employer before leaving work. The Act also applies to
7 commissioned officer corps of the National Oceanic and Atmospheric Administration whose service
8 began on or after December 23, 2020, or were actively engaged in service on December 23, 2020.
9

10 Reemployment rights extend to persons who have been absent from work because of “service in
11 the uniformed services.” Service in the uniformed services means the performance of a duty on a
12 voluntary or involuntary basis in a uniformed service as outlined below.
13

14 <u>TYPE OF UNIFORM SERVICE</u>	<u>TYPE OF DUTY</u>
15 United States Army, Navy, Marine Corps, Air 16 Force, Space Force and Coast Guard 17 18	Active duty, active duty for training, initial active duty for training, inactive duty training, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty 19 20 21
22 Reserves of the United States Army, Navy, 23 Marine Corps, Air Force, Space Force and 24 Coast Guard 25 26	Active duty, active duty for training, initial active duty for training, inactive duty training, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty, performing funeral honors duty 27 28
29 Army National Guard or Air National Guard 30 31 32 33 34 35 36 37 38 39	Active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, state active duty for a period of 14 days or more, state active duty in response to a national emergency or major disaster declared by the President, state active duty in response to a major disaster, absence from work for an examination to determine a person’s fitness for any of the above types of duty, performing funeral honors duty
40 Commissioned Corps of the Public Health 41 Service 42 43 44 45 46	Active duty, active duty for training, initial active duty for training, inactive duty training, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty
47 Commissioned Officer Corps of the National 48 Oceanic and Atmospheric Administration	Active duty, active duty for training, initial active duty for training, inactive duty training, a period

49 **GARID Uniformed Service Leave**

GARID-2

50

51 <u>TYPE OF UNIFORM SERVICE</u>	<u>TYPE OF DUTY</u>
52 Commissioned Officer Corps of the National 53 Oceanic and Atmospheric Administration, cont. 54	for which a person is absent from a position of of employment for the purpose of an examination 55 to determine the fitness of the person to perform any such duty
56 57 System Members of the National Urban Search 58 and Rescue Response System 59	Participation of the System member in exercises, pre-incident staging, major disaster and emergency 60 response activities, and training events sponsored or sanctioned by the Administrator
61 62 Intermittent Personnel Appointed to the Federal 63 Emergency Management Agency 64	Service to the Federal Emergency Management Agency or to train for such service
65 Any Other Category of Persons Designated by 66 the President in a Time of War or National 67 Emergency 68 69 70	Active duty, active duty for training, initial active duty for training, inactive duty training, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty

71

72 The employee may be absent for up to five years for uniformed service and retain reemployment
73 rights. There are, however, exceptions which can exceed the five year limit. Reemployment protection
74 does not depend on the timing, frequency, duration or nature of an individual's service. The law
75 enhances protections for disabled veterans including a requirement to provide reasonable
76 accommodations and up to two years to return to work if convalescing from injuries received during
77 service or training.

78
79 The returning employee is entitled to be reemployed in the job that they would have attained had
80 they not been absent for uniformed service, with the same seniority, status and pay, as well as other
81 rights and benefits determined by law. If necessary, the employer must provide training or retraining that
82 enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the
83 individual is performing uniformed service, he or she is deemed to be on a furlough or leave of absence
84 and is entitled to the non-seniority rights accorded other individuals on non-USERRA leaves of absence.

85
86 Individuals performing uniformed service of more than 30 days may elect to continue employer-
87 sponsored health care for up to 24 months at a cost of up to 102 percent of the full premium. For
88 uniformed service of less than 31 days, health care coverage is provided as if the individual had never
89 left. All pensions which are a reward for length of service are protected.

90
91 An individual must provide advance written or verbal notice to their employer for any uniformed
92 service. Notice may be provided by the employee or by the branch of the uniformed service in which the
93 individual will be serving.

94
95 Notice is not required if uniformed service necessity prevents the giving of notice; or if the
96 giving of notice is otherwise impossible or unreasonable.

99 Accrued vacation or annual leave may be used, but is not required, while performing uniformed
100 service. The individual's timeframe for returning to work is based upon the time spent in uniformed
101 service.

102	103 TIME SPENT IN	103 RETURN TO WORK OR APPLICATION FOR
104	104 UNIFORMED SERVICE	104 REEMPLOYMENT
105	30 or fewer days:	Must return at the beginning of the next regularly scheduled work
106		period on the first full day after release from service, taking into
107		account safe travel home plus an eight-hour rest period.
108		
109	31 days – 180 days:	Must submit an application for reemployment within 14 days of
110		release from service.
111		
112	More than 180 days:	Must submit an application for reemployment within 90 days of
113		release from service.
114		

115 The individual's separation from service must be under honorable conditions in order for the
116 person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can
117 be required. The employer has the right to request that an individual who is absent for a period of service
118 of 31 days or more provide documentation showing

- 119 • the application for reemployment is timely;
- 120 • the five-year service limitation has not been exceeded; and,
- 121 • separation from service was under honorable conditions.

122
123 If documentation is not readily available or it does not exist, the individual must be reemployed.
124 However, if after reemploying the individual, documentation becomes available that shows one or more
125 reemployment requirements were not met, the employer may terminate the individual, effective
126 immediately. The termination does not operate retroactively.

127
128 Questions regarding uniformed service leave should be directed to Veterans' Employment and
129 Training Service, U.S. Department of Labor.

130
131 Kansas law also requires reemployment if an individual is called to active duty by the state.

132
133 Approved: June 12, 2001
134 Revised: March 29, 2011
135 Revised: August 8, 2023
136 Revised: March 5, 2024

1 **GBH Supervision**

GBH

2 (Certified Staff)

3 The superintendent and other administrators designated by the superintendent have the
4 right to supervise certified staff. The responsibility for the immediate supervision of certified
5 staff within buildings rests with each building principal.

6

7 Approved: June 12, 2001

8 Revised: March 29, 2011

9 Reviewed: November 12, 2019

1 **GBI Evaluation**

GBI

2 (Certified Staff)

3
4 The board shall adopt an evaluation instrument for certified staff which shall be filed with
5 the superintendent.

6
7 Availability of Evaluation Documents

8 Completed evaluation documents shall be available to the employee, the superintendent,
9 other administrators under whose supervision the teacher works, and others authorized by law.
10 (See GAK)

11
12 Evaluation Criteria

13 Evaluation criteria shall be established by the board.

14
15 Approved: November 8, 1989
16 Revised: August 15, 1990
17 Revised: April 25, 1995
18 Revised: June 12, 2001
19 Revised: November 25, 2003
20 Revised: March 29, 2011

1 **GBK Suspension**

GBK

2 (Certified Staff)

3
4 The superintendent shall have the authority to suspend certified employees with pay.

5
6 Approved: January 20, 1982
7 Revised: August 15, 1990
8 Revised: October 20, 1993
9 Revised: June 12, 2001
10 Revised: November 13, 2007
11 Reviewed: October 28, 2008
12 Reviewed: March 29, 2011

13
14 **GBK-R Suspension**

GBK-R

15 (Certified Staff)

16
17 The superintendent may suspend certified employees with pay for reasons including but
18 not limited to alleged violation of board policy, rule or regulation; refusal or failure to follow a
19 reasonable directive of an administrator; the filing of a complaint against the employee with any
20 civil or criminal authority; the alleged commission of an offense involving moral turpitude; or
21 other good cause. The superintendent shall notify the board of the suspension within 72 hours.

22
23 If a suspension is imposed on an employee pending dismissal, the employee is entitled to
24 pay until the employee has a hearing before the board. The hearing shall determine whether
25 further suspension shall be with or without pay.

26
27 Approved: January 20, 1982
28 Revised: August 15, 1990
29 Revised: October 20, 1993
30 Revised: June 12, 2001
31 Reviewed: November 13, 2007
32 Reviewed: October 28, 2008
33 Revised: March 29, 2011

1 **GBN Nonrenewal and Termination**

GBN

2 (Certified Staff)

3

4 Nonrenewal or termination shall be in accordance with Kansas law and the negotiated
5 agreement, as applicable.

6

7 Approved: August 15, 1990

8 Revised: June 12, 2001

9 Reviewed: March 29, 2011

10 Revised: November 12, 2019

1 **GBO Resignation**

GBO

2 (Certified Staff)

3
4 A teacher, as defined by the negotiated agreement, who has signed a contract and accepted a
5 teaching position in the district for the coming year or who has not resigned by the continuing
6 contract notice deadline shall not be released from that contract until the board has accepted the
7 resignation and received or waived the liquidated damages. (Refer to the Negotiated Agreement.)
8 Termination of employment without complying with board policy and the negotiated agreement
9 shall result in the board's seeking legal restitution and/or petitioning the State Board of Education to
10 have the teacher's certificate or license suspended.

11
12 Approved: January 20, 1982

13 Revised: August 15, 1990

14 Revised: June 12, 2001

15 Revised: March 29, 2011

16 Revised: October 9, 2018

1 **GBQA Reduction of Teaching Staff**

GBQA

2 (Certified Staff)

3

4 If the board decides that the size of the teaching staff must be reduced, the procedures
5 outlined in the negotiated agreement shall be followed.

6

7 Approved: June 12, 2001

8 Reviewed: March 29, 2011

9 Reviewed: October 14, 2014

10 Revised: August 8, 2023

1 **GBR Working Conditions**

GBR

2 (Certified Staff)

3
4 To facilitate the instructional program of the district, professional personnel must be at their
5 places of assignment each school day. (See Negotiated Agreement) Any employee who finds it
6 necessary to leave any duty station shall first secure approval from the administrator in charge.
7 Based upon each employee's time schedule and needs of the district, duties may be assigned on a
8 regular or rotation basis by the administrator in charge.
9

- 10 Approved: January 20, 1982
- 11 Revised: August 15, 1990
- 12 Revised: October 20, 1993
- 13 Revised: June 12, 2001
- 14 Revised: March 29, 2011

4 If the board has a reasonable doubt that an employee will be able to fulfill his/her
5 contractual obligations and/or the policies and rules of the board because of a mental or physical
6 infirmity, the board reserves the right to have the employee examined by a physician of the
7 board's choice. The costs for any examination referred to in this rule will be borne by the board.

9 Approved: June 12, 2001

10 Revised: March 29, 2011

1 **GBRC Professional Development**

GBRC

2 (See GBRH & GAN)
3 (Certified Staff)
4

5 There shall be a program of professional development for employees which meets
6 minimum statutory and state board of education requirements. The program shall promote
7

- 8
- 9 • continuous professional development,
 - 10 • improving academic achievement for all students,
 - 11 • diversification in academic foundations or subject knowledge, and
 - 12 • improved job effectiveness and enhanced skills.

13 When appropriate, the superintendent shall consult with the staff about professional
14 development activities.
15

16 All appropriate employees shall attend professional development sessions unless excused
17 by the superintendent. Professional development programs may use all or a portion of the
18 workday.
19

20 Approved: June 12, 2001
21 Revised: November 25, 2003
22 Revised: March 29, 2011

1 **GBRD Staff Meetings**

GBRD

2 (Certified Staff)

3

4 Staff meetings for certified personnel shall be called by the administration.

5

6 Approved: June 12, 2001

7 Reviewed: March 29, 2011

8 Reviewed: November 12, 2019

1 **GBRE Additional Duty**

GBRE

2 (Certified Staff)

3
4 In addition to extra duty and supplemental duty which is assigned and compensated for as
5 specified in the negotiated agreement, the board may, for the purpose of providing for desirable
6 educational programs, establish out-of-class educational assignments that may extend beyond the
7 school day or the time class is in session.

8
9 Approved: January 20, 1982
10 Revised: August 15, 1990
11 Revised: June 12, 2001
12 Reviewed: March 29, 2011
13 Revised: November 8, 2016

1 **GBRF Student and Parent Conferences**

GBRF

2

3 Teachers shall be available for student and/or parent conferences at mutually convenient
4 times.

5

6 Approved: November 8, 2016

1 **GBRG Non-School Employment (See GAG)**
2 (Certified Staff)

GBRG

3
4 The board reserves the right of exclusive access to the professional services of certified
5 employees in accordance with the terms of the contract.

6
7 Certified employees shall not engage in outside employment which interferes with their
8 duties.

- 9
10 Approved: January 20, 1982
11 Revised: August 15, 1990
12 Revised: June 12, 2001
13 Revised: March 29, 2011

1 **GBRGA Consulting (See GAG)**

GBRGA

2 (Certified Staff)

3

4 Certified employees may request to be excused from regular duty by the board to serve as
5 paid or unpaid consultants to other districts, government agencies or private industry. If the
6 employee takes paid leave to perform consulting services, any presentation fee and/or
7 honorarium paid to the employee shall be forwarded to the U.S.D. #305 Business Office.
8 Preparation fees may be accepted when the work is done outside of the duty day.

9

10 Approved: June 12, 2001

11 Revised: March 29, 2011

1 **GBRGB Tutoring for Pay (See GAG)**

GBRGB

2 (Certified Staff)

3

4 Teachers shall not receive pay nor use school supplies for private instruction at school
5 unless approved in advance by the superintendent.

6

7 Approved: June 12, 2001

8 Revised: March 29, 2011

1 **GBRH Leaves and Absences**

GBRH

2 (Certified Staff)

3
4 Leave with and without pay shall be granted in accordance with applicable laws and the
5 negotiated agreement. The board reserves the right to grant additional leave.

- 6
7 Approved: December 18, 1985
8 Revised: August 15, 1990
9 Revised: June 12, 2001
10 Reviewed: November 25, 2003
11 Revised: March 29, 2011
12 Revised: November 12, 2019

1 **GBRIBA Disability Leave**

GBRIBA

2 (Certified Staff)

3

4 The board may grant leave of absence for disability with or without pay.

5

6 Approved: June 12, 2001

7 Reviewed: March 29, 2011

1 **GBRJ Substitute Teaching**

GBRJ

2
3 Qualified substitute teachers shall be secured for the district.

4
5 The superintendent may meet with potential substitutes before the start of each school
6 year.

7
8 The human resources department shall compile a list of available substitute teachers, and
9 each principal shall have a current list.

10
11 Principals shall be responsible for obtaining substitute teachers from the list and
12 employing them as needed.

13
14 The board shall establish the rate of pay for substitute teachers annually.

15
16 Candidates will be given information regarding expectations in performance of their job
17 duties.

18
19 Substitutes are encouraged to prepare, in advance, for the subjects in which they are most
20 likely to substitute in case lesson plans are not available.

21
22 Approved: January 20, 1982
23 Revised: August 15, 1990
24 Revised: March 16, 1994
25 Revised: June 12, 2001
26 Revised: March 29, 2011
27 Revised: October 11, 2022

2 (Certified Staff)

3
4 An educator in the performance of assigned duties shall

- 5
- 6 • meet and continuously maintain applicable certification or licensure requirements
 - 7 as defined by state and/or federal law and regulations for position held;
 - 8 • actively support and pursue the district’s educational mission (see IA);
 - 9 • recognize the basic dignity of all individuals;
 - 10 • maintain professional integrity, including, but not limited to, adherence to any/all
 - 11 professional standards of conduct expected/published by the educator’s licensing
 - 12 body such as the Kansas State Department of Education;
 - 13 • avoid accepting anything of substantial value offered by another which is known
 - 14 to or which may appear to influence judgment or the performance of duties;
 - 15 • accurately represent professional qualifications; and
 - 16 • be responsible to present any subject matter in a fair and accurate manner (IAA
 - 17 and IKB).
- 18

19 Approved: June 12, 2001

20 Revised: March 29, 2011

21 Revised: June 13, 2017

1 **GCA Compensation and Work Assignments**

GCA

2 (Classified Staff)

3
4 Classified employees shall be paid according to pay rates established by the board.
5 Payment shall be made at the established pay date following the end of each pay period.

6
7 Work Assignments

8 The superintendent shall develop work assignments and time schedules for all classified
9 employees.

10
11 Overtime

12 The employee shall not work more than 40 hours per week without the prior permission
13 of the appropriate supervisor. (See GCRF)

14
15 Approved: January 20, 1982

16 Revised: August 15, 1990

17 Revised: June 12, 2001

18 Revised: March 29, 2011

1 **GCDA Teacher Aides and Paraprofessionals**
2 (Classified Staff)

GCDA

3
4 See GCH – Supervision

5
6 Approved: March 16, 1994
7 Revised: June 12, 2001
8 Revised: March 29, 2011

1 **GCH Supervision**

GCH

(Classified Staff)

2
3
4
5
6
7
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9
10
11

Classified staff employees shall follow all applicable board policies, rules and regulations. The superintendent has the responsibility to supervise all noncertified employees not directly under the supervision of a building principal. A building principal has the responsibility to supervise all noncertified employees who are assigned to the building.

Approved: August 15, 1990
Revised: June 12, 2001
Revised: March 29, 2011

1 **GCI Classified Employee Evaluation**

GCI

2 (Classified Staff)

3
4 All classified employees shall be evaluated by the supervisor to whom they are assigned.
5 A copy of the completed evaluation will be given to the employee after it is signed by the
6 employee and the evaluator and will be placed in the employee's personnel file.
7

8 Approved: June 12, 2001

9 Revised: March 29, 2011

10 Revised: November 10, 2015

1 **GCIA Evaluation of Coaches and Sponsors**

GCIA

2
3 All employees contracted to coach or sponsor an activity shall be evaluated. Evaluation
4 documents will be on file with the human resources department.

5
6 Coaches and sponsors shall be evaluated by the supervisor to whom they are assigned.
7 Evaluations shall be based on the employee's personal qualities, their commitment to duty, their
8 work skills, and other appropriate issues related to the activity sponsor/coach job description. A
9 copy of the completed evaluation shall be given to the employee after it is signed by the
10 employee and the evaluator and will be placed in the employee's personnel file.

11
12 Approved: October 11, 2022

1 **GCK Suspension**

GCK

2 (Classified Staff)

3

4 The superintendent shall have the authority to suspend classified employees with pay.

5

6 Approved: August 15, 1990

7 Revised: June 12, 2001

8 Revised: October 28, 2008

9 Reviewed: March 29, 2011

1 **GCO Resignation**

GCO

2 (Classified Staff)

3

4 Classified positions are “employment at will” positions which may be terminated by the
5 employee or by Salina USD 305 for any/no reason.

6

7 Approved: August 15, 1990

8 Revised: June 12, 2001

9 Revised: March 29, 2011

1 **GCRF Non-School Employment**

GCRF

2
3 Classified employees shall not be excused during their regularly scheduled duty day to
4 perform outside employment unless, upon receipt of the employee's leave request, the supervisor
5 determines:

- 6 • the requesting employee has adequate leave time available;
- 7 • the requesting employee's absence will not interfere with regular work operations; and
- 8 • the leave is approved prior to the requested leave being taken.

9
10 The supervisor may approve leave without pay for extraordinary circumstances.

11
12 Except as otherwise specified above, classified employees shall not engage in outside
13 employment which interferes with their job duties or responsibilities.

14
15 Approved: January 20, 1982
16 Revised: August 15, 1990
17 Revised: June 12, 2001
18 Revised: March 29, 2011
19 Revised: February 14, 2023

2
3 Paid Leave

4 Full-time employees will be credited with paid leave in accordance with handbook
5 language provided by the board.

6
7 Unpaid Leave

8 The board may grant a period of unpaid leave as determined by the board. The period of
9 leave and reason for unpaid leave shall be determined by the board unless otherwise prescribed
10 by law. The board shall not be required to pay any salary or benefits during periods of unpaid
11 leave except as may be required by law.

12
13 Jury Leave

14 Any employee called to jury duty will be granted paid leave and such leave will not be
15 deducted from the employee's credited paid leave.

16
17 Approved: June 12, 2001
18 Revised: November 25, 2003
19 Revised: March 29, 2011
20 Revised: October 11, 2022

1 **GCRH Vacations**

GCRH

2 (Classified Staff)

3

4 Vacation leave will be granted in accordance with the support staff handbook.

5

6 Approved: June 12, 2001

7 Revised: November 25, 2003

8 Revised: March 29, 2011

1 **GCRI Paid Holidays**

GCRI

2 (Classified Staff)

3
4 Paid holiday leave shall be granted to classified employees according to the support staff
5 handbook.

6
7 Approved: June 12, 2001
8 Revised: November 25, 2003
9 Revised: March 29, 2011